Transition Guide: Moving from Tri-State Occupational Health (TSOH) Consortium Services to a New C/TPA

This guide provides a streamlined, step-by-step outline to help you transition to a new drug and alcohol testing Consortium / Third -Party Administrator (C/TPA) while ensuring full regulatory compliance. Adapt these steps to DOT or non-DOT programs as needed and follow instructions from your new provider.

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1. Information Your New C/TPA Will Need

Employee/Driver List ("Random Pool Census")

Prepare a spreadsheet including:

- Full legal name
- Unique identifier (Employee ID, CDL number, or SSN)
- Job title, with "Safety Sensitive" noted when applicable (important for Iowa Code 730.5 and Federal DOT)
- Work location (physical address)

Company Profile

- **Designated Employer Representative (DER):** Name, phone, email
- **Billing info:** EIN and billing address
- **Legal entity name:** As required for federal/state forms

Testing Program Details

- Drug/alcohol testing panels currently used
- Annual random selection rate requirements per applicable federal agency, if applicable
- A copy of your current written drug-free workplace policy

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2. Records You Must Download from Test Vault (Before TSOH Access Ends)

- All historical drug/alcohol test result certificates
- Random selection logs for audit documentation
- Statistical/annual testing program summaries

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3. Steps to Coordinate with TSOH (Your Collection Site)

After your new C/TPA account is active:

- Provide TSOH with your **new lab/account number**
- Supply **new authorization forms** ("donor pass" or test authorization). If not provided by the C/TPA, use the form included with these materials.
- Supply updated Chain of Custody (CCF) forms and testing/collection supplies

TSOH will continue to serve as a **collection site** but will no longer provide consortium/TPA or MRO services. TSOH will rely on you and your C/TPA to provide appropriate forms and supplies.

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4. Transition Checklist

❑ **Select a New C/TPA**

Confirm they provide all that apply to you:

- Random pool management
- MRO services
- Regulatory expertise (DOT, FMCSA if applicable)
- Supervisor training
- Non-contractual collection site compatibility with TSOH

❑ **Provide Company & Driver Documentation**

- Driver list and CDL numbers
- Past testing records for all active safety sensitive employees

❑ **Update FMCSA Clearinghouse (DOT Only)**

- Designate your new C/TPA in the Clearinghouse
- Ensure the new C/TPA **accepts** your designation
- Follow the recommended timeline (June 15–30) to avoid gaps

❑ **Enroll Drivers in the New Random Pool**

- Complete enrollment and pay any setup fees
- Notify TSOH when the new program is active so your old account can be deactivated

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❑ **Update Internal Policies**

- Align your drug/alcohol testing policy with your new C/TPA's workflows
- Ensure supervisors have completed required Reasonable Suspicion training

❑ **Secure New Chain of Custody Forms (CCFs)**

- Implement your new C/TPA or MRO's paper or electronic forms
- Provide new forms and testing supplies to TSOH (and any other collection sites) before July 1, 2026

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5. Compliance Checks

- ✓ Driver remains in an active random pool (no gaps)
- ✓ Pre-employment test required for safety-sensitive drivers out of a pool >30 days
- ✓ All historical records secured for audit readiness

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6. Mid-Year Change Considerations (Critical for DOT Programs)

Random Testing Continuity

- Your new C/TPA must have your current year random testing history
    - Employees already selected and whether those tests were completed
- Random selections must continue without interruption

Record Transfer

- Transfer rosters, historical results, and enrollment documentation
    - Testing History: records of all DOT drug and alcohol tests conducted for each employee during the current calendar year
- Some C/TPAs may charge transfer fees; TSOH does not for reasonable requests
- Notify your MRO formally if your current C/TPA was serving as the intermediary (*TSOH will do so when we are informed of your new C/TPA and MRO*)

FMCSA Clearinghouse Updates

- Owner/operators must always have a designated C/TPA
- Update the portal with authorized service agent changes promptly and within the FMCSA's 10-day rule

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Pending Tests & Special Programs

- **Active Tests:** Ideally, time the switch when no random selections or post-accident tests are currently pending to simplify the handoff.
- **Follow-up Testing:** If you have drivers in a return-to-duty process, the new C/TPA must obtain Substance Abuse Professional (SAP) reports and continue the specific follow-up testing schedule without interruption.

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7. Special Instructions for Return-to-Duty (RTD) Drivers

The following are required:

- Initial SAP evaluation report
- SAP compliance (follow-up evaluation) report
- Official SAP follow-up testing plan
- RTD negative test result
- All completed follow-up test results/CCFs
- SAP contact information
- Clearinghouse status records showing completed steps

Missing documentation may force the driver to restart their follow-up plan.

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8. Recommended Timeline (Important for DOT/FMCSA Employers)

As soon as possible, and By July 1:

- New C/TPA has full testing schedule, RTD (return-to-duty) follow-up plans, and roster
- TSOH receives new CCFs/forms/supplies
- New random pool is active for Q3 with new C/TPA

June 15–30:

- Update Clearinghouse designations
- Remove old C/TPA (after confirming they completed any pending RTD reporting)
- Designate the new C/TPA for reporting violations, RTD information, and conducting queries

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9. TSOH Client FAQ (Condensed)

Why is TSOH stopping consortium/TPA services?

To focus exclusively on occupational medicine and collection only services. This change allows us to streamline operations and continue delivering exceptional service in our core area of expertise.

Will TSOH still perform drug and alcohol tests?

Yes—TSOH remains a certified collection site for DOT and non-DOT testing.
TSOH will **not** provide C/TPA, consortium, or MRO services.

What will TSOH continue to do?

- Collect urine drug tests, rapid drug tests, saliva/breath alcohol tests
- Ship samples to your C/TPA assigned lab
- Bill for collections, point of care testing, and shipping, in accordance with clients' new C/TPA agreements

What do TSOH clients do next?

- Select a new C/TPA
- Give the C/TPA TSOH's collection site details so they can coordinate testing

What if I don't have a C/TPA by July 1, 2026?

Testing cannot be processed, and compliance gaps may occur.

Who can I contact at TSOH with questions?

Our team is here to help guide you through the transition. Email questions and new provider information to: TSOHDrugContacts@mahealthcare.com One of our staff will reach out to you within 5 business days.

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10. List of Common C/TPA Providers

(For research only—TSOH does not endorse or recommend any provider.)

Includes: DISA, US Drug Test Centers, AZC, Southwest Consortium, American Drug Testing Consortium, Accredited Drug Testing, eScreen/HireRight, CMCA, Airport Medical Solutions, DISA, National Drug Screening (NDS), CNS, Excel Screen, HireSafe, Foley, J.J. Keller, CJ Cooper, Vault Health, Integrity Testing/Safety, Vertical Screen, Noble Diagnostics, Pipeline Testing and Universal Background.

TSOH has more experience working with the following providers: DISA Global Solutions, eScreen/HireRight, Foley, J.J. Keller, Vault Health, Integrity Testing & Safety, Vertical Screen, CJ Cooper, Noble Diagnostics, Pipeline Testing, and Universal Background.

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Resources:

https://clearinghouse.fmcsa.dot.gov

https://www.transportation.gov

https://www.ecfr.gov

https://www.transportation.gov

https://transit-safety.fta.dot.gov

https://ai.fmcsa.dot.gov

https://csa.fmcsa.dot.gov

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