



**TRI MED SERVICES**  
**2040 N 22<sup>ND</sup> AVE #2**  
**BOZEMAN MT 59718**

**(P)406-585-3301 (F)406-585-3304**  
**TRIMED@TRIMEDSERVICES.COM**  
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**DOT Consortium Enrollment & Service Agreement**

49 CFR Part 40- Drug & Alcohol Testing Program Compliance

This agreement confirms that the company listed below has enrolled in a Department of Transportation (DOT) compliant drug and alcohol testing consortium managed by:

Consortium/Third Party Administrator (C/TPA)

Tri Med Services 2040 N 22<sup>nd</sup> Ave #2 Bozeman MT 59718

(P) 406 585 3301 (F) 406 585 3304 [trimed@trimedservices.com](mailto:trimed@trimedservices.com)

**Client Information:**

Legal Company Name: \_\_\_\_\_

DOT # \_\_\_\_\_ DOT Operating Authority: \_\_\_\_\_

Number of Covered Employees: \_\_\_\_\_

Registration/Enrollment Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

Phone #: \_\_\_\_\_

DER: \_\_\_\_\_ Phone: \_\_\_\_\_

Email for test results: \_\_\_\_\_

Email for Invoices: \_\_\_\_\_

Invoices will be emailed coming from QuickBooks Online. You can view the invoice via the link, pay the invoice via the link or mail payment to our office address.

## Terms of Services:

1. **Program Administration:** Tri Med Services will serve as the C/TPA and will manage the drug and alcohol testing program in compliance with DOT regulations (49CFR Part 40 and applicable modal requirements). This includes maintaining random testing pools, selecting employees for random testing, managing result reporting, and ensuring proper recordkeeping.
2. **Testing Requirements Include:** Pre-Employment testing, Random testing, Post-Accident testing, Reasonable Suspicion testing, Return-to-Duty and Follow-Up testing. **Note: Pre-Employment drug test (UA) is required for all DOT employees before they can be added to the random testing roster/testing pool. It is the employer's responsibility to ensure each employee reports to clinic for the Pre-Emp UA.**
3. **Collection & Laboratory Services:** All specimens will be collected by trained personnel and analyzed by a certified laboratory. All results will be reviewed by a Medical Review Officer (MRO). Current lab is Lab Corporation of America (Lab Corp) Current Medical Review Office is Drug Free Business
4. **Recordkeeping & Reporting:** The C/TPA agrees to maintain records and provide necessary documentation upon request during audits by DOT authorities or the client.
5. **Responsibilities of Client:**
  - \*Notify the C/TPA of any new hires or terminations
  - \*Ensure all employees receive DOT mandated drug & alcohol awareness training and complete the required Pre-Emp drug test.
  - \*Provide accurate contact and personnel information to keep your account current
  - \* Update current DER (designated employee representative) We may need to contact the DER so we need current contact information to include phone number and email.
  - \*Register with the Federal Clearinghouse for FMCSA
  - \*Maintain your Federal Clearinghouse registration as required by law. This includes paying for and running Query reports on your drivers and any other clearinghouse reports required. Tri Med Services will make the proper reports to the Clearinghouse as needed as will the MRO but it is your responsibility to register with the clearinghouse and maintain your own clearinghouse account. Website: [clearinghouse.fmcsa.dot.gov](http://clearinghouse.fmcsa.dot.gov)
  - \* Maintain all your company files regarding drug & alcohol testing including test results and test notifications we send you.
6. **Confidentiality:** All drug and alcohol testing records will be handled in a confidential manner.
7. **Fees: Annual consortium enrollment fee \$250 for a company with 2 or more employees. \$150 for a company with one employee (single owner operator)** This fee is billed annually near the month of enrollment and payment is required to stay actively enrolled in our consortium. Fees also include, drug testing and MRO fees which will be billed to you by Tri Med Services. We reserve the right to charge late fees as deemed fit. Payment is due within 30 days of receiving your invoice and invoices will be emailed to the contact you designate on this agreement via

QuickBooks online in which you can pay via the link or mail payment to the office. All fees subject to change to keep up with current contracted pricing with Laboratories, MRO offices and Fed Ex shipping.

- 8. Term & Termination:** This agreement is effective on the date signed and will remain in effect until termination by either party with 30 days written notice. Tri Med Services reserves the right to terminate this agreement immediately in cases of non-payment or misuse of services.

**Authorized Representatives of Client:**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Authorized Representative of C/TPA:**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_