

## ***Alabama Veterinary Professionals Wellness Program***

Re: Drug Free Policies

Dear \_\_\_\_\_:

Enclosed is your Drug Free Workplace Policy. These are model policies developed by the Wellness Program and approved by the ALVMA and offered as model policies to Veterinary Clinics. We have made every effort to assure compliance of this policy with state and federal laws; however, we encourage review by your attorney.

To finalize the process of instituting a “Drug Free Workplace Policy” complete the following:

1. Have employees review and sign a statement that they have read the policies and agree to participate. (You can include this policy in any other employee manual you have.)
2. A collection site and a test panel must be identified. We currently have many collection sites identified in Alabama. As for test panels we recommend a “health professionals” panel which includes over 20 tests, including most of the substances found in the clinic setting. The bottom line is to be sure to include the drug(s) you are looking for, but it’s also good to have others.
3. You must also arrange a payment method for testing. Typically there are two separate fees for each drug test. (One fee for collection, which ranges from \$5-\$20, and one for testing, approximately \$35 - \$50 for our health professionals panel.) Options for

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payment include setting up accounts with the collection and testing facility or sending payment along with the employee.

If we can assist you in any other way please let us know.

Sincerely,

Jerome B. Williams, DVM  
AVPWP Program Director