



Drug Test and Safety Program User Guide

digital 55

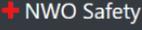
TABLE OF CONTENTS

LOGIN	3
LOOK UP ELIGIBILITY (NEW EMPLOYEE/PRE-EMPLOYMENT)	4
LOOK UP ELIGIBILITY (EXISTING EMPLOYEE)	8
SEARCH FOR TEST	4
ORDER A TEST	6
FIELDS CLARIFICATION	7
SEARCH SAFETY COURSES	9
FAQ	11
CONTACT US	12

Welcome to the Drug Test and Safety Program.

LOGIN

Go to Link: <https://nwosafety.com/> Click on the blue button "Click Here to view NWO Eligibility Database" to access your login screen.

 Member's Last Name Last 4 digits SSN [Search Courses](#)

Completed Course Search

Enter the Last Name and Last Four (4) Digits of the member's Social Security Number then click "Search" to display member's completed course information.

Member's Last Name Last 4 digits SSN [Search Courses](#)

If you are having difficulty using this system or have questions regarding it's contents please contact 419.327.2219.



25

Use the credentials you were sent to access the system. Please see your Administrator if you do not have credentials or email jwhitlow@digital-55.com.



Sign In & Get Started

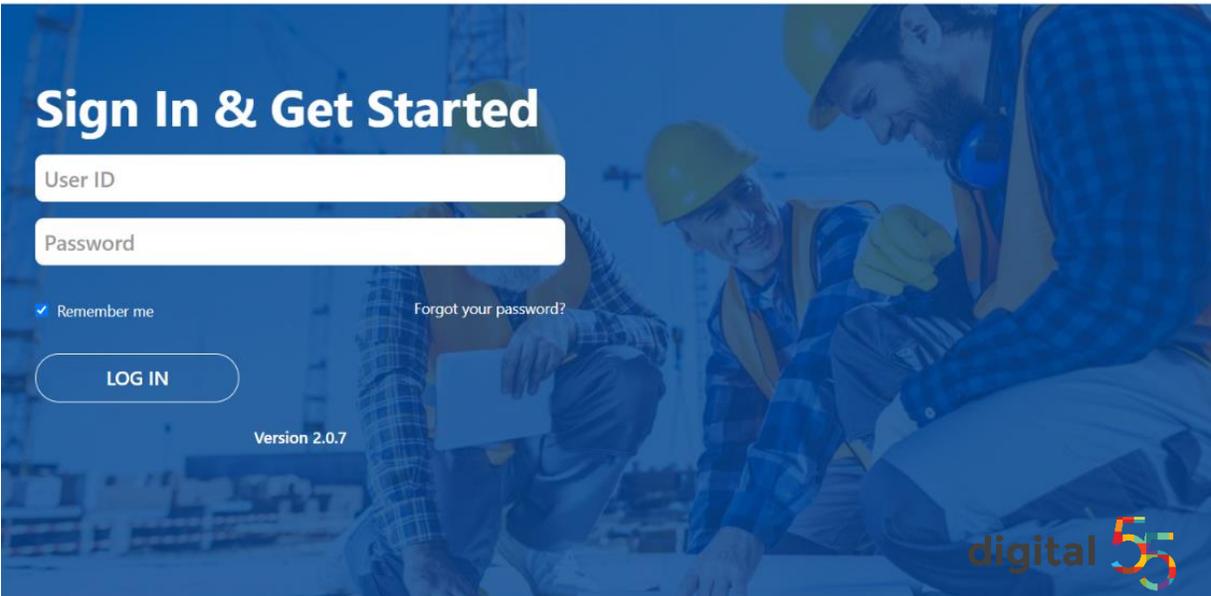
User ID

Password

Remember me [Forgot your password?](#)

[LOG IN](#)

Version 2.0.7



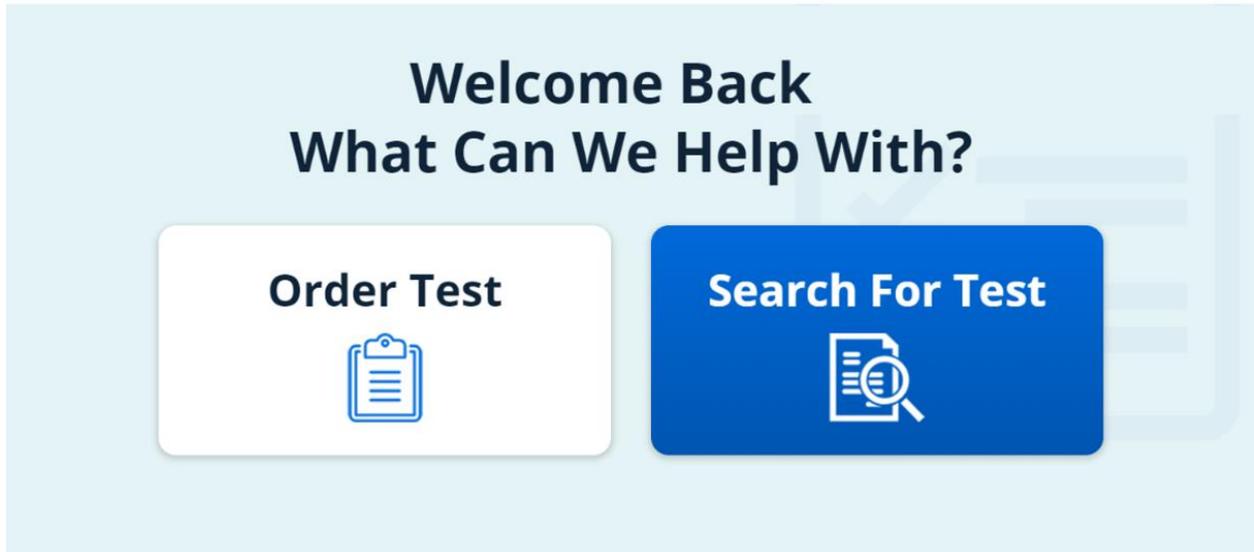


Look up Eligibility

To look up eligibility or to check if the employee is already in the database, click “Search for Test”.

To order a test for a NEW employee only who will NOT be in the database, click “Order Test”.

IMPORTANT: ** If you don't know if an employee could be in the system, please look the employee up first by clicking “Search for Test”.



Search for Test: Enter the employee's Last Name & Last 4 digits of his/her SSN. Switch the “Lab” toggle & click “Search”.

Example:



Search For Test

Enter the Last Name and Last four (4) Digits of the member's Social Security Number then click "Search" to display member's completed course information.

➔

Safety & Training
 Lab

If the employee is NOT in the system, “No Sources found” will populate (See image below). Click “Order Test” and fill out all fields.

If the employee IS in the system, results will appear. See page 8 “Search for an employee in the system”.

Make sure you have the correct spelling of the individual’s last name and the correct ending of their SSN.

NOTE: When adding a new employee Include suffixes such as “Jr” or “III”, on the Order Test form.

When searching for an employee already in the system, omit suffixes such as “Jr” or “III”, in the search.

+ NWO Lab & Safety

RESULTS FOR Doe, 1234

Search Lab Results

All	#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	Per page: 10					
Name		Last 4 Digits Of SSN													Date of Last Test					Eligible	Consent From On File												
No Sources found currently, please add at least one.																																	
No Records to show																										First		Previous		Next		Last	

digital 55 To Order a Test, click on "Order Test".

RESULTS FOR Doe, 1234

Search Lab Results

Order Test **Search For Test**

All # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Per page: 10

Name	Last 4 Digits Of SSN	Date of Last Test	Eligible	Consent From On File
No Sources found currently, please add at least one.				
No Records to show				

First Previous Next Last

Fill out all fields

NOTE: First Name, Last Name, 9-digit SSN, Type of Test, Reason for Test, Cell, Email, Craft, and Union are required.

** IF the employee does not have an email address, please USE YOUR EMAIL ADDRESS so you can print the Authorization Form for the employee.

(Updated 1/26/22)

Order Test

First Name *	Last Name *
SSN *	Type of Test (Drug/Alcohol) *
Reason for Test *	
Cell Phone *	Email *
Craft *	Union# *
Location	--Consent Form on File--
Additional Test	

ORDER **Back**

ORDER TEST FIELD CLARIFICATION

(Most of this information should be on the Worker’s Consent Form)

Type of Test Options:

Drug Alcohol Both

Reason for Test Options:

Annual Random Pre-Employment Post-Accident Reasonable Suspicion
Return to Work Other

Cell Phone:

Please include area code

Craft:

Examples: Pipefitters, Plumbers

Union #:

Examples: LOCAL50, LCOAL351

Location:

Enter the Zip Code preferred based on the worker’s residence, the job site, or the location of the Contractor or Union.

- The lab site will be chosen based on available lab or reason for test.

Consent Form on File:

If you have a copy of his/her consent form, please indicate “Yes” or “No”. Form can be sent to Shawn at Reliable Drug Testing Clinic.

* Soon you will be able to upload the document right into the program.

Additional Test:

You can add additional information - Up to 50 characters.

Search for an employee in the system. Last name and Last 4 digits of his/her SSN is required.



Search For Test

Enter the Last Name and Last four (4) Digits of the member's Social Security Number then click "Search" to display member's completed course information.

Safety & Training

Lab

[SEARCH](#)

When an employee is in the system, results will show (see Image below).

[Order Test](#) [Search For Test](#)

Search Lab Results

RESULTS FOR Doe, 6789

All

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Per page: 10

Name	Last 4 Digits Of SSN	Date of Last Test	Eligible	Consent From On File
John Doe	6789	9/16/2021	Eligible	Yes

NOTE: Please confirm that the Date of Last Test is within 365 days. Soon expired tests will list eligibility as "Drug Test Required".

To search for Safety courses taken, Click "Search for Test".



Welcome Back What Can We Help With?

Order Test



Search For Test



Enter the Member's Last name and Last 4 digits of his/her SSN.



Search For Test

Enter the Last Name and Last four (4) Digits of the member's Social Security Number then click "Search" to display member's completed course information.

Safety & Training

Lab

SEARCH

Example:



Search For Test

Enter the Last Name and Last four (4) Digits of the member's Social Security Number then click "Search" to display member's completed course information.

➔

Safety & Training
 Lab

[SEARCH](#)

Any Safety Course results will populate:

SEARCH RESULTS FOR Doe, 1234

Doe

SSN Number XXX-XX-1234 Member ID Eligible

[Back](#)

All # A B C D E F G H I J K L M N O P Q R S T U V W X Y ZPer page: 10

Course Name	Course Number	Course Hours	Course Date
Drug Free Workplace Online for Employee 102	Valid for 1 year from training date	1	12/28/2020
OSHA 502 Update-Instructor valid for 4 yrs	expires 4 yrs from issue date	24	7/10/2020
Drug Free Workplace Online for Employee 101	Valid for 1 Year from training date	1	5/18/2020
Drug Free Workplace Awareness Employee	1 Hour	1	7/12/2017
Respirator Training	Expires 1 Year From Issue Date	1	3/7/2017
OSHA 500 Instructor Construction		40	3/3/2017
Fall Protection	On lne Training	1	6/4/2014
Fall Protection Competent Person	Thru Great Lakes Regional Edu Center	0	6/4/2014

FAQ – Frequently Asked Questions

I need to see employee's eligibility immediately but don't have credentials!

Contact your Human Resources director, Shawn@reliabledrugtest.com, or LJenkins@agcnwo.com to provide you with Eligibility and/or Certificates of Eligibility.

How do I get credentials?

Contact your Human Resources director, Shawn@reliabledrugtest.com, or jwhitlow@digital-55.com. When confirmed that you need access to the system, you will receive credentials shortly.

Why did I not receive credentials?

Check your Spam/Junk folder, then contact jwhitlow@digital-55.com.

Why don't my credentials work?

Try the Copy & Paste features, ensure no spaces in your credentials, or contact Jennifer at jwhitlow@digital-55.com.

Why are these fields required to Order a Test?

The information is important to ensure the database is up to date and that the correct information is sent to the lab and Medical Review Officer.

What if the Employee does not have an email address?

An email address is required to send the Authorization Form needed to take the test at the clinic. If the employee does not have an email address, use your own email address so the Authorization Form will come to you and you can print off the form for the Employee.

I know the employee is in the system but I cannot locate his/her records.

Check the spelling of the name and the last 4 digits of the SSN. If you still cannot locate the employee record, contact Shawn@reliabledrugtest.com, or jwhitlow@digital-55.com.

How do I choose the location?

Enter the Zip Code preferred based on the worker's residence, the job site, or the location of the Contractor or Union. A different zip code location may appear on the Authorization Form if there is a specific reason why the preferred zip code cannot be accommodated

Why was the location different than the zip code I requested?

Some tests must be completed at Reliable Drug Testing Clinic, such as Return to Work. There also may not be a clinic in the zip code requested.

Eligibility column states the employee is Eligible but the test is over 1 year old.

Always verify that the test is less than 365 days old based on the Last Test Date. When the next update goes live, the system will change the tests to state "Drug Test Required". Temporarily, the Eligibility is not changed when the test reaches 365 days old.

Why wasn't I notified of changes to the Test ordering process?

All Contractors and Union Halls were notified in 2021 that there is a new Drug Test Ordering System that would keep the sensitive information secure and provide need-to-know information to those authorized to access it.

Contact Information:

Credentials or technical support:

Jennifer Whitlow

jwhitlow@digital-55.com

419-290-1929

Drug Test Order or Results Questions:

Shawn Roberts

shawn@reliabledrugtest.com

419-517-1027

Associated General Contractors

Laura Jenkins

LJenkins@agcnwo.com

419-327-2218