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| Diagram, engineering drawing  Description automatically generatedNew Drug Testing Coordinator’s Checklist If you are a newly assigned Drug Testing Coordinator or new to the HR Director role in the State of Georgia, this Checklist will be helpful to your orientation to the Statewide Substance Abuse Testing Program. If you have questions, contact the Statewide Drug Testing Coordinator, Gail Stowers at 404-463-7060 or by email at Gail.Stowers@doas.ga.gov. | | | | |
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| what do i need to know as a new drug testing coordinator? | | | | |
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|  | confirm vendor’s account manager has provided you with access to the vendor’s database As a new Coordinator, you will need login access. Contact your Account Manager at Vault Health (previously, FSSolutions) to confirm that you have been given access to the vendor’s database. The Vault Health Database login can be found at: <https://www.fssolutions.com/login/> |  |  | first request portal The FirstRequest Portal allows agencies to complete the Chain of Custody form electronically (eCCF). The Portal also allows for electronic scheduling of drug screenings at eligible collection sites.  Training and a User Manual can be found on the DOAS website at: <https://doas.ga.gov/human-resources-administration/substance-abuse-testing/firstrequest>  The FirstRequest Portal is located in the Vault Health Database at: <https://www.fssolutions.com/login/> |
|  | removal of access for all previous drug testing coordinator’s It is critical that access for the previous Drug Testing Coordinator be removed upon their departure from the agency or exit from the position. |  |  | position analysis tool Whenever the agency creates a new position or job responsibilities change, the Drug Testing Coordinator can use the Position Analysis Tool on the DOAS website to determine eligibility for drug testing. This Tool can be found at: <https://service.doas.ga.gov/app/answers/detailopa/a_id/1363> |
|  | vendor’s database training After receiving your login information from the vendor, you will need to be trained in how to use the vendor’s website. This training can be set-up by the Vault Health Account Manager, Mary Ann Mesaros at (List)  The Vault Health Login page can be found at the following link: <https://service.doas.ga.gov/app/answers/detailopa/a_id/1363> |  |  | statewide drug testing training HRA-Policy Unit offers customized Substance Abuse Testing Training in the following areas:   * Statewide Drug Testing Program * Reasonable Suspicion Training for Supervisors (All supervisors; General population) * US DOT Reasonable Suspicion for Supervisors (Required for supervisors of Federally regulated positions. |
|  | u.s. dot reasonable suspicion training for supervisors The US DOT requires that all supervisors of employees with Commercial Driver’s License (CDLs) take a two-hour training consisting of 1 -hour of alcohol use an abuse, and one-hour of drug misuse. While repeat training is encouraged, it is not an annual requirement. |  |  | Read through SPB Rule 21 – Substance abuse testing rule(9-parts) The State Personnel Board Rule 21 (A – H) provides a 9-part set of detailed regulations of the Statewide Substance detailed wide Substance Abuse Testing Program regulations. The SPB Rule 21 can be found at: <https://doas.ga.gov/human-resources-administration/board-rules-policy-and-compliance/state-personnel-board-rules> |
|  | vendor, vault health webinars Vault Health currently provides monthly and bi-monthly webinars on subjects pertaining to substance abuse training. New Drug Testing Coordinators will be added to this the vendor’s webinar list. |  |  | horizon Newsletter The HRA Division publishes a quarterly newsletter which typically includes one or more articles related to the Substance Abuse Testing field. The link to the Horizon Newsletter can be found at: <https://doas.ga.gov/human-resources-administration/newsletters-advisories-and-podcasts> |