



Alert Consent Form Guide

Last Updated: 2025-01-21

Overview

To simplify and enhance the process for employees selected in an Alert audit, our application will now pre-populate consent forms using information from the Alert roster. The consent form will require from the employee either a handwritten (wet) signature or an encrypted digital signature and the date of signature.

This guide outlines the changes to the new forms and how to access the new feature in the Alert audit.

Table of Contents

Overview..... 1

What’s New..... 2

 Accessing Consent Forms..... 2

 Sample Consent Forms 6

 DOT Consent 6

 NON-DOT Consent..... 7

 Consent Form Tips..... 8

Support 8

What's New

Consent forms are now accessible for the individual employee selected in a roster audit for Alert.

- **NON-DOT Consent Form:** The new form will pre-populate with information from the Alert roster and is available to download for the specified employee selected in an audit. The NON-DOT consent form once signed and approved is valid throughout the employee's tenure with the Contractor and can be used for future NON-DOT audits in Alert.
- **DOT Consent Form:** The new form will pre-populate with information from the Alert roster and is available to download for the specified employee selected in an audit. The DOT consent form must be downloaded and signed per audit as this form requires specific information relating to the date of audit, testing, and Operator.
- **Forms Dropdown:** With the consent forms being pre-populated, the blank consent form will no longer be available for download in this section.

TIP: Before downloading a consent form, ensure the Alert roster has been updated with the most recent testing information for the selected employee.

NOTE: Consent forms cannot be altered and if rejected a new consent must be downloaded and resigned by the employee. DOT consent forms cannot be signed before the Collection and Audit Initiated On Date.

Accessing Consent Forms

There are a few ways to access consent forms in Alert. You can view the audit action item by clicking on the item or selecting "Audits" from your main dashboard.

- **Option 1:** Click the "View Audit in Alert" button from the roster audit notification email you received.



- **Option 2:** From the Alert main dashboard select the Operator Enrollment to view the pending Audit Action Item(s).

Enrollment	TPA	Enrolled On	Expires On	Employees	Supervisors
 Demo Operator: Standard Compliant		Jan 16, 2025	Jan 16, 2026	2	2

Provide documentation for latest On Demand Roster Audit

Incomplete

- **Option 3:** Log in to your Alert account and go to the **Audits** page to view any outstanding roster audit(s). Select the desired audit by clicking the clipboard icon “”.


Alert
Dashboard
Employees
Statistical Data
Audits
Demo Contractor

33%
Enrollment Compliance

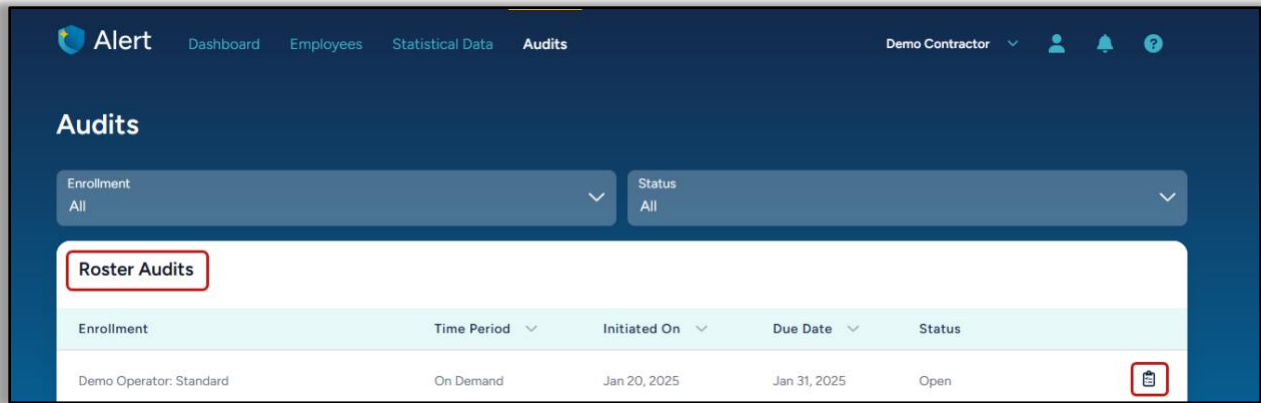
100%
Employee Compliance

361 Remaining
Days until Access Renewal

Add Enrollment
Program Details

Search
Status: All

Enrollment	TPA	Enrolled On	Expires On	Employees	Supervisors
 Demo Operator: Standard Compliant		Jan 16, 2025	Jan 16, 2026	1	1



- Select “Download Form” next to the Consent Form for the specified employee

NOTE: The documents being requested may vary across employees based on the employee’s work type or hire date. The work type selected for the audit is listed in parentheses for each document. If there is only one employee on the Alert roster with a dual work type, the employee will be required to complete both a DOT and a NON-DOT consent form.

- Review the information listed on the consent form to ensure it aligns with the following:
 - Contractor Name
 - Employee Printed Name
 - Collected date of drug and/or alcohol test (if applicable)

NOTE: If the Alert roster was not updated before downloading the consent form, the consent form can be re-downloaded once the Alert roster is updated to reflect the most recent testing data. Only the DOT consent form prints the actual date of the test on the consent form, however, if the roster does not align with the provided documents those items will be rejected until the roster and documentation issues are resolved for both DOT and NON-DOT.

- Provide the consent form to the employee for either a handwritten (wet) signature or an encrypted digital signature and the date of signature.
- Once the signed and dated consent form is received, ensure no alterations were made to the form and upload the form to the Consent Form section of the audit for the specified employee.
- Uploading the form will generate a notification to our Auditing TEAM for review.
 - If approved, no further action is required for the consent form.
 - If rejected, Auditor will provide detail of rejection reason.


Alert

[Dashboard](#)
[Employees](#)
[Statistical Data](#)
[Audits](#)

Demo Contractor




Roster Audit: Demo Operator: Standard

Initiated on Jan 20, 2025

Contact Auditing


 Upload the requested items for each employee listed below by clicking the **Upload** icon on the right-hand side. Background Verification forms can be downloaded from the **Forms** dropdown above. To access a detailed help guide with step-by-step instructions on how to complete a roster audit click [here](#).

Once an item is uploaded, it will be reviewed by our Auditing team and the item's status is updated according to their assessment. If you have questions or need assistance, contact us by clicking the **Contact Auditing** button above.

Jane Doe4 Documents


DOT Urine Test (DOT)
PENDING

Upload


FMCSA Clearinghouse Report (DOT)
PENDING

Upload


MRO Signed CCF (DOT)
PENDING

Upload


Consent Form (DOT) ←

Download Form

Upload

John Doe2 Documents


NON-DOT Urine Test (NON-DOT)
PENDING

Upload


Consent Form (NON-DOT) ←

Download Form

Upload



Sample Consent Forms

DOT Consent



Authorization to Release DOT Drug and Alcohol Information

In conjunction with Alert's audit of **Demo Contractor** (Contractor) on **Jan 20, 2025** (date audit initiated on), I hereby authorize and consent to the release of my drug and/or alcohol test results, and any related Release of Information form I completed in conjunction with PHMSA and DOT requirements, to Alert and its agents.

Additionally, in conjunction with this audit, I further authorize and consent to the release of my Alert status, drug and alcohol test results, and other program activity to Alert and its agents and authorize and instruct Alert to share this information with **Demo Operator** (Operator(s)).

DOT Drug Test Collection Date: **Jan 01, 2025**

DOT Alcohol Test Collection Date: **Jan 01, 2024**

I further acknowledge that a fax, image, electronic, or physical copy of this authorization is as valid as the original.

Name (Printed): **Jane Doe**

Signature: _____ **Date:** _____



NON-DOT Consent



Authorization to Release Non-DOT Drug and Alcohol Information

By signing below, I authorize, permit, and instruct **Demo Contractor** (Contractor), including its designated representatives, agents, affiliated and related entities, and assigns, to:

Provide and disclose all information related to my drug and alcohol tests including, but not limited to, results, reports, records, and chain of custody forms (collectively, "drug and alcohol test information"), to Alert and Alert's agents, clients, and contractors.

I understand this drug and alcohol test information may be used to determine my compliance status in Alert, which may be visible to Alert clients and contractors, subsequently impacting my eligibility to access jobsites of Alert clients. By signing below, I authorize and permit my drug and alcohol test information to be used in this manner by Alert.

I further acknowledge that a fax, image, electronic, or physical copy of this authorization is as valid as the original.

Name: **John Doe**

Signature: _____ **Date:** _____

Move forward faster.

Rev. 2024-09-27 | 1

8165 South Mingo Road, Suite 100 Tulsa, OK 74133-4667 | 918.970.2323 | teamqualify.com
© 2025 TEAM Companies | Confidential & Proprietary

Move forward faster.

Rev. 2025-01-21 | 7



Consent Form Tips

Use the table below as a resource for completing a consent form. To access a detailed help guide with step-by-step instructions on how to complete a roster audit click [here](#).

Item Type	Description	Requirements	Tips
Consent Form	Alert Consent forms consist of a NON-DOT and a DOT Consent Form. Consent forms are downloaded from the Audit within Alert for the specified employee. Consent forms are pre-populated with employee information from the Alert roster. It is important to ensure the Alert roster remains up to date with the most recent testing information. Consent forms can be re-downloaded to reflect the most recent testing data if needed.	NON-DOT consent forms must include either a handwritten (wet) signature or an encrypted digital signature. Once the NON-DOT consent form is signed and approved, it remains valid throughout the employee's tenure with the Contractor and can be used in future NON-DOT audits for Alert. DOT consent forms must include either a handwritten (wet) signature or an encrypted digital signature. The DOT consent form must be downloaded and signed per audit as this form requires specific information relating to the date of audit, testing, and Operator.	Consent forms cannot be altered. DOT Consent forms cannot be signed before the Collection and Audit Initiated On Date. The Alert roster must align with the testing data provided in the audit. For Drug and Alcohol testing, use the date of collection as the test date in Alert.

Support

Our Customer Excellence TEAM is here to help. With TEAM you're never alone. Get expert advice and responsive service when you need it.

- **PHONE:** 918-970-4990
- **Email:** support@teamqualify.com
- **CHAT:** Access your Alert application and select the  symbol to [Chat with our TEAM](#)

Move forward faster.

Rev. 2025-01-21 | 8