



MOBILE LAB SCREENING

# POLICY & PROCEDURE MANUAL

Drug & Alcohol Testing | Mobile Collection Services | DOT & Non-DOT Programs

Revised August 2026

## BUSINESS INFORMATION

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

### Services Provided

- DOT drug testing
- Non-DOT drug testing (urine - instant & lab)
- Rapid drug screening (5-panel & 10-panel)
- Hair follicle drug testing
- Oral fluid (saliva) drug testing
- Fingernail drug testing
- DNA testing (legal & non-legal)
- Mobile drug testing services (on-site collection)
- After-hours & emergency testing

## PURPOSE STATEMENT

Luxe Mobile Lab Screening exists to provide professional, discreet, and convenient mobile testing services to individuals, families, and businesses throughout Henry County and surrounding areas.

Our mission is to deliver accurate, reliable, and timely results while maintaining high standards of confidentiality, compliance, and customer care.

We are committed to making testing accessible, stress-free, and efficient by bringing services directly to clients at homes, workplaces, or designated collection sites.

## REGULATORY COMPLIANCE

Luxe Mobile Lab Screening performs applicable DOT-regulated drug and alcohol testing services in accordance with **49 CFR Part 40**, which establishes procedures for transportation workplace drug and alcohol testing programs.

When serving motor carriers and CDL drivers subject to Federal Motor Carrier Safety Administration requirements, applicable services are also performed consistent with **FMCSA** drug and alcohol testing requirements, including 49 CFR Part 382, as applicable.

Where another DOT agency has jurisdiction, the applicable agency-specific regulations must also be followed. Non-DOT testing is performed under the employer's policy and applicable federal, state, and local requirements.

**Compliance note: The employer remains responsible for determining which DOT agency rules apply to its workforce and for fulfilling employer-specific regulatory duties unless those duties are expressly delegated by written agreement.**

# FMCSA DRUG & ALCOHOL CLEARINGHOUSE

For FMCSA-regulated employers, the FMCSA Drug & Alcohol Clearinghouse is an important part of the employer's compliance program. Luxe Mobile Lab Screening may support clients with testing-program coordination; however, Clearinghouse responsibilities remain with the employer unless a permitted function is formally assigned to an authorized service agent.

## Employer Query 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 any required driver consent before conducting a query.
- Follow applicable FMCSA procedures when a query identifies information that affects a driver's eligibility to perform safety-sensitive functions.

## Important

Luxe Mobile Lab Screening does not make driver qualification determinations. Employers are responsible for complying with current FMCSA Clearinghouse requirements and maintaining required records.

# CLIENT ONBOARDING PROCESS

A clear onboarding process is used to establish the client's testing program before services begin.

1. Execute the service agreement and confirm billing/contact information.
2. Determine whether the client requires DOT, FMCSA, other DOT-agency, or Non-DOT testing.
3. Identify the employer's Designated Employer Representative (DER) and authorized contacts.
4. Collect required employee/driver roster information and testing-program details.
5. Establish or coordinate the random testing pool when applicable.
6. Confirm collection locations, scheduling procedures, after-hours contacts, and testing reasons.
7. Confirm laboratory/MRO reporting channels and secure result-delivery method.
8. Review employer responsibilities, including applicable Clearinghouse obligations for FMCSA-regulated clients.
9. Activate testing services and provide ongoing program support as agreed.

## SERVICES OFFERED

### Drug Testing Services

Luxe Mobile Lab Screening offers testing solutions tailored to personal and employer needs:

- DOT-compliant drug testing
- Non-DOT drug testing
- Instant (rapid) drug screening
- Laboratory-confirmed drug testing
- Specialty drug testing (hair, oral fluid, fingernail)

### Mobile Services

On-site mobile collections help clients reduce travel and downtime.

- Workplace testing for employees
- On-site testing for businesses and job sites
- Residential testing for individuals and families (non-regulated testing)
- Emergency and after-hours response
- Henry County local service area; extended service area available for an additional fee

## TYPES OF TESTING

### Pre-Employment Testing

Testing conducted before hiring or before performing covered safety-sensitive duties, as applicable.

- Common for new hires
- Helps employers support a safe and drug-free workplace

### Random Testing

Unannounced testing conducted throughout the year.

- Required for covered DOT-regulated programs at applicable testing rates
- Helps deter prohibited substance use

### Post-Accident Testing

Testing conducted after qualifying workplace accidents or incidents.

- DOT testing must follow the applicable agency's post-accident criteria and time requirements
- Supports employer documentation

### Reasonable Suspicion Testing

Testing initiated when properly trained employer representatives have qualifying observations under applicable policy or regulation.

- Observations should be documented
- DOT programs must follow applicable agency requirements

# COLLECTION PROCEDURES

## Client Identification (ID Verification)

All donors must present acceptable identification before testing, consistent with the applicable testing program and collection requirements.

- Driver's license
- State ID
- Passport or other acceptable identification as permitted by the applicable procedure

## Urine Specimen Collection - General Workflow

1. Provide donor with collection instructions.
2. Prepare the collection site and supplies in accordance with applicable procedures.
3. Provide the collection container.
4. Direct the donor to the collection area; observed collections are performed only when authorized or required.
5. Receive the specimen promptly after collection.
6. Complete required temperature, specimen, labeling, sealing, and documentation checks.

DOT urine collections must follow the current procedures required by 49 CFR Part 40, including use of the Federal Drug Testing Custody and Control Form when required.

# SPECIMEN CHECKS, LABELING & SEALING

## Temperature Check

- For applicable urine collections, check specimen temperature within the required time period.
- For DOT urine collections, follow the temperature range and procedures specified by 49 CFR Part 40.
- Document and handle out-of-range temperatures according to the applicable testing protocol.

## Specimen Inspection

- Check for unusual color or appearance as required.
- Check for signs of tampering or foreign material.
- Follow required procedures when specimen validity concerns arise.

## Labeling & Sealing

- Apply required tamper-evident seals.
- Complete required specimen identifiers and collection documentation.
- Obtain donor initials/signatures where required.
- Place specimen and documentation in secure transport packaging.

# CHAIN OF CUSTODY

Luxe Mobile Lab Screening maintains chain-of-custody procedures designed to preserve specimen integrity from collection through laboratory delivery.

## Sample Tracking

- Applicable Chain of Custody Form (CCF)
- Unique specimen identification
- Collection date and time
- Collector and donor certifications/signatures as required

## Specimen Security

- Specimens are sealed using required tamper-evident materials.
- Specimens are maintained securely until transport.
- Specimens are delivered or shipped to the laboratory according to laboratory and program requirements.

## LAB PROCESSING

Luxe Mobile Lab Screening partners with laboratories for confirmatory testing, including Labcorp and Quest Diagnostics as identified in the existing program materials.

### General Laboratory Process

- Specimen received and accessioned by the laboratory
- Initial screening performed
- Non-negative specimens receive required confirmatory testing
- Results reviewed before release
- Non-negative DOT results are subject to MRO review as required

### Turnaround Time

Typical turnaround times may vary by laboratory, specimen type, confirmation requirements, MRO review, shipping, and other factors. Any quoted timeframe is an estimate rather than a guarantee.

# MEDICAL REVIEW OFFICER (MRO) PROCESS

A qualified Medical Review Officer (MRO) performs the review functions required for applicable federally regulated drug tests and may review non-DOT results when included in the testing program.

## Non-Negative Result Process

1. Laboratory identifies a non-negative result.
2. Result is transmitted to the MRO when MRO review applies.
3. MRO contacts the donor as required.
4. Donor may provide relevant prescription or medical information.
5. MRO makes the final verified determination and reports it to the authorized recipient.

Luxe Mobile Lab Screening does not alter laboratory or MRO findings.

# RESULTS REPORTING

## DOT-Regulated Results

For DOT-regulated testing, final verified results are provided only to the employer's authorized **Designated Employer Representative (DER)** or other recipient authorized under the applicable DOT rules. Luxe Mobile Lab Screening will not release DOT results to unauthorized individuals.

## Non-DOT Results

Non-DOT results are released to the employer, client, or requesting party authorized under the applicable service agreement, consent, and testing policy.

## Secure Delivery

- Secure laboratory or MRO portal
- Secure electronic reporting system
- Encrypted or otherwise approved secure email, when used
- Other authorized confidential transmission method

Access to results is limited to authorized personnel. Results are not sent through unsecured channels when prohibited by applicable policy, contract, or regulation.

## CONFIDENTIALITY & DATA SECURITY

Client and donor information is treated as confidential and is disclosed only as authorized or required by applicable law, regulation, consent, or service agreement.

### Authorized Access May Include

- Authorized employers and DERs
- Medical Review Officers
- Testing laboratories
- Other authorized representatives as permitted

### Security Measures

- Password-protected electronic records
- Locked storage for physical records
- Access limited to authorized personnel
- Secure disposal of confidential documents and electronic files

Luxe Mobile Lab Screening will follow applicable privacy and health-information requirements based on the nature of the service and the parties involved.

## REFUSAL TO TEST - DOT & NON-DOT

Refusal determinations must be handled according to the applicable testing program. For DOT testing, refusal-to-test criteria and determinations are governed by 49 CFR Part 40 and the applicable DOT agency regulation. A collection-site event does not automatically constitute a DOT refusal unless the governing rule provides for that determination.

### Collector Responsibilities

- Document relevant facts, times, and events accurately.
- Notify the DER or authorized employer representative when required.
- Follow applicable shy-bladder, direct-observation, insufficient-specimen, or other required procedures.
- Do not independently make employer or regulatory determinations outside the collector's authorized role.

### Non-DOT Programs

For Non-DOT testing, refusal handling follows the employer's written policy and applicable law. No-show, late arrival, leaving the site, tampering, or failure to cooperate should be documented and reported according to the client's policy.

# MOBILE TESTING POLICY

Luxe Mobile Lab Screening provides on-site mobile testing services designed for convenience, efficiency, privacy, and compliance.

## Approved Locations

- Employer job sites
- Offices or facilities
- Residential locations for appropriate non-regulated testing
- Other locations that can meet collection-site requirements

## Site Requirements

- Safe and private collection area
- Adequate lighting and workspace
- Appropriate restroom access for urine collections
- Ability to secure the collection area and materials as required

## Service Area

Local service area: Henry County and surrounding area (generally 0-20 miles). Extended service areas may be available for an additional fee.

# AFTER-HOURS, SCHEDULING & CANCELLATIONS

## After-Hours & Emergency Services

- Post-accident testing
- Reasonable-suspicion testing
- Urgent employer requests

Additional fees may apply. Response time depends on location and availability, with priority given to contracted clients when applicable.

## Scheduling & Cancellations

- Appointments should be scheduled in advance when possible.
- Same-day service is subject to availability.
- Cancellation fees may apply for late cancellations under the client agreement.

# STAFF REQUIREMENTS

Personnel representing Luxe Mobile Lab Screening must meet the training and qualification requirements applicable to the services they perform.

## Collector Qualifications

- Complete required collector qualification training for the applicable specimen type and program.
- For DOT collections, meet the qualification and proficiency-demonstration requirements of 49 CFR Part 40 applicable to the collection performed.
- Maintain knowledge of chain-of-custody procedures and current collection requirements.
- Complete refresher or error-correction training when required.

## Professional Standards

- Maintain a professional appearance.
- Demonstrate respectful and neutral behavior.
- Protect confidentiality at all times.
- Stay current with applicable federal, state, client, and industry requirements.

# RECORD RETENTION POLICY

Records are retained according to the requirements applicable to the specific testing program. DOT and Non-DOT records should not be assigned one universal retention period.

## DOT Records

For DOT-regulated programs, the employer and service agents must retain records for the periods required by 49 CFR Part 40 and the applicable DOT agency regulation. Retention periods vary by record type. Luxe Mobile Lab Screening will maintain records in its possession for the required period applicable to its role and contractual obligations.

## Non-DOT Records

Non-DOT records are retained according to applicable law, client agreements, laboratory requirements, and company policy.

## Storage & Disposal

- Electronic records stored in secure, password-protected systems
- Physical records stored in secure locations
- Access limited to authorized personnel
- Secure shredding or deletion at the end of the applicable retention period

# QUALITY CONTROL & ASSURANCE

Luxe Mobile Lab Screening is committed to accuracy, consistency, and compliance across its services.

## Quality Control Measures

- Standardized collection procedures
- Use of appropriate approved supplies and materials
- Routine documentation review
- Prompt correction of identified errors
- Periodic review of collector qualifications and procedures

## Error Handling

- Document the incident promptly.
- Notify the supervisor/manager and appropriate authorized party.
- Take required corrective action.
- Complete retraining or error-correction training when required by the applicable program.

# INTERNAL AUDITS & CONTINUOUS IMPROVEMENT

## Periodic Review

- Chain-of-custody documentation
- Collection procedures
- Staff performance and qualifications
- DOT regulatory requirements, including 49 CFR Part 40, when applicable
- FMCSA requirements for covered motor-carrier clients, when applicable
- Company policies and client-specific procedures

## Continuous Improvement

- Review client feedback regularly.
- Update policies when regulations or operational requirements change.
- Retrain staff when necessary.
- Review this manual periodically and document material revisions.

This manual is an operational guide and should be reviewed against current federal, state, and agency-specific requirements whenever regulatory changes occur.