



713-920-1335
713-920-1788 FAX

Administration & Testing
For a Drug-Free Environment

1209 Genoa Red Bluff
Pasadena, Texas 77504

NASAP PROGRAM INFORMATION

Enclosed is the information you requested for NASAP. To enroll in the NASAP program: Please fill out the "Enrollment Form (5)" and the "Agreement for Services (4)". Be sure to review the NASAP-FEI Contracted Clinic Sites (8) and place a check mark next to the clinic location(s) you have selected to perform your company specimen collections under NASAP. Once your new account is setup, supplies will be shipped to the clinics you have selected. You may fax the above mentioned enrollment forms to the **Sales Dept. Fax 713-980-0258** and mail the originals along with the NASAP Annual Membership Enrollment Fee of \$199.00* (*Please note the fee will be prorated by the month of inception. Refer to enclosed monthly pro-rated fees) to Forward Edge, Inc., 1209 Genoa Red Bluff, Pasadena, TX 77504. To expedite the setup you may also pay by credit card and provide your credit card information at the bottom of the enrollment form. Please provide your employees with a copy of the NASAP Policy (9b) and have them sign the NASAP Consent Form [NASAP Authorization For Release of Test Results and Event Record Information Form (9a)] and fax to the number provided on the bottom of that form to our Client Services Dept. The NASAP Employee Member Sign up Sheet (9c) needs to be completed for all employees enrolled in the NASAP Program and forwarded in the Excel Format provided to Becky Castillo & Tina Cuello in our Compliance Department (Email information is provided on the form). Please note at the bottom of the excel form is an instruction tab as well as a tab for the spreadsheet. Click on the spreadsheet tab to enter your employee information. When all the above information is completed and the collection sites receive supplies for your account, you can send your employees to be drug and alcohol tested under the NASAP guidelines. The reporting contacts on your enrollment form will be sent an email with their user name and password to gain access to the NASAP Database for checking test result information and the NASAP Status of your employees.

Forward Edge, Inc. provides training as required in Section 10.0, Pg. 13 of the policy. Our Compliance Dept. will send CER training information by email. Supervisor training is provided by CD/Manual or in a classroom setting. Please call 713-920-1335 for NASAP training schedule info.

For additional questions regarding NASAP, please call Margaret Gilbert, Sales Manager, Kathy Ripley, Sales Assistant, or Leticia Grimaldo, Sales Assistant at 713-980-1079.

Thank you for contacting Forward Edge, Inc.

Sincerely,

Margaret Gilbert, Sales Manager
Forward Edge Inc.

For additional information please contact:

Kathy Ripley or Leticia Grimaldo, Sales Assistants

Phone: 713-980-1079 Fax: 713-980-0258

Email: kripley@forwardedgeinc.com leticiag@forwardedgeinc.com or
mjgilbert@forwardedgeinc.com

Please logon to www.hasap.com to get an update on the Owner Companies utilizing NASAP.