

**Fortier Substance Abuse Testing, Inc.**

**2267 Jackson Downs Blvd.**

**Nashville, TN 37214**

**615-883-6962**

**[www.FortierDrugTesting.com](http://www.FortierDrugTesting.com)**



## **ABOUT FORTIER**

*Fortier Substance Abuse Testing was established in 1994 by Lee Fortier to provide substance abuse program management. Over the last 20 years, we have become a highly reputable company that provides valuable service to well-known companies nationwide. Over time, we expanded our services to include background checks to further assist our customers with the new hire process.*

*As an independent third party administrator, we are prepared to handle all the services related to drug and alcohol testing. We provide customized support to help your human resource department conduct substance abuse testing with the confidence of having experts available 24 hours a day to assist them. We minimize the time that they must devote to the issue by coordinating collection sites, laboratory services, and medical review services.*

*We offer unquestionable compliance at reduced costs without sacrificing timely, personal service. Fortier Substance Abuse Testing clients receive a quality substance abuse program which provides protection for the employer as well as the employee. With over 27,000 contracted collection sites across the nation, we are prepared to manage the substance abuse program of any size company in any location.*



***We greatly appreciate the opportunity to present our services to you and hope that you will use Fortier Substance Abuse Testing for all of your employee screening needs.***

# **WHY COMPANIES CHOOSE US**

## **EXCELLENT PERSONALIZED CUSTOMER SERVICE**

Are you tired of having to directly call the lab and be placed on hold for over 20 minutes just to get information on a test result? Your only contact needs to be Fortier. Fortier will handle any complication that may occur during the collection, testing, or medical review process. All you have to do is call 615-883-6962 and you will be able to directly speak with a customer service representative that is happy to serve you. All of your needs and concerns will be immediately addressed.

## **VARIETY OF REPORTING OPTIONS**

Fortier as a TPA will report your results by phone, fax, e-mail, or postal mail. Do you want certain departments to receive certain results? Or possibly have negatives go to one person, while positives go to another? Fortier will work with you to determine the best protocol for reporting your results.

## **ALTERNATIVE TESTING METHODS**

Urine drug screening is the primary testing method used. The reason for this is because urine drug screening is the only testing method that is approved by Department of Transportation and most state drug free workplace programs. However, we offer alternative testing methods that include hair testing, saliva testing, and rapid result testing. We will help you find the best mix of testing methods for your substance abuse program.

## **NATION-WIDE COLLECTION SITE SET-UPS**

Is your collection site too far away? Just call Fortier and we can set you up with a collection site in your area. We maintain a database of over 27,000 collection sites nationwide to perform your drug screen collections. We want it to be easy and less time consuming for you!

## **EASY ACCOUNT SET-UP**

It's simple to set up a new account for your company or make changes to an existing account. We have designed a simple account set-up form that takes minutes to fill out.

## **24/7/52 SERVICE**

You can get in touch with Fortier 24 hours a day, 7 days a week, 52 weeks a year. Our after-hour service includes the ability to do collection site set-ups nationwide for post accident and for-cause testing. In middle Tennessee, Fortier is available to travel onsite for drug screen collections 24/7. All you have to do is call 615-883-6962 and stay on the line to enter your telephone number for emergencies. A Fortier responder will contact you immediately to coordinate collection services. It's that easy!

## **RANDOM TESTING POOL**

Fortier always recommends that new clients include random testing in their substance abuse program. Random testing is a huge deterrent from drug and alcohol abuse, because your employees know that their name could be pulled at any time! Fortier's random selections are computer generated and are completely random! For companies with less than 15 Department of Transportation (DOT) employees, Fortier can put them in our DOT Driver Pool with other companies at a minimal cost. For non-DOT companies, Fortier will help you decide what percentage of your company should be pulled monthly, quarterly, or annually for random selections. Ultimately, the decision is up to you.

## **SUPERVISOR TRAINING**

Supervisor training is a critical part of a successful drug-free program. Fortier provides a live seminar at our corporate office every other month. We are also available to travel onsite to conduct this training at your office.

## **ACCESS TO EMPLOYEE ASSISTANCE PROGRAMS**

With every positive drug screen comes a goal to get this employee help. Fortier has a list of thousands of treatment programs throughout the country that we recommend for use.

# **FORTIER SERVICES**

## **Substance Abuse Program Management**

A substance abuse program managed by Fortier includes the following services:

**Policy Statement:** A clearly written substance abuse policy for inspection by a company's employees.

**Training & Education:** Training of supervisory personnel on procedures for recognizing an abuser, and education of employees on the hazards of substance abuse is essential to protect employee morale, as well as the integrity of the program.

**Collection:** Specific policies and procedures for secured specimen collection are essential. Improper collection will invalidate test results. A chain of custody process must be established at the collection site.

**Laboratory:** Laboratories certified by Substance Abuse and Mental Health Services Administration (SAMHSA) are required for state and federal regulated programs. Proper lab techniques ensure the accuracy and integrity of the test results.

**Medical Review:** Test results must be evaluated by a Medical Review Officer (MRO) prior to being sent to an employer. This professional should review the results for accuracy and correctness, and interview employees who test positive to determine if there is a legal reason for the positive result.

**Quality Control:** Specific guidelines on submission and management of a blind specimen program are required to test the SAMHSA lab's performance for regulated programs.

**Reporting:** Confidentiality of test results must be maintained to guard against liability claims against the employer. State and federal agencies require strict confidentiality standards. We can assist you with these confidentiality requirements.

**Random Selection:** Random sampling procedures, frequencies and proportions must be clearly defined.

**Employee Assistance & Substance Abuse Professional Referrals:** Employees should be provided access to an assistance program with information on how to get help for drug related problems.

## **Urine Drug Screen**

Fortier offers a variety of urine drug screens; a few examples are the 5 Panel, 9 Panel, and Med Pro Panel for Synthetic Opiates. Results are reported within 24 – 72 hours.

## **Oral Fluid Drug Screen**

Oral fluid testing is conducted by collecting saliva samples using oral swabs. Oral fluid drug testing is an efficient, non-invasive and directly observable drug testing option. Oral fluid samples can be conducted anytime and anywhere, and can significantly reduce the possibility of tampering and adulteration. Oral fluid testing is not permitted for DOT testing and most state drug free workplace programs. Results are reported within 2 – 72 hours.

## **Hair Testing**

Hair testing is conducted by taking a sample of hair as close to the scalp as possible. If a hair sample cannot be taken from the head then samples can be taken from the underarm and the leg. Hair testing is not permitted for DOT testing or most state drug free workplace programs. Negative results are available within 2 – 3 days with confirmed positives taking an additional 48 – 72 hours.

## **Rapid Result Drug Testing**

Results reported rapidly, within minutes! A 5 panel or 9 panel test can be conducted. An adulterant strip is used to test the pH, oxidizing agents and specific gravity. The initial test is conducted by an immunoassay screen. It is recommended that non-negative results are packaged and shipped to a SAMHSA certified laboratory for GCMS confirmation. Instant testing is not permitted for DOT testing or most state drug free workplace programs.

## **Alcohol Testing (Breath & Saliva)**

Fortier uses two types of methods for alcohol testing: breath alcohol testing and saliva alcohol testing. Results are reported immediately.

## **FORTIER SERVICES (CONTINUED)**

### **Training**

Fortier provides a wide variety of training: supervisor substance abuse recognition training, employee education/awareness program, state drug free workplace training (supervisor & employee), DOT supervisor training, and DOT collector training. These trainings are offered in person or online.

### **24/7 Service**

We offer our services 24 hours a day, 7 days a week, 52 weeks a year. In order to use this service call 615-883-6962 and enter your phone number. A Fortier representative will respond to your page to assist you with your drug and alcohol testing needs. Our after-hour services include the ability to do collection site set-ups nationwide for post accident and for-cause testing. In specified areas, Fortier has employees who will conduct onsite testing 24/7.

### **Physical Referrals**

Fortier has contracts with thousands of medical facilities across the country. Fortier can locate one of these facilities in your area to recommend their services for a physical or for worker's compensation accident treatment.

### **Background Checks**

We offer several different types of background checks at affordable pricing. Background checks help to increase safety, prevent losses, reduce turnover, prevent fraud, and ensure security. Background checks provide support in hiring qualified personnel to enhance your company's reputation. Please view the attached menu of background checks.

### **Safety Consulting**

Fortier Substance Abuse Testing's sister company, Fortier Loss Control Consultants, provides a wide array of safety-related services to a variety of industries throughout the United States. Fortier services, performed by a staff of consultants with years of experience, offer their clients a cost effective means to supply them with everything from a comprehensive, professional safety program to an instructor for an OSHA required training course. Some of the services offered include: Safety Program Design/Audits, Inspection/Consultation Services, Professional Accident Investigation, Full-Time On-Site Safety Personnel, and Safety Training.

**Fortier Loss Control Consultants, Inc.**

**2267 Jackson Downs Blvd.**

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# **BACKGROUND CHECKS**

## **County Criminal Report**

The County Criminal Record Search is the backbone of the criminal background screening process. A nationwide network of court researchers will retrieve information from county courts throughout the US. This report takes approximately 1 to 3 business days. The search includes felony and misdemeanor crimes reported in the county searched. County Criminal Record Search provides a minimum seven year search scope (where allowed by Federal and/or State Law).

## **Statewide Criminal History**

Information in private databases varies from state to state depending on what information has been made available to the public. Common data sources include, but are not limited to, Administrative Office of the Court records, Department of Corrections/Department of Rehabilitative Correction records, municipality arrest indices, court indices, state sex offender information. When a record is located a secondary search is conducted at the county of jurisdiction of the original offense to confirm the database record.

## **Federal Criminal History**

Federal Criminal History Searches the Public Access to Court Electronic Records (PACER) maintained by the Administrative Office of the United States Courts. Federal Criminal History offenses range greatly in regards to the nature of the case. Examples of Federal Criminal History offenses are homicides, interstate trafficking, tax evasion, bank robbery, interstate mail fraud, immigration offenses, firearm and explosives. Federal coverage is NOT the same as national coverage or fingerprinting. Coverage is limited to cases heard in United States Federal District Courts. Federal charges will NOT be found at the state and county repositories.

## **National Criminal Indicator Search**

National Criminal Indicator Search, sometimes called a Nationwide Search, is a compilation of public information from hundreds of data sources compiled into one proprietary private databases. Unfortunately there is not conclusive felony and misdemeanor nationwide search. We recommend combining this service with County Criminal Searches.

## **Sex Offender Registry Search**

The National Sex Offender Public Registry (NSOPR) Search provides a search of the National Sex Offender Registry maintained by the United States Department of Justice. This registry contains an aggregate of information provided from participating states. If a record is located on an individual a secondary search will be performed in the county of jurisdiction where the charge originated.

## **Four Point Package**

This package includes a County Criminal History Search, National Sex Offender Registry Search, Social Security Number Verification and Nationwide Criminal Indicator Search.

## **Social Security Number Verification**

Social Security Number Verification provides an address history and names associated with an applicant's provided social security number. This service can also indicate if the applicant's number appears in the Social Security Administrations death master index and prevent fraudulent use of a deceased persons social number.

**Motor Vehicle Report Only**

A Motor Vehicle Records Search provides an individual's driving record and history filed with the State Department of Motor Vehicles. While information provided varies from state to state, most often these reports include personal identifiers, driving history, infractions and license type. MVR searches may also provide information regarding criminal traffic convictions such as DUI/DWI.

**Workers Compensation Report Only**

Workers Compensation Search provides detailed information regarding the filing of an applicant's prior Worker's Compensation Claims and injuries. Availability and information contained within these reports vary from state to state. These records can only be searched after a conditional job offer is made. This report takes anywhere from 7 to 10 business days.

**Credit Checks**

A credit report is used in positions that require evaluation of an applicant's financial stability and other potentially valuable data. These reports show financial responsibility and promptness of an applicant's ability to meet regular financial obligations. These reports may indicate pertinent public information such as collections, lawsuits or judgments, liens and past employer information, including dates worked with particular prior employers. Employment Credit Reports do not reveal credit scores, account numbers or spousal information. Use of credit reports should only be in limited capacities, such as high risk roles or where fiduciary responsibility is a question. Use of this service requires a separate authorization form.

**Education Verification**

Education Verification verifies the applicants claims in regards to their educational background. Where available we will verify school attended, dates of attendance, field of study, and degree earned. We also screen for "diploma mills" which issue degrees without actually completing coursework for a degree. Diploma mill degrees are often hard to recognize because they often use names similar to real educational institutions. "Diploma Mills" also provide documentation and even verification phone numbers in an effort to pass off these degrees as legitimate.

**Employment Verification**

Employment Verification search verifies information the applicant has provided about their employment history. This search typically returns dates of employment, position, job duty, reason for leaving, and rehire status. Information that is reported varies from state to state depending on state law. Information may also be limited voluntarily by the employer depending on the employer's company policy.