Quarter 3 Is Coming!

**Do you have PAS employees who need an applicant test?**

IBC data compiled in FY16 showed that a 28% increase in testing occurred from second quarter to third. To reduce congestion at collection sites, try to spread out random testing throughout the year instead of waiting for Q3.

Presidential Appointees Requiring Senate Confirmation

**Do you have PAS employees who need an applicant test?**

If your Agency or Office has a PAS onboarding and they are travelling to or working in Washington, D.C., the [IBC Drug & Alcohol Testing Branch](#) can assist you in having them drug tested.

Contact us at [IBCDrugTestingStaff@ibc.doi.gov](mailto:IBCDrugTestingStaff@ibc.doi.gov) or 202-208-5638.

Lessen Your Donors Chance of Cheating

**Don't give applicants or employees a heads up about the test**

Most employees and applicants know they may need to submit to a drug test. It's usually stated in the job announcement or position description. But if you give your donors a heads up about the test, outside of what is indicated in your Drug-Free Workplace Plan (usually no more than 48 hours heads up for applicants and 2 hours for employees), you may be giving them time to obtain a substituted urine specimen or an adulterant or they may curtail their illegal drug use until the test is done. Help strengthen your program by adhering to the time constraints.

The Interior Business Center offers business solutions to create efficiencies and economies of scale for the Department of the Interior as well as other federal agencies. Please visit our website at [www.doi.gov/ibc/](http://www.doi.gov/ibc/) to learn more about our services.

DOI - Interior Business Center | 1849 C Street, NW - MS 4438 | Washington | DC | 20240