



COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF STATE  
BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS  
PROFESSIONAL HEALTH MONITORING PROGRAMS  
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### **Travel/Vacation Procedures**

You must comply with the following protocol when travelling outside of your home area:

1. Contact RecoveryTrek at 757-943-9800 or [greatsupport@recoverytrek.com](mailto:greatsupport@recoverytrek.com) at least two weeks prior to travelling outside of your home area to notify RecoveryTrek of the dates and destination of your travel plans. Note: Failure to provide RecoveryTrek with the required advanced notice of your travel may result in RecoveryTrek being unable to set-up a collection site for you. Should this occur, PHMP will record any missed test as a violation of the drug testing requirements.
2. Perform your daily RecoveryTrek check-ins while you are away. If you are selected for a test, you must:
  - A. Contact RecoveryTrek at 757-943-9800 and request to speak with the Pennsylvania account manager. The account manager will provide you with instructions regarding an approved collection site.
  - B. Report to a RecoveryTrek-designated collection site to provide your specimen on the same day that you are selected for a screen.

This procedure must be followed whenever you plan to travel. Any failure to provide a specimen as instructed due to noncompliance with the drug testing travel procedures will be recorded as a violation of your Consent Agreement/Order.