

Random Pool Add/Delete Form for DOT/CDL Documentation – Adding to Pool or Deleting From Pool

It is a DOT requirement to add an employee to the random pool as soon as a negative pre-employment test result has been issued and the person begins the **CDL position**. DISA (formerly Midwest Toxicology) will not automatically add a person to the pool because a Pre-Employment test was administered, nor will they know when to delete a person from the pool. This form is to be used for persons hired into a **CDL position**, for persons terminated (voluntary or involuntary) from a CDL position and for persons transferring into or out of a CDL position.

Date: _____ Company: **State of Indiana CDL – (Facility # 143151)**

Agency/Facility/District/Sub-District: _____

Person making this request: _____

Phone: _____ Fax: _____ Email: _____

ADDITIONS TO POOL:

	Employee Name	CDL #	Date Negative Result Reported	Date of First Covered Function
1				
2				
3				
4				
5				
6				
7				
8				
9				

NAMES TO BE REMOVED FROM POOL:

	Employee Name	CDL #	Date of Removal
1			
2			
3			
4			
5			
6			

Fill in the requested information and fax or email to:

- add.delete@disa.com or fax number: 765/482-2980 AND
- Sean Brown at SeBrown@spd.in.gov or fax number 317/232-3089

Call DISA at 888/260-2261 or 765/482-2976 if you have questions. You may also contact the State Personnel Department at 317/232-3080.