



Unavailability/Availability Notification

Effective August 1, 2010, *Paragraph 85.1 Alcohol and Controlled Substance Testing* of the Producer/Studio Transportation Drivers Agreement requires that you notify Contract Services Administration Trust Fund ("Contract Services") **in writing 24 hours prior** to your becoming unavailable to perform safety-sensitive functions under the Agreement for any reason, such as, vacation, leave of absence, or the performance of work that is not covered under the terms of the Agreement.

Please be aware if you fail to notify Contract Services of your unavailability, in writing, 24 hours prior to your becoming unavailable and your name is selected for random controlled substance testing, you must submit for testing. Failure to submit for testing under these circumstances would result in a refusal to test and constitutes a Department of Transportation drug and alcohol testing violation, as well as a strike under the Agreement.

If you are unavailable for a period of more than 30 days, you will be removed from the Contract Services Substance Testing Program and will be required to complete a pre-employment drug test, the results of which must be negative, before you may participate again. For more information, please review Paragraph 85.1.

If you need further assistance or have any questions, please contact the Substance Testing Program (STP) at 818.565.0550 ext. 1140.

You may return this completed form via email, fax, or USPS:

Contract Services
Attn: STP Department
2710 Winona Avenue
Burbank, CA 91504

Fax: 818.565.0030
Email: testing@CSATF.org

Personal Information <i>(Please print name as it appears on your driver license):</i>		
First Name:	Middle Name:	
Last Name:	Suffix <i>(Jr., Sr., II, etc.):</i>	Last 5 of SSN:
Unavailability Period		
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <hr style="width: 40%; margin: 0 auto;"/> <p>First date <i>unavailable for notification</i></p> </div> <div style="text-align: center;"> <p>through</p> </div> <div style="text-align: center;"> <hr style="width: 40%; margin: 0 auto;"/> <p>Last date <i>unavailable for notification (leave blank if unknown*)</i></p> </div> </div>		

Date Submitted: _____

*If your last day of unavailability for notification is unknown, you will remain unavailable until you submit the following information to the STP Department, in writing, via email, fax, or USPS:

- your full legal name as it appears on your driver license
- the last five digits of your Social Security Number
- your return date

