

# City of Houston

## Alere Data Link e-Scheduling

Or DRUG NOTIFICATION FORM is used if you have not signed up for Alere e-scheduling. Please check with the drug testing Coordinator for your department.

Step 1: Must be completed to ensure the right services are rendered at the Collection Sites.

- Type of Test Requested
  - Alcohol ONLY
  - Controlled Substances ONLY
  - Alcohol and Controlled Substances
- Reason for test, check one box only
  - Random
  - Return to Duty
  - Promotion
  - Follow-up
  - Post-Accident
  - Reasonable Suspicion

Step 2: Employee's Instructions:

- Drug Notification Form
  - Complete Section 1
    - Last four digits of Social Security Number
    - Employee ID number
    - Cell or home phone number
    - Department Code/Number
    - Job Title
- Employee Informed Consent Form
  - Check the appropriate box for request: Controlled Substances ONLY, Alcohol ONLY, or Alcohol and Controlled Substances
  - Employee Signature
  - Employee ID number
  - Check consent form at the bottom for information on consequences of the drug test process
  - Date of Test

**TWO HOURS ALLOTTED TO ARRIVE TO THE COLLECTION SITE**

If you have additional questions regarding the Drug Test Notification form or Employee Consent form please contact Veronica M. Boyd at 832-393-6144 or [veronica.boyd@houstontx.gov](mailto:veronica.boyd@houstontx.gov)

### Step 3: Supervisor's Instructions:

- Drug Notification Form
  - Complete Section 1
    - Ensure department code, drug test coordinator name and phone numbers listed
  - Complete Section 3
    - Employee acknowledgement of notification and reporting procedures.
      - Notified by whom (Supervisor or Designee)
      - Employee ID number
      - Date Notified
      - Time Notified
  - Complete Section 2 (only for Reasonable Suspicion or Post-Accident reasons)
    - Check Yes or No box to indicate form completed
    - Obtain authorizing signature, Employee IDs, and phone numbers

**\*\*\*\*MAKE A COPY OF THE NOTIFICATION FORM FOR YOUR RECORDS (FOR POST ACCIDENTS IN THE FIELD ASK COLLECTION SITE FOR A COPY) \*\*\*\***

### Step 4: Collection Site Instructions:

- Drug Notification Form/Consent Form gives authorization to perform drug collection
- Verification of donor by checking photo identification
- Collect specimen and label appropriately with donor signatures
- PROVIDE EMPLOYEE WITH CHAIN OF CUSTODY FORM TO DOCUMENT COLLECTION PROCESS IS COMPLETED

### Step 5: Employee Responsibilities After Collection Process:

PROVIDE DEPARTMENT DRUG TESTING COORDINATOR THE SPECIMEN BARCODE NUMBER FOR CHAIN OF CUSTODY FORM.

### Step 6: Department Drug Coordinator:

- Access the vendor reporting website to view drug test results/report by using the specimen barcode number to print Chain of Custody (COC) Form which documents date/time of collection.
- Combine Drug Notification Form, Consent Form, and Chain of Custody Form together for Record Archives. If applicable, document specimen number on the Random Compliancy Report.

Please be advised that the forms used for drug testing under Executive Order 1-12 have been revised to reflect the updated language of the Amended Controlled Substance & Alcohol Abuse dated 4/14/2016. These forms are also under construction for revision and you will be informed of the update.

FYI: Non-CDL drivers are subject to alcohol testing under the following circumstances:

- Post-Accident
- Reasonable Suspicion
- DWI Follow-up Testing (REQUIRED)

## CITY OF HOUSTON APPROVED DRUG TESTING SITES

### URINE AND BREATH ALCOHOL TEST

TESTFIRST NORTH HOUSTON CLINIC  
14503 Bammel North Houston #408  
Houston, Texas 77014  
281-781-7674  
9:00 AM-6:00 PM (MON-FRI)

#### AFTER HOURS COLLECTION:

- ❖ WEEKDAYS 6PM – 9AM
- ❖ SATURDAYS & SUNDAYS 24 HOURS
- MUST CALL TO SCHEDULE AFTER HOURS
- CONTACT THE ON-CALL COLLECTOR AT: **346-274-1188, DR. RON BROWN**
- IF NO RESPONSE WITHIN 10 MINUTES, CONTACT BACKUP **COLLECTOR BRIAN BABIN, AT:**  
281-763-7592,
- DO NOT PROCEED TO THIS LOCATION UNTIL DIRECTED TO DO SO BY THE ON-CALL COLLECTOR

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The background of the page features a large, faint seal of the City of Houston, Texas. The seal is circular with a rope-like border. Inside the border, the words "CITY OF HOUSTON" are written in an arc at the top, and "TEXAS" is written in an arc at the bottom. The center of the seal depicts a steam locomotive, a five-pointed star, and a plow.

**HAIR TEST ONLY**

EXPERTOX 9:00 AM- 4:30 PM

1430 CENTER STE

DEER PARK, TEXAS 77536

281-476-4600

**REQUIRES AUTHORIZATION FORM FROM VERONICA BOYD**

(832-393-6144) [veronica.boyd@houstontx.gov](mailto:veronica.boyd@houstontx.gov) of HR DRUG TESTING DIVISION at 611 WALKER

## Urgent Care And Drug Testing Facilities

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For Medical Attention In The Field When You Need It Now



Medical needs can occur while working in the field — sometimes when you least expect it.

This website will help you know when to go to an urgent care facility and how to use the map so you can find the right urgent care facility for any type of incident or accident, anywhere in the Houston metro area.

Information will outline urgent care sites associated with CIGNA plans, those that have accepted workers' compensation, and drug testing facilities approved by the City of Houston. We also list pharmacy chains where city employees can use their CIGNA coverage.

[Click on this link to find a facility](#)

OR SEE NEXT PAGE FOR A QUICK REFERENCE GUIDE OF COMMONLY USED FACILITIES

ADDITIONAL INFORMATION (QUICK REFERENCE GUIDE)

FACILITY #	COLLECTION SITE	ADDRESS	PHONE	HOURS
42719	TEXAS ALCOHOL & DRUG TESTING SERVICE	411 LANTERN BEND DR, HOUSTON, TX 77090	281-444-6600	8:00 AM - 5:00 PM
	ALLIANCE HEALTH RESOURCES	2910 CENTER STREET, DEER PARK TX 77536	281-479-6672	8:00 AM – 5:00PM
H42792	AFC URGENT CARE	5568 WESLAYAN ST HOUSTON, TX 77005	713-666-7050	8:00 AM - 8:00 PM
32289	CONCENTRA - DOWNTOWN	2004 LEELAND ST HOUSTON, TX 77003	713-223-0838	8:00 AM - 5:00 PM
16967	CONCENTRA - HOBBY	8505 GULF FWY STE F HOUSTON, TX 77017	713-944-4442	8:00 AM - 5:00 PM
27574	CONCENTRA - GREENS RD	401 GREENS RD HOUSTON, TX 77060	281-873-0111	7:00 AM - 7:00 PM
40244	CONCENTRA - HILLCROFT	6545 SOUTHWEST FWY HOUSTON, TX 77074	713-995-6998	8:00 AM - 5:00 PM
H6870	CONCENTRA - KATY FRWY	12345 KATY FWY HOUSTON, TX 77079	281-679-5600	8:00 AM - 8:00 PM
26671	CONCENTRA - I-10	10909 EAST FWY HOUSTON, TX 77029	713-675-4777	8:00 AM - 5:00 PM
30471	CONCENTRA - NORTHWEST 290	6360 W SAM HOUSTON, PKWY N HOUSTON, TX 77041	713-280-0400	8:00 AM - 5:00 PM
2185	CONCENTRA - POST OAK	1000 N POST OAK RD BLDG G HOUSTON, TX 77055	713-686-4868	8:00 AM - 5:00 PM
30212	CONCENTRA - KIRBY	9321 KIRBY DR HOUSTON, TX 77054	713-797-0991	8:00 AM - 5:00 PM
	Test First	14503 Bammel North Houston, TX 77014	281-781-7674	9:00 AM- 6:00 PM
	Concentra -Southloop West	1414 South Loop West # 200 Houston Tx 77054	713-797-6106	8:00 AM-5:00 PM

**PREMIER DIAGNOSTIC IS NO LONGER A CONTRACTED COLLECTOR SITE FOR THE CITY OF HOUSTON**

REVISED 11/03/2020

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# DRUG TEST AUTHORIZATION

## POST ACCIDENT TESTS:

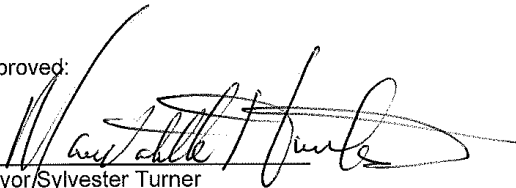
Houston Public Works (HPW) is requesting approval to expand the delegation for approving Post Accident drug testing to include HPW managers with pay grades of 29 and above. The requirements under E.O. 1-12 (Amended Controlled Substance and Alcohol Abuse Policy) Section 6.6.5, currently require approval for conducting such tests be provided by the Department Head or designee who is defined as an employee with a minimum classification of Deputy Director or equivalent. This request for expanded delegation will only provide HPW managers with limited authority to approve requests to conduct post-accident drug tests; it will not grant them the authority to approve requests to not perform drug tests.

Houston Public Works has over 3,500 employees, with the majority working in construction related jobs and many working at facilities that operate 24/7. The ability to timely approve requests for post-accident drug testing is sometimes delayed when incidents occur during late hours or on holidays. Expanding the number of persons with the authority to approve Post Accident drug testing will improve the efficiency of the department by reducing the time supervisors spend seeking approval to conduct testing as well as by reducing the time needed to utilize tested employees elsewhere while awaiting test results.

The Director and Deputy Directors will continue to monitor all testing activity as managers/supervisors will be required to continue providing information regarding the name of the person being tested and the reason for testing.



Your consideration and approval of this request is greatly appreciated.

Approved:  Date: 7/17/20  
Mayor Sylvester Turner

**memo.**

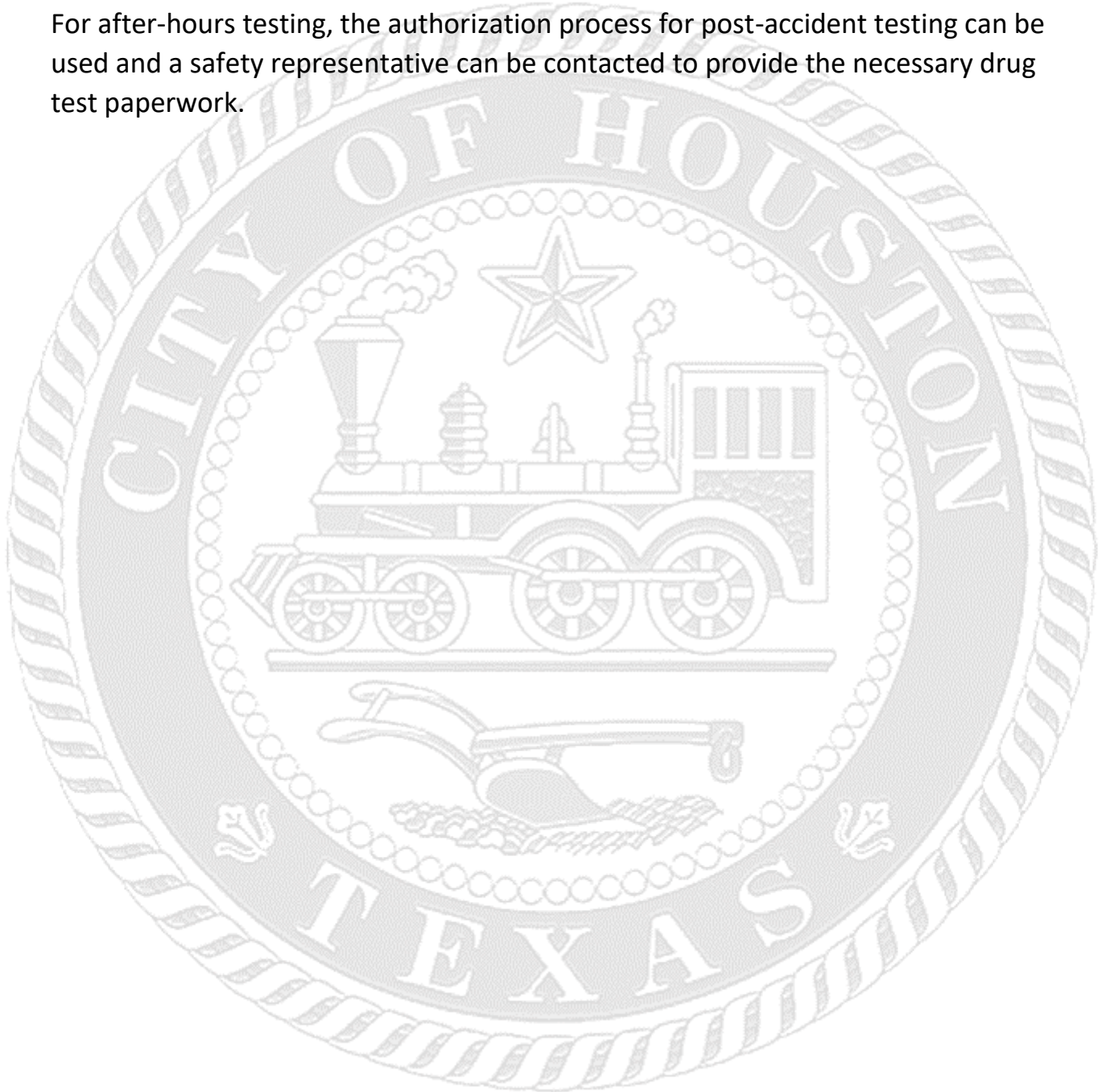
Capital Projects | Customer Account Services | Houston Permitting Center | Houston Water | Transportation & Drainage Operations

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## **REASONABLE SUSPICION AND FOLLOW-UP TESTS:**

Drug test forms can be taken to a DD, COS, COO, or the Director for authorization. For after-hours testing, the authorization process for post-accident testing can be used and a safety representative can be contacted to provide the necessary drug test paperwork.



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