S.C. Forestry Commission
DOT/Non-DOT Testing Overview

The agency conducts DOT and Non-DOT alcohol and drug testing to include Random testing, Pre-employment testing, Return-to-duty and Follow-up testing, Post-accident testing and Reasonable suspicion testing. The DOT drug and alcohol testing regulations are covered under the Federal U.S. Department of Transportation agency.

The agency uses a Third Party Administrator (TPA) selected by the State Department of Administration/Materials Management Office. The Human Resources Office is responsible for ensuring the TPA receives an updated employee roster prior to the beginning of each quarter. The TPA sends two confidential (DOT and Non-DOT) lists of employee names to the Human Resources Office each quarter. The employee names on the lists are sorted by appropriate areas and confidentially, distributed to the appropriate managers for employee testing.

- Supervisors are responsible for making certain selected employees have a completed Referral or Authorization for Services form to carry to the collection site location. Some collection sites also require a Quest Diagnostic Form.

- There is a different form for DOT testing and a different form for Non-DOT testing. Please use the correct diagnostic form for the appropriate testing.

- DOT collection sites accept the completed Referral or Authorization for Services form and use the Quest Diagnostic, Federal Drug Testing Custody and Control Form (for DOT Testing).

- Non-DOT collection sites accept the completed Referral or Authorization for Services form and use the Quest Diagnostic, Forensic Drug Testing Custody and Control Form (for Non-DOT Testing).

- The list of approved Collection Site Locations are on the employee website. Supervisors should refer to the Collection Site Locations roster to if a Quest Diagnostic form is required with the completed Referral or Authorization for Services form.

- All Doctor’s Care locations require both documents.

As of January 1, 2020, individuals must use their Commercial Driver’s License (CDL) number or Commercial Learner’s Permit (CLP) number for identification. When completing the Referral or Authorization for Services form, please complete the license number in the order shown below.

Issuing State and DL# - for example: SC000123456.

Contact the Human Resources Office at (803) 896-8879, if you have any questions.