



Acknowledgement of Pre-Employment Drug Testing

Date: / / 20

To:

From: Larry Blankenship
Director, Human Resources

In accordance with the Georgia Department of Natural Resources Standard Operating Procedure HR201, you are directed to submit to Pre-Employment drug testing.

You are required to report to the testing site by the stated report time on the Order for Testing. Review and comply with the donor instructions provided on the Order for Testing.

As a condition of employment:

- You must successfully complete the pre-employment drug testing process as directed. The test is conducted under the authority of O.C.G.A. 45-20-110 to determine the presence of illegal drugs.
- The cost of this drug test will be paid by the employer.
- ***If you fail to successfully complete the drug testing process as directed or if your drug test result is verified by the Medical Review Officer (MRO) as positive for the presence of an illegal drug(s), without a legitimate medical explanation, the job offer will be rescinded and you will be disqualified from employment with any State employer for a period of two years.***

Section 1

You are advised that if:

- A. You expressly decline to submit to drug testing; or
- B. You fail to appear at the testing location by the stated report time; or
- C. You engage in conduct that clearly obstructs the testing process; or
- D. You fail to provide adequate urine for testing (45 ml.) without an acceptable medical reason; or
- E. You leave the testing location before providing an adequate sample in the allotted time (up to 3 hours if necessary); or
- F. The testing laboratory and/or the MRO determine that your sample has been adulterated or substituted;

The test will be declared “refused” and the actions described in Section 3 below will be taken:

Section 2

You are advised that if:

Your test indicates the use of an illegal drug(s) without a legitimate medical explanation;

The test will be declared “failed” and the actions described in Section 3 below will be taken:

Section 3

- If you have not begun employment, the offer of employment will be withdrawn and you will be disqualified from state employment for a period of two years from the date of the notice; or
- If you have begun employment, you will be separated immediately or immediately upon receipt of results in accordance with the Rules of the State Personnel Board, and disqualified from state employment for a period of two years.

I certify that I have read and understand the information contained in this document. I certify that I have received, read and understand the ‘Order for Testing’. I understand that if I refuse to sign this form or fail to comply with the procedures stated within this document, I am forfeiting any further consideration for this position.

 Employee’s Signature

 Printed Employee Name

 Date

NOTE: Return this signed form to the DNR Drug Testing Coordinator in the Office of Human Resources.