

Annual Reporting Made Easy

You contracted with a company to write a great drug-free policy for your company. Your education and training sessions were stellar. You joined a Consortium that offers competitive prices for drug testing and Employee Assistance Program (EAP) services. You have all the pieces in place to fulfill the requirements of the BWC Drug-Free Safety Program (DFSP) but were disqualified because you did not complete your online Annual Report (DFSP-3 for Basic and Advanced Programs or DFSP- 4 for Comparable Program). Even if paperwork is “not your thing,” the Annual Report does not need to be a hassle.

Mark your calendar.

Know the date your Annual Report is due. If you're program year is

- **JANUARY** – You're report is due the last business day of September.
- **JULY** – You're report is due the last business day of March.

Set a reminder to begin working on the report a week in advance in case you need to reach out for help.

Establish a BWC web account BEFORE your report is due.

The BWC's preference is that you complete and submit your Annual Report online. If you don't already have an account on the BWC website, make one now so you're set to go at report time. (Don't forget to keep track of your sign-in and password information!)

Not detailed oriented? Find someone who is.

If you know you will have a difficult time pulling details together to complete this annual DFSP requirement, find someone else within your company to take the lead. Be sure your helper is trustworthy, as he/she will have access to sensitive information such as drug test results. Consider including this person in your DFSP supervisor training to learn the role confidentially plays within your drug-free workplace program.

Print a working copy of the annual report.

Visit the BWC website or “Forms: Drug-Free Safety Program” in the *Working Partners*® Help Zone (www.WorkingPartners/DFSPHelpZone) to download and print a sample copy of the annual report. This will give you a heads up on what information you need to capture throughout the year (e.g., names and credentials of trainers, drug testing information) in order to complete the form quickly and hassle-free. When it's time to submit your report, consider completing your sample copy in long-hand first so that you'll be able to zip through the “official” form when you're completing and submitting it on the BWC website.

Keep all DFSP information and documentation at your fingertips.

Whether you keep hard or electronic copies of your DFSP information and records, make sure you file them in a centralized location for easy retrieval. This includes

- a copy of your completed enrollment form (U-14)
- your BWC letter informing you of your acceptance into the program
- employee education and supervisor training sign-in sheets or certificates of attendance
- a copy of your policy/program documents

Drug testing results and any reports from an assistance provider (i.e., a chemical dependency counselor) should be kept in a confidential and secure location. Be sure, however, that you note any information on those results (e.g., reason for the test) that you'll need in completing your Annual Report.

Avoid the last minute scramble.

Project ahead so that you have all required tasks completed by the time your Annual Report is due – especially employee education and supervisor training. You and hundreds of other companies share the same Annual Report deadline. Stay ahead of the crowd!