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STRIVING TO BE DRUG FREE FOR A SAFE INDUSTRY



## IMPORTANT THINGS TO KNOW

### CREATE AN ACCOUNT TO CHECK YOUR STATUS ONLINE

To verify and check your current BCRC card status, you may register to access the BCRC Member Portal at [www.bcrcnet.com](http://www.bcrcnet.com).

- When registering, you must enter all three: your BCRC ID number (do NOT enter any leading zeros in your BCRC ID number), the last four of your social security number, and your date of birth (MM/DD/YYYY) before creating your login credentials. You must also agree to the terms and conditions and pass the reCAPTCHA. A registration email will be sent to the email address you provided to create your login, followed by a confirmation email.
- When logging in, you again must enter your BCRC ID OR email address, username, password, agree to the terms and conditions, and pass the reCAPTCHA.

### KNOW WHAT YOUR STATUS MEANS

- **CL or Clear** means that an Employee is "cleared", available for work and currently compliant with this policy when used with respect to the BCRC status of an Employee.
- **NA or Not Available** means that an Employee is not available for work and is not currently compliant with the policy.
- **Vacation Status** means the status of an Employee who is temporarily removed from the BCRC random pool while on vacation or a non-work related absence. Please note: Applying the "Vacation Status" to your BCRC card places your BCRC card on a temporary, short term NA status. You must call the BCRC office to place your BCRC card on vacation status. It is very important to call the office when returning to work to remove the vacation status, otherwise your BCRC card will remain NA., D.O.T. Can NEVER EVER be on Vacation Status.

### KEEP YOUR INFORMATION UP TO DATE

Call the BCRC office at 219-764-9500, send an email to [info@bcrcnet.com](mailto:info@bcrcnet.com) or send a TEXT to [text@bcrcnet.com](mailto:text@bcrcnet.com) to **add a 2nd Mobile Number**, update and/or verify your information to ensure you receive any and all forms of communication from BCRC, including random testing notifications.

▪ Address ▪ Mobile Phone Number ▪ 2nd Mobile Number ▪ E-mail ▪ Local ▪ Contractor

### RANDOM TESTING

- Employees will be required to report to an approved collection site within seven (7) calendar days from the date of the Notice for Random Testing letter in order to maintain their BCRC identification card and status.
- No Employee will be required to submit to a random test more than twice (2) in a rolling twelve (12) month period, unless chosen for an On-Site Random test. An Employee can be selected for an On-Site Random test every calendar month.
- All Employees will be selected for random testing at least once in a rolling twelve (12) months.
- **CHAIN OF CUSTODY** is the procedure used to document the handling of the urine specimen from the time the employee gives the specimen to the collector until the specimen is destroyed. This procedure uses the Forensic Drug Testing Custody and Control Form (CCF) as approved by the Office of Management and Budget.
- **FIRST OCCURRENCE CLAUSE** means if an Employee does not report for a random test, and it is the first time the Employee has failed to report, the Third-Party Administrator (TPA or BCRC) may allow the Employee to take the test without reporting to the EAP for further review. Employees may utilize this clause only one time.

Promoting the Safety and Well-Being of Employees in the Workplace

Building & Construction Resource Center, Inc. ▪ 6050 Southport Rd. Ste. B ▪ Portage, IN 46368

☎ Office: 219.764.9500

✉ [info@bcrcnet.com](mailto:info@bcrcnet.com)

🖱 [www.bcrcnet.com](http://www.bcrcnet.com)





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- **DILUTE SPECIMEN** means a specimen with creatinine and specific gravity values that are not consistent with medical expectations for human urine. When your urine specimen for a drug test comes up diluted, you drank too much water in advance of the test. You should be careful not to overconsume fluids prior to a drug test. An extra glass of water is about all you need. If you drink too many fluids, then you will more than likely end up with a diluted specimen.
- **AUTHORIZED TEST** means a drug and/or alcohol test performed in accordance with the provisions of this Policy and at the request (or direction) of BCRC.
- **UNAUTHORIZED TEST** means a drug and/or alcohol test that is: (a) not performed in accordance with the provisions of this Policy, and/or (b) not performed at the request (or direction) of BCRC. Such tests include retests initiated by an Employer and/or an Employee that are not performed at the request (or direction) of BCRC.

### **MEDICAL REVIEW OFFICER (MRO) - PRESCRIPTIONS**

1. Go to your pharmacy where you get your prescriptions filled
2. Ask for a prescription history of your medications (no cost for this service)
3. Fax prescription history report from your pharmacy to fax number 385-549-8622
4. Email prescription history report from your pharmacy to [myrx@wfqa.com](mailto:myrx@wfqa.com)
5. Please call **1-801-503-3493** to confirm your prescription history report has been received

### **STIPEND CHECK**

Employees will only be paid a stipend by BCRC for submitting subsequent random testing:

- (a) required by the BCRC policy
- (b) in response to notification (by email, U.S. Mail or text message) from the BCRC Office
- (c) for which the Employee submits within seven (7) calendar days including the day BCRC gives notification for such random testing. It is understood that all testing will occur on the Employee's time. The Employee must submit for such testing within seven (7) calendar days including the day BCRC gives notification for such random testing. **NO EXCEPTIONS!**

### **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

Life isn't always easy, but with Perspectives' EAP, getting help or support is. Perspectives' EAP is available 24/7. Access to a variety of resources is at your fingertips.

- Family ▪ Marital ▪ Work-Related ▪ Legal ▪ Financial
- Substance Abuse ▪ Special Services ▪ Emotional/Mental Health

**Call: 800-456-6327** If you are experiencing a life-threatening situation, please call 911 or immediately go to an emergency room. We provide mental health and well-being benefits to help people and organizations unleash their full potential. Your organization has partnered with Perspectives to give you access to:

- Mental Health Counseling
- Life Coaching
- Legal and Financial Consultation
- Work-Life Referrals
- Personal Assistant Referrals

**PERSPECTIVES**

An AllOne Health Company

Your EAP are available 24/7 at  
800-456-6327 or [www.perspectivesltd.com](http://www.perspectivesltd.com)



**PLEASE BROWSE OUR WEBSITE TO LEARN WHAT BCRC CAN DO FOR YOU!**

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