

Workplace Drug and Alcohol Initial/Renewal Checklist

- ODH-912 filled out completely.
- Names and qualifications of all technical staff in accordance with 310:638-5-2.
- BAT certificates (if applicable to alcohol screening/testing).
- Proof of enrollment in an approved proficiency testing program in accordance with 310:638-5-10 (for drug screening/testing).
- Results of most recent satisfactory performance in proficiency testing in accordance with 310:638-5-10 (for drug screening/testing).
- Name and address of the testing facility(ies) utilized for confirmation testing.
- Renewal fee: correct fee amount (\$150.00).
- Application is signed, notarized, and dated.
- The Entity and/or D.B.A. names are registered and match what is on the Oklahoma Secretary of State website in accordance with [Title 18 §22-1130 - 1140](#).

310:638-5-2. Personnel

The drug screen testing facility shall contract with, or employ, the following personnel to perform, supervise, and report drug screen tests:

(1) **Director.** The drug screen testing facility shall have a qualified individual to assume professional, organizational, educational, and administrative responsibility for the drug screen testing facility. The director shall possess the following minimum qualifications:

- (A) A bachelor's degree from an accredited institution in the chemical, biological, or physical sciences or medical technology; and
- (B) Subsequent to graduation have had two (2) or more years of full-time drug testing experience.

(5) **Other personnel.** Other technical or nontechnical staff shall have the necessary training and skills for the tasks assigned, and shall perform only those procedures that require a degree of skill commensurate with their training, education, and technical ability.

310:638-5-10. Proficiency testing

(a) Enrollment and performance.

(1) Each drug screening and/or confirmation testing facility shall enroll and demonstrate satisfactory performance in a Department approved proficiency testing program established by an independent group which contains those drugs and metabolites for which urine, hair, or saliva is routinely screened.

(2) The drug testing facility shall satisfactorily perform in one proficiency testing event prior to initial licensure and demonstrate continued satisfactory performance to maintain licensure.

(3) The drug testing facility shall authorize the proficiency testing service to send results to the Oklahoma State Department of Health for review. The drug testing facility shall maintain records which shall document the handling, processing and examination of all proficiency testing samples for a minimum of two (2) years from the date of testing.