



Midwest Toxicology Services LLC
 A DISA Company
 603 East Washington Street, Suite 200
 Indianapolis, IN 46204
 317.262.2200 Phone
 317.262.2222 Fax

Submitting Test Results for CCS (formerly MICCS) Cards

Your company must have an account set up with Midwest Toxicology Services, LLC. If you do not have an account set up yet, please contact our Administrative Assistants for information by emailing them at admins@midwesttox.com or by calling (317)269-3030.

Requirements

1. A copy of the chain of custody initiated at the time of the collection must be submitted. The chain of custody helps confirm that the collection procedures were followed properly.
2. The test result documentation must include:
 - a. The panel cutoff levels - both screening AND confirmation - the only exception will be if the documentation clearly shows and indicates that the test was conducted according to DOT guidelines.
 - b. The date the specimen was collected and reported. Must be within the last 12 months.
 - c. The MRO name AND signature. Must be reviewed and signed by Medical Review Officer.
 - d. The employee's first name, middle initial, last name, at least the last 6 digits of their SSN, and their date of birth.
 - e. The test result and date that the result was verified by the MRO.
 - f. The name of the SAMHSA certified laboratory that conducted the testing.
 - g. Must include the panel information with screening **and** confirmation cut-off levels – Must meet at least the following:

Drug/Drug Metabolites	Screening Cutoff Levels	Confirmation Cutoff Levels
Amphetamines/Methamphetamines	500 ng/ml	250 ng/ml
Ecstasy (MDMA, MDA)	500 ng/ml	250 ng/ml
Cocaine	150 ng/ml	100 ng/ml
PCP – Phencyclidine	25 ng/ml	25 ng/ml
Opioids (codeine/morphine)	2000 ng/ml	2000 ng/ml
Heroin (6-AM)	10 ng/ml	10 ng/ml
Hydrocodone/Hydromorphone	300 ng/ml	100 ng/ml
Oxycodone/Oxymorphone	100 ng/ml	100 ng/ml
Marijuana (THC/Cannabinoids)	50 ng/ml	15 ng/ml

For a current listing of SAMHSA certified labs, visit this link: <http://www.samhsa.gov/workplace/resources/drug-testing/certified-lab-list>

How to Submit Results

Test results can be submitted by the following methods:

- a. Email to team2@midwesttox.com
- b. Fax to (317)262-2222, Attn: Team 2
- c. Mail to: Midwest Toxicology Services, Attn: Team 2, 603 E. Washington St. Suite 200, Indianapolis, IN 46204

Please Note

Please be sure to forward positive results as well. Although the donor will not be able to get a CCS card, they are required by the CCS policy to go through the steps with a substance abuse professional. By submitting a positive result, their test will be entered into the CCS database. The only way for the individual to get their card valid to work on a CCS jobsite again is to go through the steps required.

If you have any questions regarding this information, please contact our Administrative Assistants at (317)269-3030 or you can email them at admins@midwesttox.com.