

GUNDERSEN HEALTH SYSTEM®

REASONABLE SUSPICION TESTING REFERRAL FORM

This form is to be used to document the decision to administer a reasonable suspicion drug or alcohol test by a supervisor or company official who is trained in detecting the signs and symptoms of drug use and alcohol misuse. After a direct observation of the employee's appearance, behavior, speech and/or body odors, please check ALL the indicators that resulted in your decision to administer a reasonable suspicion based on the signs and symptoms that an employee has used a prohibited drug and/or engaged in alcohol misuse.

Employee Name _____

Employee Number _____ Job Title _____

Supervisor/Co. Official _____

Date of Determination: _____ Time of Determination: _____

Name(s) of Witness(es), if any: _____

APPEARANCE OR PHYSICAL INDICATORS

- Flushed or very pale complexion
- Excessive sweating or skin clamminess
- Bloodshot or watery eyes
- Dilated or constricted pupils
- Nystagmus (jerky eye movement)
- Unfocused, blank stare
- Runny/bleeding nose
- Dry mouth, wetting lips frequently

SPEECH OR BODY ODORS

- Slurred, thick, slowed
- Incoherent, nonsensical, silly
- Loud, boisterous
- Repetitious, rambling
- Cursing, inappropriate language
- Rapid, pressured
- Excessive talkativeness
- Exaggerated enunciation
- Odor of alcohol
- Distinctive pungent aroma

BEHAVIORAL INDICATORS

- Stumbling, unsteady gait
- Hyperactivity, fidgety, agitated
- Nervous, disorderly
- Irritable, moody, belligerent
- Shaking, tremors, twitches
- Dizziness or fainting
- Poor coordination
- Depressed, withdrawn
- Extreme fatigue or sleeping on the job
- Breathing irregularly or with difficulty
- Nausea or vomiting
- Significant increase in errors

Other observations not noted above: _____

Supervisor/Company Official Signature _____

The supervisor, or other company official making the reasonable suspicion determination must be authorized to do so by the employer and must have received at least 60 minutes of training on indicators of probable drug use and 60 minutes of training on indicators of probable alcohol misuse.