

DFSP Checklist (COMPARABLE)

- Submit DFSP application (U-140)..... Prior to bidding on State of Ohio construction projects
- Develop drug-free policy..... Prior to conducting or receiving employee education and/or supervisor training
- Compile list of counselors available to help employees with alcohol/drug-problems..... Prior to conducting or receiving employee education and/or supervisor training
- Select drug testing vendor and establish random testing program Prior to performing work or direct supervision on state construction projects
- Educate any **employee** who will be working or providing direct supervision on a construction project (min. 1 hour)..... Prior to performing work or direct supervision on state construction projects. (1 hour annually)
- Train any **supervisor** who will be working or providing supervision on a state construction project (min. 1 hour)..... Prior to performing work or direct supervision on state construction projects (1 hour annually)
- Conduct pre-employment testing on any employee who will be working or providing direct supervision on a State of Ohio construction project..... Prior to performing work or direct supervision on state construction projects (one time only)
- Submit online Annual Report (DFSP-4) Last business day of March (for Private Sector/July Program Year) or last business day of September (for Public Sector/January Program Year)