



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 ("CSATF") **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 terms of the Agreement. During your period of unavailability, your name will be removed from the random controlled substance testing pool and will not appear on the CSATF Online Roster.

Please be aware if you fail to notify CSATF of your unavailability, in writing, 24 hours prior to your becoming unavailable and your name is selected for Random Substance Testing, you will be subject to testing.

If you are unavailable for a period of more than 30 days, you will be required to complete a pre-employment drug screen, the results of which must be negative, before your name will appear on the Online Roster. For more information, please review Paragraph 85.1.

If you need further assistance or have any questions, please contact the Substance Testing Department at 818.565.0550 extension 1140.

Please print:

Name: _____
Last Name First Name Middle Name

Last four digits of Social Security: _____

Date(s) of Unavailability: _____ -- _____
First day unavailable for work Last day unavailable for work

Date of Availability: _____
First day available for work

If your last day of unavailability for work is unknown, you will remain unavailable until you submit the following information to the Substance Testing Department, in writing, via Email, Fax, USPS, or in person:

- your return date
- your full legal name
- the last four digits of your Social Security Number

Signature

Date

You may return this completed form via Email, Fax, USPS or in person to:

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

Fax: 818.565.0030
Email: testing@csatf.org