

How to Get Lab & TPA Contracts

A Specimen Collector's Guide to Partnering with SAMHSA-Certified Labs and Third-Party Administrators — Free Resource from Regium Academy

Completing your specimen collector certification is the first step. The next step is lining up work — and that means building relationships with the labs that test specimens and the organizations that route collection jobs to people like you. This guide breaks down who's who, how to approach them, and gives you a ready-to-use outreach template.

1. Know the Three Players

- **Labs (SAMHSA/HHS-certified):** The accredited facilities that actually test the urine, oral fluid, or hair specimens (e.g., Quest Diagnostics, Labcorp). They are certified under the National Laboratory Certification Program (NLCP) and re-certified quarterly.
- **TPAs / Consortiums (C/TPAs):** Companies that manage drug & alcohol testing programs on behalf of employers (especially DOT-regulated trucking, transit, and aviation companies). They decide which collection sites get the work.
- **Collection Sites (you):** The person or business that physically collects the specimen, completes the chain-of-custody paperwork, and ships it to the lab. This is the role your Regium Academy certification prepares you for.

■ The key insight

You don't need to be "certified by SAMHSA" yourself — that designation applies to the testing laboratories. What you need is a **collection agreement** with a lab's network or with a TPA that will send you collection orders.

2. SAMHSA/HHS-Certified Labs (Starting List)

SAMHSA publishes an official, monthly-updated list of HHS-certified laboratories at [samhsa.gov/substance-use/drug-free-workplace/drug-testing-resources/lab-list](https://www.samhsa.gov/substance-use/drug-free-workplace/drug-testing-resources/lab-list). Always check this list before reaching out, since certifications can change. The major national labs below are a good starting point — most operate collection networks you can apply to join:

Lab / Network	Headquarters	Notes
Quest Diagnostics	Secaucus, NJ	Operates Patient Service Centers (PSCs) and a large Preferred Provider Network
Labcorp (incl. MEDTOX)	Burlington, NC	One of the two largest national reference labs; runs its own collection-site network
Clinical Reference Laboratory (CRL)	Lenexa, KS	Major DOT/non-DOT testing lab; works closely with TPAs and consortiums.

ARUP Laboratories	Salt Lake City, UT	University-affiliated reference lab offering workplace drug testing services.
US Drug Testing Laboratories (USDTL)	Des Plaines, IL	Specializes in hair, oral fluid, and umbilical cord testing.
Pacific Toxicology Laboratories	Chatsworth, CA	West Coast-focused workplace drug testing lab.
Omega Laboratories	Mogadore, OH	Hair follicle testing specialist; works with collectors nationwide.
DrugScan, Inc.	Horsham, PA	Regional lab serving the Mid-Atlantic with a collector network.

3. TPAs & Collection Networks (Often the Easiest Entry Point)

For most new collectors, going through a TPA, consortium, or collection network is faster than approaching a national lab directly — they're actively looking for reliable local collectors and mobile units. Examples to research and contact:

- **eScreen** (a Quest Diagnostics company) — large network of contracted collection sites.
- **DISA Global Solutions** — major C/TPA serving DOT and non-DOT employers nationwide.
- **USA Mobile Drug Testing** — franchise-style mobile collection network.
- **National Drug Screening, Inc.** — TPA that also helps collectors get set up and trained.
- **Health Street** — operates and partners with collection locations nationwide.
- **Concentra** — occupational health centers that also handle DOT collections, often subcontract overflow to independent collectors.
- **WorkSTEPS** — occupational testing network that partners with local providers.

4. Step-by-Step: Landing Your First Contract

Step 1: Get Your Paperwork in Order

Before reaching out to anyone, make sure you have:

- Proof of your specimen collector certification (your Regium Academy Certificate of Completion).
- A registered business entity (LLC or sole proprietorship) with an EIN.
- General liability insurance — many labs and TPAs require proof of coverage before contracting with you.
- A clean, private, lockable space for collections (or a mobile collection setup with appropriate supplies).

Step 2: Build a One-Page Capability Sheet

Create a simple one-page overview of your services: certifications held, collection types you can perform (urine, oral fluid, breath alcohol if applicable), service area / mobile radius, availability (including after-hours and weekends — a big differentiator), and contact information. This is what you'll attach to outreach emails.

Step 3: Shortlist 8-10 Labs and TPAs

Pick from the lists above (and the official SAMHSA lab list) based on which serve your region. Check each one's website for a "Become a Collection Site," "Provider Network," or "Partner With Us" page — most have an online application form.

Step 4: Send Outreach Emails

Use the template on the next page. Personalize the first line for each organization, attach your capability sheet and certificate, and follow up after 5-7 business days if you don't hear back.

Step 5: Complete Onboarding

If a lab or TPA wants to move forward, expect:

- A signed collection-site agreement outlining chain-of-custody (CCF) procedures and turnaround expectations.
- Possibly a site inspection or a short refresher training/quiz on their specific paperwork.
- Background check (common for DOT-regulated work).
- Being added to their scheduling system so collection orders can be routed to you.

Step 6: Deliver Reliably and Ask for More

Your first few jobs are your audition. Fast turnaround, accurate paperwork, and professionalism lead to more referrals — both from that TPA/lab and from word of mouth among local employers (staffing agencies, trucking companies, construction firms) who may contract with you directly.

5. Outreach Email Template

Copy, personalize, and send this to the partnerships or provider-network contact at each lab/TPA on your shortlist:

Subject: *Certified Specimen Collector — Interested in Joining Your Collection Network*

Hi [Name / Provider Relations Team],

My name is [Your Name] and I'm a certified specimen collector based in [City, State], operating as [Your Business Name]. I'm reaching out to learn about becoming a contracted collection site for [Lab/TPA Name].

A bit about my setup:

- *Certification: Specimen Collector Certification, completed via Regium Academy*
- *Collection types: urine (multi-panel), [oral fluid / breath alcohol if applicable]*
- *Service area: [city/county/mobile radius]*
- *Availability: [days/hours, including evenings/weekends if true]*
- *Business entity: [LLC name], EIN on file, general liability insurance available upon request*

I'd love to learn more about your onboarding process and what's needed to start receiving collection orders in my area. I've attached my capability sheet and certificate of completion. Happy to set up a call at your convenience.

Thank you for your time,

[Your Name]

[Phone] | [Email]

6. Tips for Standing Out

- **Offer mobile collections.** Networks are often short on collectors willing to travel to job sites, warehouses, or construction sites — this is a major advantage for new entrants.
- **Be available outside 9-to-5.** Post-accident and reasonable-suspicion DOT tests can happen any time. Collectors who answer evening/weekend calls get more referrals.
- **Know your CCF cold.** Errors on the federal Custody and Control Form are one of the top reasons specimens get rejected. Being meticulous here builds trust fast.
- **Start local.** Staffing agencies, trucking companies, and small employers in your area often need a reliable local collector and may contract with you directly — even before a national lab does.
- **Keep your certification and training current.** Many TPAs ask for proof of recent training (within the last 1-3 years) before onboarding.

■ Always verify current information

Lab certifications, TPA contact pages, and onboarding requirements change. Before contacting any organization, confirm its current SAMHSA/HHS certification status and look for its most recent "become a provider" page directly on its website.