

REQUEST ACCESS TO DRUG/ALCOHOL RECORDS

An applicant or employee of the Guam Waterworks Authority, I request access and copies of any/all records relative to my drug/alcohol test results. I understand that my complete records include chain of custody/screening information, notes from the Medical Review Officer and test results released by the GWA HR Personnel Administrator or Designee. By requesting such records, I hereby release the GWA and its employees from any liabilities regarding the confidentiality of such records.

Employee Name & Badge No.: _____

SSN No. (last 4): XXX-XX-_____

Date of Birth: _____

Position Title: _____

Division/Section: _____

Purpose of Request:

 Print Employee Name

 Employee Signature & Date

<i>For Human Resources Use Only</i>	
Date & Time of Request for Access to Records	
Employee ID (Badge & Photo) verified? (Attach Copies)	
Date & Time of Records Released	

HR Notes (as necessary):

 Print Personnel Administrator or Designee Name

 Personnel Administrator or Designee Signature & Date