**MRO/TPA Drug Test Results Report Checklist**

The MRO may use a signed or stamped and dated legible photocopy of Copy 2 of the CCF to report test results. If the MRO does not report test results using Copy 2 of the CCF, he or she must provide a written report for each test result.

This report must, as a minimum, include the following information:

* MRO name, address, and phone number
* The name of any person other than the MRO reporting the results (if applicable)
* Full name, as indicated on the CCF, of the employee tested
* Donor SSN or employee ID number
* Specimen ID number from the CCF
* The DOT agency, if noted on the CCF
* Reason for the test(e.g., random, post-accident), if indicated on the CCF
* Date of the collection
* Date the MRO received Copy 2 of the CCF
* Result of the test (i.e., positive, negative, dilute, refusal to test, test cancelled) and the date the result was verified by the MRO
* For verified positive tests, the drug(s)/metabolite(s) for which the test was positive (should not include quantitative values for drugs found)
* For cancelled tests, the reason for cancellation
* For refusals to test, the reason for the refusal determination