

**[COMPANY NAME]**

**N.C. CONTROLLED SUBSTANCE EXAMINATION REGULATION ACT**

**INITIAL NOTICE TO EMPLOYEES/APPLICANTS**

In accordance with our company policy, you have been selected for a \_\_\_\_\_ controlled substance test (specify “post-accident,” “random,” etc.). In accordance with 13 NCAC 20.0401, this Notice explains your rights and responsibilities under the N.C. Controlled Substance Examination Regulation Act (“CSERA”) (Chapter 95, Article 20 of the N.C. General Statutes) and the corresponding administrative rules (Title 13, Chapter 20 of the N.C. Administrative Code).

- You may refuse this test; however, your job or employment opportunity may be in jeopardy.
- Although applicants may be screened by means of a “Quick Test,” any positive results must be confirmed by an approved lab using gas chromatography with mass spectrometry (GS/MS) or equivalent scientifically accepted method before hiring decisions are made.
- Current employees cannot be screened by means of a “Quick Test.”
- An approved laboratory must perform testing of samples.
- You can request a “re-test” of any positive sample. Retests must be of the same sample and must be paid for by the employee.
- You can file a complaint with the N.C. Department of Labor – Wage and Hour Bureau at (919) 807-2796 or 1-800-NC-LABOR if you believe procedural requirements of the CSERA were violated. The Department has no jurisdiction regarding an employer’s requirement for controlled substance testing or its decisions regarding results of controlled substance testing.

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**Employee/Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

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**Employer Representative** \_\_\_\_\_ **Title** \_\_\_\_\_

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