Secure Testing Services, LLC

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11075 Air Park Rd.
Ashland, VA 23005

Initiation of After-Hours Testing Procedure

1. **ONLY** access Secure Testing Services (STS) when **designated** Bon Secours Occupational and Urgent Care sites are **closed** and after-hours testing is indicated.

   Designated Bon Secours' sites are available for testing as follows:
   - Bon Secours - Occupational Health, Sauer Center; Mon-Fri, 8 am – 4:30 pm.
     2230 W. Broad St, Suite 102
     Richmond, Virginia 23220
     Tel: 804-442-3750

   - Bon Secours Urgent Care, Regency; Mon-Sun, 8am – 8pm.
     1502 N Parham Rd, Suite A
     Richmond, Virginia 23229
     Tel: 804-877-8323

   - Bon Secours Urgent Care, East End; Mon-Sun, 8am – 8pm.
     2603 Nine Mile Rd, Suite 110
     Richmond, Virginia 23223
     Tel: 804-877-8325

2. Call (804) 403-7755 to speak to the STS After-Hours Dispatch team.

3. Provide them the following information:
   a. Identify yourself as a **Henrico County employee**
   b. Who you are
   c. Where you are calling from
   d. The type of test required
      i. Drug and/or alcohol
      ii. The number of donors
   e. The reason for the test (reasonable suspicion, post-accident, etc.)
   f. The contact person on-site, and a **DIRECT** number for that person

4. The on-call technician for STS will then contact the on-site representative directly to obtain:
   a. Where to meet
   b. ETA to the location
   c. Any other information that the on-site contact would like to provide