

## **ENSURING CONFIDENTIALITY FOR MISSING CHAIN OF CUSTODY FORMS (CCF)**

### **ARE YOU A COLLECTION SITE/CLINIC DOING BUSINESS FOR DSI CLIENTS?**

- ✓ Fax DOT Custody and Control Forms to #215-443-0670
- ✓ Fax Breath Alcohol Forms (BAT) to #844-697-8694 or #215-443-3037

#### **FOR DSI CLIENTS**

- ✓ Please do not email Custody and Control forms unless requested by DSI Staff.
- ✓ If the lab reports a result and the MRO does not have a copy of the CCF to review, the collection site/clinic will be contacted to fax it to the MRO as soon as possible.
- ✓ If a CCF copy is not obtained from the collection site, the employer will receive an email notification requesting that they send the employer copy of the CCF(s), if available, to the MRO.
- ✓ If a CCF is not received from the employer, efforts to obtain the CCF from the collection site will continue automatically.

***Thank you for your cooperation as we work to ensure the confidentiality of  
your employees and applicants.***