



# Checklist for Implementing a Drug and Alcohol Testing Program

- Develop a clear policy** outlining the objectives, scope and prohibited substances.
- Ensure legal compliance** with federal and state laws, including confidentiality protections.
- Define testing procedures**, including types of tests and methods.
- Implement random testing** with a fair and unpredictable selection process.
- Educate employees** about the program and the dangers of substance abuse.
- Train supervisors** to recognize signs of abuse and handle testing procedures.
- Provide Employee Assistance Programs** for support and rehabilitation.
- Regularly review and update** the program to maintain its effectiveness.
- Collect employee feedback** to continuously improve the program.

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