



GKR Diagnostics LLC Compliance & Policy Manual

1. Compliance Overview

GKR Diagnostics LLC operates in compliance with all applicable federal and state regulations for DOT urine drug collections, Non-DOT urine drug testing, and background screening services. Compliance standards include 49 CFR Part 40, HIPAA, and FCRA guidelines.

2. Drug Testing Policy Statement

GKR Diagnostics LLC provides mobile, professional urine drug testing services ensuring accuracy, security, and integrity. The company does not interpret laboratory results or make employment decisions.

3. DOT Compliance Policies

- All DOT testing follows 49 CFR Part 40.
- Donor identity must be verified with valid ID.
- Chain of custody must be maintained at all times.
- Observed collections are conducted when required by regulation.
- Shy bladder procedures: donor allowed 3 hours and up to 40 oz. of water.
- All refusals are reported directly to the employer DER.

- DOT records are stored securely and retained per federal timeframes.

4. Non-DOT Testing Policies

- Collections follow laboratory or employer-specific protocols.
- Rapid test results: negatives may be reported onsite; non-negatives are lab-confirmed.
- Suspected adulteration requires recollection and employer notification.
- Non-DOT chain of custody is followed using appropriate CCFs.

5. Background Screening Compliance

- Conducted in compliance with FCRA and state laws.
- Requires written disclosure and applicant authorization.
- Employers must issue pre- and post-adverse action notices when applicable.
- GKR Diagnostics does not make employment decisions or interpret data.

6. Security & Privacy

- All data is stored securely with limited access controls.
- PHI and consumer information is protected under HIPAA and FCRA.
- Test results and background data are not shared without authorization.

7. Record Retention

- DOT: 5 years for positives/refusals, 2 years for CCF copies, 1 year for negatives.
- Non-DOT: 1–3 years depending on employer needs.
- Background reports: destroyed when no longer needed.

8. Collector Code of Conduct

Collectors must maintain professionalism, ensure privacy, prevent tampering, and follow all documented procedures without deviation.

9. Limitations of Service

GKR Diagnostics LLC does not:

- Interpret laboratory or MRO results
- Determine employment eligibility
- Provide medical or legal advice