

**C O N F I D E N T I A L**  
**[COMPANY NAME]**

**N.C. CONTROLLED SUBSTANCE EXAMINATION REGULATION ACT**  
**POST-TEST NOTICE TO EMPLOYEES/APPLICANTS**

The sample you provided on \_\_\_\_\_, as required by our company policy and the N.C. Controlled Substance Examination Regulation Act (“CSERA”), has tested positive for

\_\_\_\_\_  
We were notified of this positive result on \_\_\_\_\_. In accordance with 13 NCAC 20.0402, this Notice explains your rights and responsibilities under the 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 must be given written notice of any positive result of a controlled substance examination within thirty (30) days of employer notification of the positive result.
- You must be given a copy of this Notice or other written notice of your rights and responsibilities regarding re-testing.
- You may request, in writing, a re-test of the above sample at the same or other approved laboratory with ninety (90) days of the date you are notified of the result. You must pay all expenses associated with the re-test.
- Results of controlled substance examinations, medical histories and use of lawful prescription drugs must be kept confidential by the employer.
- 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.

\_\_\_\_\_  
Employee/Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer Representative

\_\_\_\_\_  
Title

**Disclaimer:** The foregoing information is presented solely for the convenience of the reader and is not intended to replace any official source. Under no circumstances shall the Department of Labor be liable for any actions taken or omissions made from reliance on any information contained herein.