



PROCEDURE FOR DRUG-SCREENING LABORATORY INFORMATION

The Mountain Area Health Education Center, Inc. (MAHEC) workplace drug screens are administered at WOLFE, Inc. / Keystone Laboratory Inc. This certified laboratory is located at 3 McDowell Street, Asheville, NC 28801. Hours of operation are Monday through Friday, 8:30 AM – 12:00 PM and 1:00 PM – 5:00 PM. Please note that the lab closes between 12:00 PM – 1:00 PM for lunch.

Employees must provide Human Resources with a signed copy of the following forms prior to submitting to the specimen collection for urinalysis drug screen.

1. N.C. Controlled Substance Examination Regulation Act Initial Notice To Employees
2. Consent and Notice of Release of Liability for Controlled Substance Testing

The following information will guide individuals in the specimen collection and drug screening process:

- When asked about the company name for the specimen collection and drug screen, you must note MAHEC. Do not provide any other entity name.
- MAHEC will be responsible for paying for the initial drug screen and specimen collection. No payment will be collected from you when providing the specimen.
- Specimen collection will take approximately 10-15 minutes.
- No appointment is necessary; however, to make an appointment, please call 1-800-451-3743.
- You will be required to present a valid Photo ID (for example, driver's license or MAHEC badge)
- You may be asked to complete various forms, including the Drug Testing Custody and Control Form, related to the drug screening process.
- Chemical analysis results from the lab will be provided directly to MAHEC as the employer, and will not be provided to the individual directly.
- Negative results will be provided to MAHEC Human Resources within one (1) hour of the test.
- Positive results may take up to 48 hours.

Questions regarding the drug screen process can be directed to Carol Steen, Director of Human Resources at carol.steen@mahec.net or Heatherly Long, HR Coordinator, at heather.long@mahec.net.