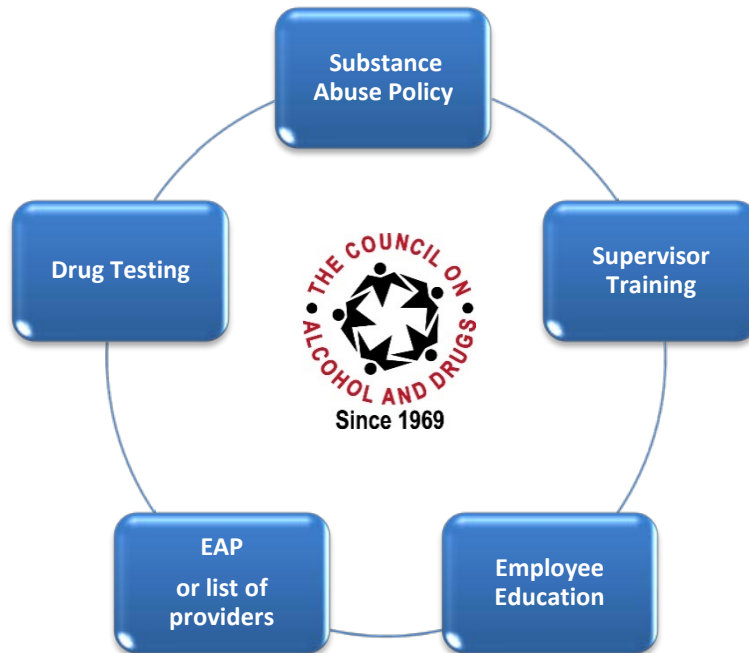


## 5 Simple Steps to Drug Free Workplace Certification in Georgia



1. Establish a formal written policy for your company.
2. Provide employee education: 2 hours required year one, 1 hour thereafter.
3. Provide supervisor training: 2 hours required year one, 1 hour thereafter.
4. Provide access to assistance through an EAP or provide a list of providers.
5. Conduct drug testing (must use approved lab and collection methods).

Each year you must complete an application with the State Board of Workers' Compensation to receive your discount of 7.5%. You can do this online at:

[www.sbwcdfwp.org](http://www.sbwcdfwp.org)

You will need to have the following information handy when applying online:

1. Your Federal ID #
2. Your Company username and password
3. Confirming laboratory name, address and phone number

If you need assistance completing your application or if you misplaced your login information, please email [sbwcdfwp@gmail.com](mailto:sbwcdfwp@gmail.com) and include your Fed ID # in each communication to the State Board of Workers' Compensation.

If you need help setting up a Drug Free Workplace Program, call Karen Tinker at 404-223-2481 or [ktinker@livedrugfree.org](mailto:ktinker@livedrugfree.org)