Currently Blood or Breath Alcohol Testing and Urine Drug Testing are only available during normal operating hours at EHS locations or through EHS contract providers (IMA and COMS).

Procedures:

A. Monday - Friday 7 a.m. - 3 p.m. (excluding State Holidays)

1. Call EHS at 518-233-3105. If there is no answer, do not leave a message. Instead call EHS at 518-233-3100 (press 0). You must speak to an EHS representative so we can begin the scheduling process immediately.

2. After confirming your request with an EHS representative, fax a completed Agency Request for Medical Examination Form, EHS-707 to 518-233-3131. Section 72 or Disciplinary Agreement must be clearly indicated. You must also include a narrative describing the basis for the evaluation (including the basis for your reasonable suspicion that the employee is using or is impaired from alcohol and/or controlled substances while on the job) and pertinent supporting documentation (e.g. Supervisor's Observation Checklist).

   An EHS Physician will review your request and an EHS Scheduler will set up both the immediate testing and the follow-up evaluation.

3. Advise the employee as per Section 72 requirements and transport the employee to the testing site. If the employee does not have a picture identification with a signature, their identity will have to be confirmed by an agency representative. An agency representative must remain with the employee and must make arrangements for the employee to be transported home.

4. The EHS Scheduler will advise you if any additional actions are required.

B. Off-Hours (Evenings, Nights, Weekends and Holidays)

Off-Hour testing is currently not available. Call EHS at 518-233-3105 and leave a message. Please indicate the date and time of the call, the name of the employee and your agency name, contact person and phone number. Also fax a completed EHS-707 with the narrative and supporting documents to 518-233-3131. An EHS Scheduler will contact you at the beginning of the next business day to arrange for testing and follow-up evaluation as applicable.