**Submitting Bubble Sheets** – When / Where

12/12/20

Unless you are waiting for confirmatory results, send the forms from the previous month in a single package by the 5th of each new month.

Store copies in a locked file drawer for 18 months.

Keep confirmed positive forms permanently.

NOTE: New trainees’ bubble sheets must be reviewed before they are submitted – either by an experienced tester from your agency or by Winona Holloway, 404.805.0369 c, [winona@imaginehope.com](mailto:winona@imaginehope.com). Please call, text, or email to arrange.

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Description automatically generated