



Drug & Alcohol Data Submittal Instructions

What follows are instructions for Contractors on how to submit their drug and alcohol testing data through *VeriSource*.

- 1) Login to *VeriSource* at www.veriforce.net. Only administrative users will have access to the drug and alcohol submittal pages. So, if you are using an existing login and password to submit data, you will need to make sure that it is an Administrative login. If you are unsure of whom the administrative users for your company are, please contact Veriforce.
- 2) Once you're logged in select the ***Drug & Alcohol Data*** tab
- 3) From this report you can see the years of data submitted for the last 5 years, and your company's drug and alcohol status with Veriforce. From this report you can also download the form to submit your statistical data reports by selecting ***Download***.
- 4) Once you have completed the form you can upload the form by selecting the ***Upload*** button.
- 5) Choose the file you'd like to upload by selecting the ***Browse*** button and click on ***Begin Import*** to start the upload. After you upload the form a list of any errors or warnings will appear.
 - Errors are issues that prevent the data from being uploaded, e.g. not listing the average number of employees, or the total number of dispositions is less than the total number of positive tests. If there is an error, the data for that company will need to be corrected and resubmitted.
 - A warning is an issue that does not prevent upload, but may need to be reviewed, e.g. the random testing percentage in a pipeline pool is greater than 50%, or having more post accident drug tests than post accident alcohol tests in a reporting period. If there is a warning, the data for that company has been uploaded, and you will only need to resubmit if, after review, you find an error with the data originally submitted.
- 6) In order to upload covered employee and supervisor training lists you will need to click on the green plus sign to the right of the ***Covered Employee List Date*** and ***Supervisor Training List Date*** fields.
- 7) Choose the file you'd like to upload by selecting the ***Browse*** button, enter the date of the list in the ***Date of List*** field, and click on ***Begin Import*** to start the upload.

Within the ***Drug & Alcohol Data*** tab, you also have the ability to view your data upload history, and view individual years of data that were submitted. If you must submit any updates to your drug and alcohol plans you will still need to email those to drugalc@veriforce.com for review.