



# Policy and Procedures

## PLEASE READ CAREFULLY

The call-in line is **208-758-0001**. You will need to **call every day, weekends and holidays included. YOU CAN START CALLING BY 5:30a.m.** Weekends and holiday hours are from **9am to 12:45 pm in the CDA office only- You must be in tested and completed by 12:45 pm- NOT walking through the door at 12:45 pm to test.**

- Eat a meal with a substantial amount of protein about 1 to 2 hours before you come into test. **Urine comes from what you eat, not the fluids you drink.** The courts look at abnormal-dilute tests as a positive, so try and limit your fluid intake prior to coming in as well-normal amount of fluids.
- Each time you test you will fill out a consent form. You will bring the consent form, your ID, and a method of payment to the front counter to check in. If you have prescriptions, you will need to bring them in and list them on your consent form.
- Clothing must be positioned below the knees and above the waist. Jackets and sweatshirts will be asked to be removed. All testing procedures are posted in the bathroom. Additional procedures may be implemented at the collector's discretion.
- Per our agreement with the courts, all judicial testers must be in and tested, sample collection completed no later than 4:45 pm Monday through Friday. If you show up at the last minutes, you may not have the opportunity to test depending on how many clients are in line in front of you, So, show up as early as possible.
- If your number is called and you do not come into test, you will receive a No Show. The No Show report will go out to whomever you are testing for. You will owe Absolute a No Show Fee, which is due the next time you come into test. YOU are responsible for the No Show Fees.
- If you are making up a test due to a No Show, please contact the office to make sure male/female are onsite-they can direct you to the correct office to make up the test.

**Sign and Date:** \_\_\_\_\_

**Absolute Mobile Drug Testing ~ www.ADTLAB.com ~ (208) 758-0051 phone ~ (208) 758-0401 fax  
Coeur d'Alene, ID ~ Post Falls, ID ~ Spokane, WA ~ Spokane Valley, WA ~ Sandpoint, ID ~ Kellogg, ID**