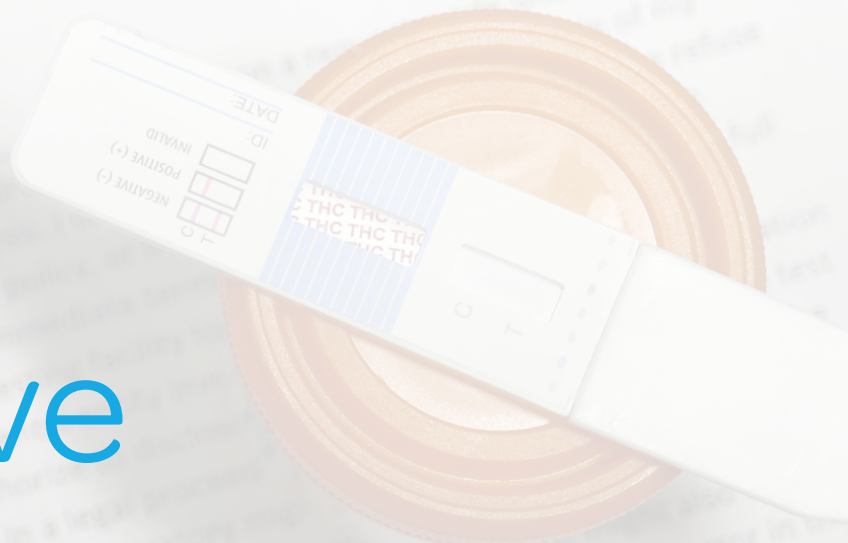


2025 Drug Screening Compliance Checklist

EMPLOYEE AGREEMENT AND CONSENT TO
DRUG AND/OR ALCOHOL TESTING



 bluehive

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Use this handy checklist to ensure your workplace drug screening program remains compliant, effective, and employee-friendly in 2025.

Policy & Procedure Review

- Update your written drug testing policy to reflect the latest federal and state laws.
- Clearly outline procedures, including when and how testing will occur (e.g., pre-employment, post-accident, reasonable suspicion).
- Communicate your policy clearly and regularly to all employees (new hires, annual refreshers, etc.).

Federal Regulations Check

- Verify alignment with DOT's 2024 rule permitting oral fluid testing, if necessary.
- Incorporate SAMHSA's updated mandatory guidelines (effective July 7, 2025) that include fentanyl and norfentanyl testing. **(Federal Employers Only)**
- Document your compliance steps to satisfy federal recordkeeping requirements, if necessary.

State-Specific Compliance

- Review cannabis regulations for every state in which your employees work (including remote workers).
- Ensure your drug screening policies reflect each state's laws on cannabis use and related substances (e.g., THC thresholds, medical cannabis exceptions).

Selection of Testing Materials

- Evaluate the effectiveness/legality of your current testing methods (urine, oral fluid, hair).
- Consider integrating oral fluid testing, especially for situations needing immediate detection (e.g. safety-sensitive positions).
- Ensure your chosen method(s) align with DOT/Federal guidelines, if applicable.

2025 Drug Screening Compliance Checklist

Training & Documentation

- Train supervisors and managers on recognizing impairment and correctly implementing your drug screening policy.
- Provide refresher training annually and document training attendance.
- Keep comprehensive records of all tests conducted, ensuring confidentiality and compliance with privacy laws.

Technology Integration & Automation

- Leverage a reliable digital platform (e.g., BlueHive) to automate scheduling, tracking results, and reporting compliance data.
- Integrate with your existing HR software to streamline documentation and minimize errors.
- Regularly audit your tech systems to ensure compliance with data protection regulations (HIPAA, etc.).

Employee Wellness & Support

- Link your drug screening policies with supportive programs, such as Employee Assistance Programs (EAPs) or counseling services.
- Clearly communicate that your drug policy is designed to support, not penalize, employees who seek help.
- Encourage an open dialogue around substance abuse and mental health issues to reduce stigma and foster a supportive workplace culture.

Audit & Review

- Conduct a quarterly audit of your drug screening practices for compliance gaps.
- Schedule an annual comprehensive review of policies, procedures, and results.
- Adjust policies promptly as new regulations emerge or business needs evolve.

NOTE: This checklist is provided for informational purposes only and should not be considered comprehensive legal advice. Always conduct your own research and consult legal counsel to ensure compliance with federal, state, and industry-specific requirements applicable to your organization.

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