



*Treating people right*

## Initial SAP Evaluation Letter Contents

The Initial Evaluation Letter **MUST** be issued within 2 days of the initial interview. The Department of Transportation **REQUIRES** that it contains the following elements:

1. It must be written on the SAP's own letterhead
2. Date of the Report Letter AND
3. Address for the Company or Agency:
  - a. Name of Contact Person
  - b. Name of Company or Agency
  - c. Complete Mailing Address
  - d. Confidential Fax Number, if applicable
4. Identity of the employee: Full Name and Social Security Number
5. Reason Employee was referred to you (such as: "Tested positive for marijuana on February 19, 2004" or "Was a voluntary referral").
6. If the referral was for a positive test, the test date **MUST** be stated in the letter.
7. Identify the resources to which the Employee was referred.

[www.callhba.com](http://www.callhba.com)

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