



## Compliance Services of Wisconsin, Inc.

PO Box 397, East Troy, WI 53120  
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### Mobile Drug and Alcohol Screening-Consortium Management Services-Clearinghouse Queries & Reporting

December 15<sup>th</sup>, 2025

#### To our Employer & Owner/ Operator Partners:

Our family would like to wish you and yours the very happiest New Year! As a small family business, we appreciate having you as a part of our consortium family and look forward to future years together. Thank you for the many referrals throughout 2025 and your continued partnership!

For 2025 you will continue to see our partners in collection, Steve Rae and Frank Simons. **The DOT drug testing rate will remain at 50% with alcohol at 10% per regulation.**

#### Service Contract Reminders for Consortium Management and Clearing House Audit Services:

Please fill out the enclosed contract for the 2026 year. Your up-to-date information is appreciated and will be applied to our billing and consortium software systems. We do require a 30-day written notification to cancel services under contract.

As a reminder, Compliance Services bundles all costs into one sign fee per test. This means we coordinate and pay the direct cost to your clinic in addition Lab processing fees, shipping fees, travel costs, clinic costs and MRO fees. Our competitors only charge up front for a collection and will later require you to pay all the other bills separately (Travel, Lab, MRO and clinic fees). Please always reach out if you have concerns or questions about our bundle pricing. A pricing sheet is located on the back of your contract.

**Driver Lists:** Please let us know if you transition from a single owner operator to hiring additional drivers. We cannot defend you if you do not give us the proper information to keep a current list and **employers have a regulatory responsibility to ensure the list we have is up to date.** Pre-Employment testing cannot be conducted until an approved employee query is completed in the FMSCA Clearing House Database.

**Clinic Testing Notification:** Compliance Services must be pre-notified via email of any clinic drug or alcohol test to ensure proper billing and timely reports of your results. Please remember you must make an appointment in advance stating services necessary (DOT or Non-DOT) for your potential employee. Any DOT or Non-DOT collection at clinics are charged the same fees. If you do not notify in advance, you will have a modified clinic fee as noted in the price sheet to recover the time spent to recover your result.

**FMSCA Clearinghouse Contracts & Database Requirements:** Initial employer/ operator registration with the FMSCA clearing house for all employers & owner operators was required January of 2020. Working with a C/TPA to manage your clearing house program (like us) is a not a requirement but a separate service offering. Employers by regulation may conduct their own FMCSA management and audits.

A separate Cleaninghouse contract offer is available to those who currently have a consortium management contract. Please only return the enclosed contract offering to us if you wish to have these services. If you choose a separate contract for Clearinghouse Audit Services, you must list **Compliance Services of Wisconsin** as your C/TPA within your clearinghouse database registration account in order for us to provide services by regulation when designated by agreement on your behalf. Website: <https://clearinghouse.fmcsa.dot.gov/>

**Supervisor Training:** Each employer is required to have supervisor(s) trained in drug testing program management. This is required one time however it is recommended that you refresh your supervisors on expectation every few years to stay compliant. We will email an interest form to employers. This training will be scheduled at a later date at centrally located facility or may be offered at your place of business if 10 or more supervisor are present. The next training session available is scheduled for March 20<sup>th</sup> at the Deerfield Lodge in Barneveld, Wisconsin

Please don't hesitate to reach out with any questions or help needed. **We look forward to serving you in 2026 and Thank You for your present and past business.**

Ryan and Megan Stoychoff

## Federal DOT & Non-DOT Drug and Alcohol Testing Consortium- Annual Contract

Compliance Services of Wisconsin Inc

PO BOX 397, East Troy, WI 53120 Phone: 262-684-5046

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



Please provide the following contact information:

Business Name: \_\_\_\_\_ Mailing/ Invoice Address: \_\_\_\_\_

Primary Employer/ Program Representative Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email Required: \_\_\_\_\_

Other Employer/ Program Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email Required: \_\_\_\_\_

Billing Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email Required: \_\_\_\_\_

Preference for emailing collections results (circle one) Yes or No      Preference for emailing invoices (circle one) Yes or No

### Terms of Annual Contract Agreement with C/TPA Provider: Compliance Services of Wisconsin, Inc (referred throughout as CSWI):

1. Employer shall comply with 49CFR part 40. While you can hire various service agents to collect specimens (C/TPA), conduct laboratory analyses, medically review lab results and determine test outcomes; you cannot delegate your responsibility to comply with all applicable requirements and procedures of [49 CFR Part 40](#) and [Part 382](#). This means that you the employer are responsible for all actions of your employees, representatives, and agents (including service agents) in carrying out the requirements and documentation of the DOT agency regulations. Those that choose other regulated programs and Non-DOT programs are also solely responsible.
2. The term of this agreement shall be for a period of one (1) year unless either party gives at least thirty (30) days written notice prior to the end of the contract term. This contract is governed by the laws of the state of Wisconsin. The annual fee will be billed each year during the month of December and due within (30) days of receipt of the invoice.
3. A complete driver list of names, birthdates, and driver's license #'s/ state of issue shall be required to create your random draws each quarter. Please provide a copy of this information with your updated/ signed contract annually. CSWI agrees to provide services to the above Employer as set forth by the Federal Highway Administration in 49 CFR Part 40/382.
4. The Employer shall provide timely pre-hire, post-accident, and driver removal information to C/TPA per DOT regulations to maintain a current employer/ employee list. CSWI shall coach employers on compliance expectations. Employers who repeatedly violate federal or state regulatory rules or policy despite our coaching efforts will be removed from the consortium by compliance services in writing with a 30-day notice.
5. The Employer shall send employees to a CSWI approved clinic and agrees to notify CSWI prior to sending an employee to a designated appointment. Failure to use an approved clinic or notify may delay your result and may void CSWI's ability to receive/ document the result on your behalf. Failure to notify us prior to clinic testing will be subject to a \$15 additional fee.
6. Pricing is subject to change should Federal regulation or clinic costs impact the services identified herein. CSWI reserves the right to change prices during the twelve (12) month period or years after with existing contract without prior written notification. We will provide an estimated fee schedule during annual renewal invoicing. Please note that we bundle price to cover your direct clinic charges, lab processing, MRO fees for specified collection services in one specified fee.
7. The per collection charges and fees shall be billed following the delivery of the service and will be due within (15) days of date of the invoice. Any clinic charges more than the designated fee schedule will be charged back to the employer/ owner-operator.
8. Payment terms are Net 15, and strictly enforced. Failure to adhere to terms, will result in removal from Consortium. A \$15 per month late fee will be charged for payments exceeding Net15. Credit cards are accepted. A fee will be charged at 6% per transaction. Transactions will be noted as Compliance Services of Wisconsin Inc using QuickBooks or Square App.
9. Expert testimony shall be charged to the Employer at the rate established by the CSWI, the Lab and the designated Medical Review officer when applicable.
10. FMCSA Clearinghouse services are not included in this agreement. A separate cost and clearinghouse services agreement is required if you delegate compliance services to conduct these annual compliance tasks (i.e., Annual Check, RTD Notice). Owner/ Operators are responsible for registering with the clearinghouse and appointment Compliance Services of Wisconsin Inc as your admin/ CTPA in the FMCSA clearing house tool: <https://clearinghouse.fmcsa.dot.gov>

I agree to all annual contract agreement terms and will hold harmless Compliance Service of Wisconsin Incorporated, its employees and subcontractors for the services provided. Accepted terms and signed by:

Date: \_\_\_\_\_

(Employer Representative)

Date: \_\_\_\_\_

(Compliance Services, Inc. Representative)

CS Account #- Internal Use Only