

LUXE MOBILE LAB SCREENING

DOT COMPLIANCE PLAN

For Trucking Companies & Safety-Sensitive Employers

Drug & Alcohol Testing | Random Pool Administration | FMCSA Support

Client-ready compliance overview

BUSINESS INFORMATION

Contact Information

- Location: Henry County, Georgia (Mobile Service Area)
- Phone: 770-374-4472
- Email: MESHA@LMLSCREENING.COM
- Business Hours: Monday - Friday, 8:00 AM - 6:00 PM; after-hours, emergency, and weekend appointments available
- Website: lmlscreening.com

Services

- DOT drug testing
- Non-DOT drug testing
- Mobile/on-site collections
- After-hours and emergency testing
- Random testing program administration

COMPLIANCE OVERVIEW

Luxe Mobile Lab Screening supports DOT-regulated drug and alcohol testing programs for trucking companies and other safety-sensitive employers in accordance with applicable requirements.

- 49 CFR Part 40 procedures for transportation workplace drug and alcohol testing.
- Applicable FMCSA requirements, including 49 CFR Part 382 for covered motor carriers and CDL/CLP drivers.
- Coordination with qualified collectors, SAMHSA-certified laboratories, and Medical Review Officers (MROs).
- Random testing program administration, documentation, compliance reminders, and audit support.

The employer remains ultimately responsible for its regulatory obligations and for determining which DOT agency rules apply to its workforce.

HOW TO GET STARTED

A simple onboarding process helps establish the testing program before services begin.

- Sign the service agreement and confirm billing/contact information.
- Identify the employer's Designated Employer Representative (DER).
- Provide the current roster of covered employees/drivers.
- Add eligible employees to the appropriate random testing pool.
- Confirm collection locations, scheduling, after-hours contacts, and secure reporting channels.
- Begin testing and ongoing compliance support.

UNDERSTANDING DOT PART 40

- Use qualified collectors and required DOT collection procedures.
- Complete the Federal Drug Testing Custody and Control Form (CCF) when required.
- Use SAMHSA-certified laboratories for federally regulated drug testing.
- Route applicable non-negative results through a qualified MRO.
- Maintain required documentation and handle collection issues under the applicable DOT procedures.

TYPES OF DOT TESTING HANDLED

Pre-Employment

- Required before a covered employee performs safety-sensitive functions when applicable.
- A verified negative drug test result is required before performing covered functions.

Random

- Covered employees are placed into an appropriate random pool.
- Selections are made using a scientifically valid method and spread throughout the year.

Post-Accident

- Testing is coordinated when an accident meets the applicable DOT/FMCSA criteria.
- The employer/DER should contact Luxe promptly so applicable testing time requirements can be addressed.

Reasonable Suspicion

- Initiated based on qualifying observations by a properly trained employer representative.
- Observations and required determinations remain the employer's responsibility.

Return-to-Duty & Follow-Up

- Coordinated after a DOT violation when required.
- The Substance Abuse Professional (SAP) establishes the follow-up testing plan.

RANDOM TESTING POOL MANAGEMENT

- Maintain an updated roster of covered safety-sensitive employees.
- Conduct random selections using an appropriate scientifically valid selection method.
- Apply the current annual minimum testing rates required by the applicable DOT agency.
- Notify the DER confidentially of selections.
- Track completion and maintain applicable program documentation.
- Update the pool promptly when employees are hired, terminated, or change covered status.

FMCSA DRUG & ALCOHOL CLEARINGHOUSE

For FMCSA-regulated employers, Clearinghouse compliance is an important part of the employer's drug and alcohol program.

Employer Requirements

- Conduct the required pre-employment Clearinghouse query before permitting a covered driver to perform safety-sensitive functions.
- Conduct the required annual Clearinghouse query for each covered driver.
- Obtain required driver consent and follow current FMCSA query procedures.
- Take required employer action when Clearinghouse information affects a driver's eligibility.

Luxe / C-TPA Support

- Provide workflow support and compliance reminders.
- Assist with allowable query/reporting functions when Luxe is properly designated and authorized.
- Coordinate required testing and documentation within the agreed scope of services.

The employer remains responsible for Clearinghouse compliance. Luxe Mobile Lab Screening does not make driver qualification determinations.

LUXE TPA DUTIES VS. EMPLOYER DUTIES

Luxe Mobile Lab Screening Handles

- Testing coordination and collection scheduling.
- Random pool administration and selection tracking when contracted.
- Coordination with collectors, laboratories, MROs, and other service agents.
- Confidential communication with the DER.
- Testing records, compliance reports, reminders, and audit-support documentation within the contracted scope.

Employer / DER Responsibilities

- Maintain ultimate responsibility for DOT/FMCSA compliance.
- Provide accurate employee rosters and timely status changes.
- Ensure selected employees report for testing as directed.
- Maintain required company policies, supervisor training, and employer-specific records.
- Complete employer-specific Clearinghouse actions unless an allowable function is formally assigned to an authorized C/TPA.
- Remove employees from safety-sensitive functions when required by regulation.

CHAIN OF CUSTODY - START TO FINISH

1. Test Authorization

- Employer or DER requests the test.
- Luxe confirms the testing reason and employee information.

2. Collection

- Donor identity is verified.
- Required CCF/documentation is initiated.
- Specimen is collected, checked, sealed, labeled, and documented under applicable procedures.

3. Laboratory & MRO

- Specimen is transported to the appropriate laboratory.
- Laboratory performs screening and required confirmation.
- MRO reviews applicable non-negative results and communicates with the donor as required.

4. Final Reporting

- Final verified DOT results are released to the authorized DER or other recipient permitted by applicable rules.
- Records are stored and transmitted through secure, authorized methods.

RESULTS REPORTING

DOT-Regulated Results

- Final verified results are provided only to the employer's authorized DER or other recipient permitted under applicable DOT rules.
- Non-negative results are subject to MRO review when required before final reporting.
- Reports may include individual results, random-testing compliance documentation, and program summaries as applicable.

Secure Delivery

- Secure laboratory or MRO portal.
- Secure electronic reporting system.
- Approved secure email or other authorized confidential transmission method.

RECORD STORAGE & AUDIT SUPPORT

Secure Records

- Password-protected electronic systems.
- Secure physical storage when paper records are maintained.
- Access limited to authorized personnel.

Audit Support

- Testing history and available collection records.
- Random pool documentation and selection records.
- Compliance reports and testing-rate documentation.
- Policy and program documentation maintained within Luxe's role.

Record-retention periods vary by record type and applicable DOT agency regulation. Records are retained according to the requirements that apply to the specific program and Luxe's role.

NON-DOT TESTING SERVICES

Luxe Mobile Lab Screening also offers Non-DOT testing for employers and organizations whose programs are not governed by DOT regulations.

- Pre-employment testing
- Random testing
- Reasonable-suspicion testing
- Post-accident testing
- Return-to-work or company-policy testing
- Mobile/on-site collections

DOT and Non-DOT programs are administered separately so that forms, procedures, reporting, and policies are not improperly mixed.

HOW WE KEEP CLIENTS COMPLIANT

- Manage testing schedules within the contracted scope.
- Monitor random testing program activity and applicable testing rates.
- Send compliance reminders and communicate with the DER.
- Maintain organized program documentation.
- Coordinate testing with laboratories, MROs, and collection resources.
- Provide audit-support records available within Luxe's role.

CONTACT LUXE MOBILE LAB SCREENING

Ready to Get Started?

- Phone: 770-374-4472
- Email: MESHA@LMLSCREENING.COM
- Location: Henry County, Georgia (Mobile Service Area)
- Website: lmlscreening.com
- Hours: Monday - Friday, 8:00 AM - 6:00 PM; after-hours, emergency, and weekend appointments available

Contact Luxe Mobile Lab Screening to establish your testing program, identify your DER, set up the employee roster/random pool, and begin testing.