Company Changes
In order for us to maintain proper and accurate records pertaining to your company, it is imperative that you notify us regarding any changes to your Company. If you notice any errors or outdated information, please make the appropriate changes, sign, date, and return to us by fax or mail, or make the appropriate changes through the website access.

To report updates and corrections, use the Change of Company Information Form 108 located in Section 6. Carefully complete the form and fill in only the information that has changed.

An updated Company Profile Report will be sent to you upon request and/or you can visit our website at aadrugtesting.com for your most current company information. If the name of your company has changed, we will send you a new Company Profile and Certificate of Enrollment upon request.

Employee/Driver Changes
In order for us to maintain proper and accurate records pertaining to your company, it is imperative that you notify us regarding any changes to the information contained on the Company Profile Report located in the front of this manual.

To report updates and corrections, use Change of Employee/Driver Information Form 109 located in Section 6. Carefully complete the form and fill in only the information that has changed. To add or delete an employee/driver refer to the step below.

You may view and print a new Company Active list from our website at aadrugtesting.com.

Employee/Driver Add or Remove
When your company no longer employs an individual, he/she must be made inactive and removed from the random testing pool. In order for AADT to maintain accurate records, it is imperative that you keep us updated on all employee changes in a timely manner.

- **To remove an employee/driver**, use the Add/Remove Employee/Driver Form 110 located in Section 6. Complete the information pertaining to that specific individual. Also, be sure to collect the AADT ID card at the time of the employee’s exit interview and destroy it then send us the Form 110.

  After we deactivate an employee from your company program, it leaves an available “slot” within the enrollment year for the next employee you hire.

  In the event that another employer hires your former employee, that employer may request that you provide any records pertaining to that individual. You can request that information from us only if you provide us with a copy of that individual’s unique written Driver Request and Authorization for Release of Information Form 114, located in Section 6.

- **To add an employee/driver**, use the Add/Remove Employee Form 110 located in Section 6. The form must be filled out completely in order to process your request. Remember, if you are planning to add or replace an employee, refer to the Pre-employment Testing Requirements, found in Section 3 - A.

  An ID card and Driver Handbook (if applicable) will automatically be sent to you; this will also confirm your request was received and completed. If you do not receive these items, do not assume the request was completed.