



## U.S. DEPARTMENT OF TRANSPORTATION

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# DOT COVID PROCEDURE GUIDE FOR THE DRUG AND ALCOHOL-FREE DEPARTMENTAL WORKPLACE PROGRAM

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## RANDOM DRUG AND ALCOHOL TESTING CHECKLIST FOR DRUG PROGRAM COORDINATORS

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To ensure confidentiality of the random test list, the Substance Abuse Awareness and Testing Office (SAATO) provides the list to the Drug Program Coordinator (DPC) and the Collector/Breath Alcohol Technician (BAT) normally only a few days before testing is scheduled. On this test list you will find the names of employees eligible for testing, the chosen day(s) for testing, and the predetermined number to be tested on each day. The process by which employees are selected is a random selection computer program. The number of employees selected for drug or alcohol testing is determined by a preset percentage. If an employee is unavailable for testing, the next employee on the list will be notified to report for testing. This process continues until the predetermined number of tests for that day is done or the list for that day is exhausted, whichever comes first. All information relating to the test list must be kept confidential. This checklist includes COVID-19 testing instructions.

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- ☐ Upon receipt of the test list, identify the exact locations, addresses and facility managers of the selected testing sites.
- ☐ After determining the number of employees on the list at each testing location, ensure that the testing can be accomplished within the test day. Any potential problems should be immediately reported to SAATO. The maximum number of random tests that will be done on any single day in any single location is approximately 24. Lists will be broken down by work discipline and location.
- ☐ At least 72 hours before testing is scheduled at a facility, contact the Collector or BAT to coordinate testing. You should provide the Collector or BAT with the address and specific directions to the testing facility and discuss any special security or other potential building obstacles. DPC should provide any COVID-19 drug or alcohol testing instructions to the facility.
- ☐ Provide Collector or BAT with name and phone number of contact at the facility. DPC can verify that the Collector or BAT has been provided COVID-19 drug or alcohol testing instructions from contractor. If the Collector or BAT did **not** receive COVID-19 drug or alcohol testing instructions, report the status to SAATO for resolution prior to the Collector or BAT going to the facility. If not resolved drug or alcohol testing shall be cancelled.
- ☐ Establish time of arrival, appropriate time collection/testing should begin, number of tests targeted, and projected length of testing with the Collector or BAT.
- ☐ Inform the Collector or BAT of your availability, location, and a telephone number where you, or an alternate contact, can be reached during the specific testing period.

- ☐ Before the Collector or BAT are dispatched, notify the facility, manager of the time testing is scheduled to begin.
- ☐ Instruct the Facility Manager to review his/her program checklist packet and to alert the Site Coordinator.
- ☐ Referring to the Checklist for Site Coordinators, discuss the procedures directly with the Site Coordinator.
- ☐ Remind the Facility Manager/Site Coordinator that tests must be conducted under circumstances that ensure the employee's privacy, dignity and safety.
- ☐ Immediately report any problems encountered during the testing process to the SAATO.

## **RANDOM DRUG TESTING CHECKLIST FOR SITE COORDINATORS**

Some employees located at your facility have been identified for random drug testing by urinalysis. Please be assured that the selection of these employees in no way reflects that the agency has cause to suspect usage of illegal drugs in your facility. The process by which employees are selected is a random selection computer program. The number of employees selected for drug testing is determined by a preset percentage. If an employee is unavailable for testing, the next employee on the list will be notified to report for testing. This process continues until the predetermined number of tests for that day is done or the list is exhausted, whichever comes first. You have been selected to serve as the Site Coordinator (SC) for your facility for today's testing. The DPC may also serve as the Site Coordinator (SC). This checklist includes COVID-19 testing instructions.

- ☐ You will be required to wear a facial covering.
- ☐ Identify and secure the "best possible" site for testing and employee waiting areas, in consultation with the Collector/Breath Alcohol Technician (BAT).
- ☐ Prior to the collection, you are required to have the testing facility cleaned with Environmental Protection Agency (EPA) approved products.
- ☐ Upon arrival at the facility, the Collector/BAT, who is a contract employee, will provide the official test list (YELLOW COPY) to you. Under no circumstances will any employee not identified on this list be tested. NOTE: The test list contains all employees at your facility who are eligible for random testing today. From that list, a predetermined number will be tested. (See attached instructions for identifying employees for testing.) It is unlikely that everyone on the list will be available for testing today. Some employees will not be available for legitimate reasons such as shift work, training, leave, etc. If a situation should occur where work operations would be seriously affected by testing, you should alert the Drug Program Coordinator (DPC) and the Facility Manager immediately. The maximum number of random tests that will be done on any single day is 24.
- ☐ Contact employee's supervisor approximately 1 hour prior to the actual test identifying their employee that need to be tested. Advise the supervisor to notify the employee 15-30 minutes prior to the actual collection. The supervisor must clearly inform employee of exact time and location to report and to take photo identification, facial covering and black/blue ink pen.
- ☐ If the supervisor informs you that an employee will not be available for testing, annotate the test list with official no show reason (e.g.; working different shift, travel, leave).
- ☐ Ask supervisor to remind employees to remove any unnecessary outer garments and anything that could be used to adulterate, substitute or dilute their specimen from their pockets.

- ☐ Employees should normally be scheduled to report to the collection site at 15-minute intervals. Social distancing rules shall be followed at all times, therefore no more than 1 donor shall be at the collection site.
- ☐ When the donor arrives at the collection site, you must verify the donor has a photo identification, facial covering and black/blue ink pen. If a donor does not have the required items, they should not be allowed into the collection site until they are all obtained. If the donor does not have his/her photo id, then verification can be done through the manager.
- ☐ If an employee who is notified to report for testing is unable to provide a sufficient quantity of urine, he/she shall be given a maximum of 3 hours after the first attempt to provide an adequate urine sample. During the 3-hour waiting period, you as the supervisor are required to ensure the donor is wearing his/her facial covering and practicing safe social distancing guidelines.
- ☐ You should direct the employee to drink up to 40 ounces of liquid. If you determine that the employee is essential to work operations, you may allow the employee to return to the worksite while waiting to provide a specimen and you should direct the employee to continue to drink liquid.
- ☐ If at the end of the 3 hour period the employee still cannot provide a specimen, you will instruct the employee to contact the Medical Review Officer (MRO) for evaluation. If the MRO determines that no medical reason exists for the employee's failure to provide an adequate urine sample, the employee is subject to disciplinary action consistent with Departmental regulations.
- ☐ Sign and date the annotated official test list using your own black/blue ink pen and give to the collector for forwarding to the SAATO.
- ☐ Keep ALL information relating to the test list, e.g., names of employees, number of employees tested, confidential and do not share with anyone.
- ☐ Immediately report **any** problems encountered during the collection process to the attention of the DPC and Facility Manager. Any problem encountered during the employee notification process shall be recorded on the official test list.

## **RANDOM ALCOHOL TESTING CHECKLIST FOR SITE COORDINATORS**

Some employees located at your facility have been identified for random alcohol testing. Please be assured that the selection of these employees in no way reflects that the agency has cause to suspect alcohol misuse in your facility. The process by which employees are selected is a random selection computer program. The number of employees selected for drug or drug and alcohol testing is determined by a preset percentage. If an employee is unavailable for testing, the next employee on the list will be notified to report for testing. This process continues until the predetermined number of tests for that day is done or the list is exhausted, whichever comes first. You have been selected to serve as the Site Coordinator (SC) for your facility for today's testing.

- ☐ You will be required to wear a facial covering.
- ☐ Identify and secure the "best possible" site for testing and employee waiting areas, in consultation with the Collector/Breath Alcohol Technician (BAT).
- ☐ Upon arrival at the facility, the BAT, who is a contract employee, will provide the official test list (SALMON COPY) to you. Under no circumstances will any employee not identified on this list be tested. NOTE: The test list contains all employees at your facility that are eligible for random testing today. From that list, a predetermined number will be tested. (See attached instructions for identifying employees for testing.) It is unlikely that everyone on the list will be available for testing today. Some employees will not be available for legitimate reasons such as shift work, training, leave, etc. Tests are scheduled over a period of time, so that no more than two or three employees should be absent from the worksite at any given time. If a situation should occur where work operations would be seriously affected by testing, you should alert the Drug Program Coordinator (DPC) and the Facility Manager immediately.
- ☐ Contact employee's supervisor approximately 1 hour prior to the actual test identifying their employee that need to be tested. Advise the supervisor to notify the employee 15-30 minutes prior to the actual collection. The supervisor must clearly inform employee of exact time and location to report and to take photo identification, facial covering and black/blue ink pen.
- ☐ If the supervisor informs you that an employee will not be available for testing, annotate the test list with official no show reason (e.g.; working different shift, travel, leave).
- ☐ Employees should normally be scheduled to report to the testing site at 15-minute intervals.
- ☐ If an employee who is notified to report for testing is unable to provide an adequate breath sample, the employee shall be allowed up to 3 attempts to provide a sufficient

volume of breath. During the 3 attempts, you as the supervisor are required to ensure the donor is wearing his/her facial covering and practicing safe social distancing guidelines.

- ☐ If at the end of the 3 attempts the employee is still unable to provide an adequate breath sample, you will instruct the employee to contact the MRO for evaluation. If the MRO determines that no medical reason exists for the employee's failure to provide an adequate breath sample, the employee is subject to disciplinary action consistent with Departmental regulations.
- ☐ If you have any questions or concerns, you should share them with your DPC immediately.
- ☐ Sign and date the annotated official test list and give to the Collector or BAT for forwarding to the SAATO.
- ☐ Keep all information relating to the test list, e.g., names of employees, number of employees tested, confidential and do not share with anyone.
- ☐ Immediately report any problems encountered during the testing process to the attention of the DPC and Facility Manager. Any problem encountered during the employee notification process shall be recorded on the official test list.



## **RANDOM DRUG AND ALCOHOL CHECKLIST FOR FACILITY MANAGERS**

Some employees located in your facility have been identified for random drug or alcohol testing. Please be assured that the selection of these employees in no way reflects that the agency has cause to suspect usage of illegal drugs or alcohol misuse in your facility. The process by which employees are selected is a random selection computer program. The number of employees selected for drug or alcohol testing is determined by a preset percentage. Please read the information provided to familiarize yourself with the collection process. Please review the information so that you might provide advice to others who need assistance. This checklist includes COVID-19 testing instructions.

- ☐ When random drug or drug and alcohol testing is scheduled to be conducted, the Drug Program Coordinator (DPC) will notify you before the Collector or Breath Alcohol Technician (BAT) is scheduled to arrive.
- ☐ You or your management level designee should serve as Site Coordinator. (See Attachment- Checklist for Site Coordinators, and Instructions for Identifying Employees for Testing)
- ☐ Upon arrival at the facility, the Collector or BAT, who are contract employees, will provide the official test list to the Site Coordinator. Under no circumstances will any employee not on this list be tested. NOTE: The test list contains all employees at your facility who are eligible for random testing today. From that list, a predetermined number will be tested. It is unlikely that everyone on the list will be available for testing today. Some employees will not be available for legitimate reasons such as shift work, training, leave, etc. Tests are scheduled over a period of time, so that no more than two or three employees should be absent from the worksite at any given time. If a situation should occur where your work operations would be seriously affected by testing, the Site Coordinator should alert you. The maximum number of random urinalysis drug tests and alcohol tests that will be done on any single day is approximately 24 each.
- ☐ All tests must be conducted under circumstances that ensure the employee's privacy, dignity and safety. Information relating to the test lists; e.g., names of employees, number of employees tested, must be kept confidential and will not be shared with anyone.
- ☐ Immediately report any problems encountered during the collection process to the DPC. If you have any questions, call the DPC or the Departmental Drug Office on (202) 366-9440.

## **RANDOM DRUG AND ALCOHOL CHECKLIST FOR SUPERVISORS**

Some of your employees have been identified for random drug or alcohol testing. Please be assured that the selection of these employees in no way reflects that the agency has cause to suspect usage of illegal drugs in your facility. The process by which employees are selected is a random selection computer program. The number of employees selected for drug or alcohol testing is determined by a preset percentage. If an employee is unavailable for testing, the next employee on the list will be notified to report for testing. This process continues until the predetermined number of tests for the day is done or the list is exhausted, whichever comes first. Please read this entire Checklist to familiarize yourself with the testing process.

On the actual date that random drug or alcohol testing is scheduled to be conducted, your Drug Program Coordinator (DPC) or Site Coordinator (SC) will notify you which of your employees have been selected for testing and the proposed schedule. This information is confidential. The following procedures should be followed in notifying employees of the testing process. This checklist includes COVID-19 drug or alcohol testing instructions.

- ☐ Approximately 15-30 minutes prior to the actual testing, inform the employee privately, that he/she has been identified through a random selection process for drug or alcohol testing. Clearly inform the employee as to the time and exact location to report for testing and instruct him/her to take photo identification, facial covering and black/blue ink pen.
- ☐ Advise the employee to remove any unnecessary outer garments and anything that could be used to adulterate, substitute or dilute their specimen from their pockets. (drug test only)
- ☐ Employees normally will be scheduled to report to the testing site at 15-minute intervals. Coordinate any scheduling changes necessary to maintain work operations with the DPC/SC. Do not make any unilateral changes.
- ☐ In no instance will an employee not identified on the official test list, which is maintained by the Site Coordinator during collection/testing, be tested.
- ☐ The Collector/Breath Alcohol Technician (BAT), will ensure the process is properly administered, and perform the testing. Advise employees to be prepared to provide a urine specimen or breath sample at the scheduled testing time.
- ☐ Provide the Employee Checklist and attached Custody Control Form (CCF)/Breath Alcohol Testing Form (BATF) instructions, which gives helpful information about the testing process to scheduled employees.

- ☐ When an employee selected for random testing is unavailable for legitimate reasons (e.g., working different shift, travel, leave), you must inform the Site Coordinator, who will annotate the random test list to indicate the reason that employee is not being tested.

NOTE: Once a facility has been notified of testing, any leave requests submitted by employees for the testing day should be carefully scrutinized.

- ☐ Immediately report any problems encountered during employee notification to the SC. Employees who fail to cooperate with the testing procedures will be subject to disciplinary actions consistent with Departmental regulations. You must obtain guidance from your servicing personnel, labor and employee relations and legal offices in these instances.

#### Drug Testing

- ☐ If an employee who is notified to report for testing is unable to provide a sufficient quantity of urine, he/she shall be given a maximum of 3 hours after the first attempt to provide an adequate urine sample. During the 3-hour waiting period, you as the supervisor are required to ensure the donor is wearing his/her facial covering and practicing safe social distancing guidelines.
- ☐ You should direct the employee to drink up to 40 ounces of liquid. If you determine that the employee is essential to work operations, you may allow the employee to return to the worksite while waiting to provide a specimen and you should direct the employee to continue to drink liquid.
- ☐ If at the end of the 3 hour period the employee still cannot provide a specimen, you will instruct the employee to contact the Medical Review Officer (MRO) for evaluation. If the MRO determines that no medical reason exists for the employee's failure to provide an adequate urine sample, the employee is subject to disciplinary action consistent with Departmental regulations.

#### Alcohol Testing

- ☐ If an employee who is notified to report for testing is unable to provide an adequate breath sample, the employee shall be allowed up to 3 attempts to provide a sufficient volume of breath. During the 3 attempts, you as the supervisor are required to ensure the donor is wearing his/her facial covering and practicing safe social distancing guidelines.
- ☐ If at the end of the 3 attempts the employee is still unable to provide an adequate breath sample, you will instruct the employee to contact the MRO for evaluation. If the MRO determines that no medical reason exists for the employee's failure to provide an adequate breath sample, the employee is subject to disciplinary action consistent with Departmental regulations.
- ☐ If you have any questions or concerns, you should share them with your DPC.

## **RANDOM DRUG TESTING CHECKLIST FOR EMPLOYEES**

You have been identified through a process of random selection for drug testing. Please be assured that your selection and the selection of other employees in your facility for such testing in no way reflects that the agency has any specific cause to suspect the usage of illegal drugs. You have been selected for testing by a random computer program. The number of employees selected for testing is determined by a preset percentage. If an employee is unavailable for testing, the next employee on the list will be notified to report for testing. This process continues until the predetermined number of tests for the day is done or the list is exhausted, whichever comes first. Please take a few minutes to read the following information, which describes the testing process. This checklist includes COVID-19 drug testing instructions.

- ☐ The Collector must wear facial covering and change out their gloves after each collection. Gloves and facial coverings will be worn throughout the entire collection.
- ☐ You must wear a facial covering and bring a black/blue ink pen to the collection site.
- ☐ Remove everything from your pockets that could be used to adulterate, substitute or dilute your urine specimen prior to reporting to the collection site.
- ☐ If you request union representation during your drug test, the bargaining union representative must also wear a facial covering and observe social distancing guidelines (6 ft.) and not impede the process. If a bargaining union representative has any concerns with these procedures, they must direct all communication to the Site Coordinator/ Drug Program Coordinator (DPC).
- ☐ Present required photo identification to the Collector. Place photo identification on table and step back to observe social distancing guidelines.
- ☐ Temporarily remove facial covering for visual identification. If facial covering has a filter pocket, open mask for the Collector to complete a visual inspection of the filter pocket.
- ☐ The Collector will fill out Step 1 of the Federal Drug Testing Custody and Control Form (CCF) using their own black/blue ink pen.
- ☐ Remove any unnecessary outer garments, e.g., coat, jacket. All personal belongings (e.g., purse, briefcase) must remain with outer garment(s). You may retain your wallet. When instructed, remove all items from your pockets and show the items to the Collector.
- ☐ When instructed by Collector, wash and dry your hands observing Centers for Disease Control (CDC) guidelines. (i.e., 20 seconds)

- ☐ You will be asked to select a collection kit by pointing to your choice. The Collector will open the collection kit, and hand you a wide mouth disposable collection container capable of holding at least 60 milliliters (ml). A minimum of 45 milliliters (ml) is required.

- ☐ To deter the dilution of specimens at the testing site, toilet bluing agents shall be in the toilet bowl for your test so the water in the toilet bowl always remains blue.

(Unobserved)

- ☐ You may provide the specimen in the privacy of a stall or otherwise partitioned area that allows for individual privacy. If you are unable to provide a sufficient quantity, you will be given a reasonable period of time to provide an adequate specimen. As a general rule, you will be allowed 3 hours after your first attempt. During the 3-hour period; social distancing guidelines should still be followed.

- ☐ If at the end of the waiting period, you still cannot provide a specimen you will be referred to the Medical Review Officer (MRO). If the MRO determines that no medical reason exists for your failure to provide an adequate urine sample, you may be subject to disciplinary action consistent with Departmental regulations.

OR

(Observed)

- ☐ The Collector will inform you that the collection will be done under direct observation. Collection under direct observation shall be conducted by same gender Collectors in all cases.
- ☐ Only you and Collector shall be in the toilet area when the collection is made. The Collector will position himself/herself in such a manner during collection so that he/she can be certain that the specimen passed directly from your body into the specimen container. When allowed, the Collector will observe 6 feet social distancing throughout the collection process. The Collector will document the control form to indicate that the sample was collected under direct observation.
- ☐ Immediately after you provide the specimen, you will set the collection container down on the counter and step back to observe social distancing. The Collector will determine the specimen temperature and volume in your presence. The Collector will record the temperature using their personal black/blue ink pen. You shall verify that the temperature was correctly recorded by the Collector on the form.
- ☐ After providing your specimen to the Collector you will be required to wash and dry your hands observing CDC guidelines. (i.e., 20 seconds)
- ☐ The Collector will split your specimen into Bottle A and Bottle B and place the tamper evident seals over each bottle. You will be instructed to verify and initial that the specimen ID numbers on the seals match with the CCF with your personal black/blue ink pen.

- ☐ When instructed by the Collector, you will be asked to complete the CCF by signing the certification statement using your personal black/blue ink pen.
- ☐ Should the contract laboratory test results for the specimen you provided be confirmed positive, the MRO will contact you to ask about prescriptions and over the-counter medications you may have taken. Therefore, after the collection is completed, you may want to make a list of those medications being taken at this time as a "memory jogger." THIS LIST IS NOT NECESSARY AND IS SOLELY FOR YOUR PERSONAL USE. The MRO will require verified medical documentation from your prescribing doctor. If you choose to make a list, do so either on a separate piece of paper or on the back of your copy (Copy 5 – Donor Copy) of the CCF. DO NOT LIST ON THE BACK OF ANY OTHER COPY OF THE CCF. TAKE YOUR COPY WITH YOU.
- ☐ If you have any questions or concerns, share them with the Site Coordinator, your supervisor, or your DPC.

## **RANDOM ALCOHOL TESTING CHECKLIST FOR EMPLOYEES**

You have been identified through a process of random selection for alcohol testing. Please be assured that your selection and the selection of other employees in your facility for such testing in no way reflects alcohol misuse. You have been selected for testing by a random computer program. The number of employees selected for alcohol testing is determined by a preset percentage. If an employee is unavailable for testing, the next employee on the list will be notified to report for testing. This process continues until the predetermined number of tests for the day is done or the list is exhausted, whichever comes first. Please take a few minutes to read the following information, which describes the testing process. This checklist includes COVID-19 drug testing instructions.

- ☐ The BAT must wear a facial covering, face shield and gloves. The BAT must change out their gloves after each alcohol test. Gloves and facial coverings must be worn throughout the entire collection.
- ☐ You must wear a facial covering and bring a black/blue ink pen to the collection site.
- ☐ If you request union representation during your alcohol test, the bargaining union representative must also wear a facial covering and observe social distancing guidelines (6 ft.) and not impede the process. If a bargaining union representative has any concerns with these procedures, they must direct all communication to the Site Coordinator/ Drug Program Coordinator (DPC).
- ☐ Present required photo identification to the BAT. Place photo identification on the table and step back to observe social distancing guidelines.
- ☐ Temporarily remove facial covering for visual identification. If facial covering has a filter pocket, open mask for the BAT to complete a visual inspection of the filter pocket.
- ☐ The BAT will inquire if you have consumed any food or drink, or smoked within the past 15 minutes. If the response is yes, you will be asked to wait before proceeding with the test.
- ☐ The BAT will explain the testing process before proceeding with the screening test.
- ☐ When instructed by the BAT, complete the Alcohol Testing Form using your personal black/blue ink pen.
- ☐ You will be asked to select a mouthpiece by pointing to your choice. The BAT will open the mouthpiece and insert it into the Evidential Breath Testing (EBT) device.

- ☐ The BAT will proceed with the alcohol-screening test. The BAT will instruct you to remove your facial covering. The BAT will instruct you to place your mouth around the mouthpiece and blow into the tube, during this process you should not touch the EBT device with your hands.
- ☐ If the result is less than 0.02, you and the BAT will complete the Alcohol Testing Form using your personal black/blue ink pens. The BAT may remove their gloves prior to affixing the tamper-evident tape to the results and you may return to your worksite.
- ☐ If the result is greater than or equal to 0.02, you will be required to take a confirmation test. The BAT will discard the mouthpiece.
- ☐ If you are required to take a confirmation test, the BAT will instruct you not to eat, drink, smoke or belch. This is to prevent any accumulation of mouth alcohol from leading to an artificially high reading. During the 15-minute waiting period, facial coverings and social distancing guidelines should still be followed. If you do not observe this instruction, you will still be tested at the end of the 15-minute period and it will be noted on the Alcohol Testing Form.
- ☐ During the 15-minute waiting period you will be instructed to read a notice concerning instructions if the confirmation **test is** greater than **or** equal to 0.04.
- ☐ The BAT will replace gloves then you will be asked to select a new mouthpiece by pointing to your choice. The BAT will open the new mouthpiece and insert it into the EBT device.
- ☐ The BAT will proceed with the alcohol-confirmation test. The BAT will instruct you to remove your facial covering. The BAT will instruct you to place your mouth around the mouthpiece and blow into the tube. During this process, you should not touch the EBT device with your hands.
- ☐ If the result of the confirmation test is greater than or equal to 0.02 but less than or equal to 0.039, you will be placed in not-ready-for-duty status. If the result of the confirmation test is equal to or greater than 0.04, you will be subject to disciplinary action.
- ☐ Upon completion of the confirmation test, the BAT will instruct you to complete the Alcohol Testing Form using your personal black/blue ink pen.
- ☐ If you fail to provide an adequate breath sample anytime during the screening or confirmation test, you will be given 30 minutes to provide an adequate breath sample. You must remain at the testing site. During the 30-minute waiting period, social distancing guidelines must be followed.
- ☐ If at the end of the 30 minutes you still are unable to provide an adequate breath sample, you will be referred to the Medical Review Officer (MRO) for evaluation. If the MRO determines that there is no medical reason for the failure to provide an adequate breath



sample, you may be subject to disciplinary action consistent with Departmental regulations.

- ☐ If you have any questions or concerns, share them with the Site Coordinator, your supervisor, or your Drug Program Coordinator.

## **DRUG OR ALCOHOL TESTING -**

### **CHECKLIST FOR SUPERVISORS REASONABLE SUSPICION/POST ACCIDENT/RETURN TO DUTY/FOLLOW UP/VOLUNTARY**

As a Supervisor, you may serve as Site Coordinator with drug or alcohol testing. Once testing has been approved or scheduled through the Drug Program Coordinator (DPC), you will need to follow the steps provided below. This checklist includes COVID-19 testing instructions.

- ☐ You will be required to wear a facial covering.
- ☐ Identify and secure the "best possible" site for testing and employee waiting areas, in consultation with the Collector/Breath Alcohol Technician (BAT).
- ☐ Prior to the collection, you are required to have the testing facility cleaned with Environmental Protection Agency (EPA) approved products.
- ☐ Once the Collector/BAT have arrived onsite, you will inform the employee privately, that he/she is required to submit to a drug or alcohol test. Clearly inform the employee as to the time and exact location to report for testing and instruct him/her to take photo identification, facial covering requirement and black/blue ink pen.
- ☐ Advise the employee to remove any unnecessary outer garments and anything else that could be used to adulterate, substitute or dilute their specimen from their pockets.
- ☐ Provide the Employee Checklist and attached Custody Control Form (CCF)/Breath Alcohol Testing Form (BATF) instructions, which gives helpful information about the testing process to scheduled employees.
- ☐ Report any problems encountered during employee notification to the DPC immediately. Employees who fail to cooperate with the testing procedures will be subject to disciplinary actions consistent with Departmental regulations. You must obtain guidance from your servicing personnel, labor and employee relations and legal offices in these instances.

### Drug Testing

- ☐ If an employee who is notified to report for testing is unable to provide a sufficient quantity of urine, he/she shall be given a maximum of 3 hours after the first attempt to provide an adequate urine sample. During the 3-hour waiting period, you as the supervisor are required to ensure the donor is wearing his/her facial covering and practicing safe social distancing guidelines.
- ☐ You should direct the employee to drink up to 40 ounces of liquid. If you determine that the employee is essential to work operations, you may allow the employee to return to the worksite while waiting to provide a specimen and you should direct the employee to continue to drink liquid.
- ☐ If at the end of the 3 hour period the employee still cannot provide a specimen, you will instruct the employee to contact the Medical Review Officer (MRO) for evaluation. If the MRO determines that no medical reason exists for the employee's failure to provide an adequate urine sample, the employee is subject to disciplinary action consistent with Departmental regulations.

### Alcohol Testing

- ☐ If an employee who is notified to report for testing is unable to provide an adequate breath sample, the employee shall be allowed up to 3 attempts to provide a sufficient volume of breath. During the 3 attempts, you as the supervisor are required to ensure the donor is wearing his/her facial covering and practicing safe social distancing guidelines.
- ☐ If at the end of the 3 attempts the employee is still unable to provide an adequate breath sample, you will instruct the employee to contact the MRO for evaluation. If the MRO determines that no medical reason exists for the employee's failure to provide an adequate breath sample, the employee is subject to disciplinary action consistent with Departmental regulations.
- ☐ If you have any questions or concerns, you should share them with your DPC immediately.

## **DRUG TESTING**

### **CHECKLIST FOR EMPLOYEES SUBJECTED TO REASONABLE SUSPICION/POST ACCIDENT/RETURN TO DUTY/FOLLOW UP/VOLUNTARY**

You have been identified for drug testing. Please take a few minutes to read the following information, which describes the testing process. This checklist includes COVID-19 testing instructions.

- ☐ The Collector must wear facial covering and change out their gloves after each collection. Gloves and facial coverings will be worn throughout the entire collection.
- ☐ You must wear a facial covering and bring a black/blue ink pen to the collection site.
- ☐ Remove everything from your pockets that could be used to adulterate, substitute or dilute your urine specimen prior to reporting to the collection site.
- ☐ If you request union representation during your drug test, the bargaining union representative must also wear a facial covering and observe social distancing guidelines (6 ft.) and not impede the process. If a bargaining union representative has any concerns with these procedures, they must direct all communication to the Site Coordinator/ Drug Program Coordinator (DPC).
- ☐ Present required photo identification to the Collector. Place photo identification on table and step back to observe social distancing guidelines.
- ☐ Temporarily remove facial covering for visual identification. If facial covering has a filter pocket, open mask for the Collector to complete a visual inspection of the filter pocket.
- ☐ The Collector will fill out Step 1 of the Federal Drug Testing Custody and Control Form (CCF) using their own black/blue ink pen.
- ☐ Remove any unnecessary outer garments, e.g., coat, jacket. All personal belongings (e.g., purse, briefcase) must remain with outer garment(s). You may retain your wallet. When instructed, remove all items from your pockets and show the items to the Collector.
- ☐ When instructed by Collector, wash and dry your hands observing Centers for Disease Control (CDC) guidelines. (i.e., 20 seconds)
- ☐ You will be asked to select a collection kit by pointing to your choice. The Collector will open the collection kit, and hand you a wide mouth disposable collection container capable of holding at least 60 milliliters (ml). A minimum of 45 milliliters (ml) is required.

- ☐ To deter the dilution of specimens at the testing site, toilet bluing agents shall be in the toilet bowl for your test so the water in the toilet bowl always remains blue.

(Unobserved)

- ☐ You may provide the specimen in the privacy of a stall or otherwise partitioned area that allows for individual privacy. If you are unable to provide a sufficient quantity, you will be given a reasonable period of time to provide an adequate specimen. As a general rule, you will be allowed 3 hours after your first attempt. During the 3-hour period; social distancing guidelines should still be followed.
- ☐ If at the end of the waiting period, you still cannot provide a specimen you will be referred to the Medical Review Officer (MRO). If the MRO determines that no medical reason exists for your failure to provide an adequate urine sample, you may be subject to disciplinary action consistent with Departmental regulations.

OR

(Observed)

- ☐ The Collector will inform you that the collection will be done under direct observation. Collection under direct observation shall be conducted by same gender Collectors in all cases.
- ☐ Only you and Collector shall be in the toilet area when the collection is made. The Collector will position himself/herself in such a manner during collection so that he/she can be certain that the specimen passed directly from your body into the specimen container. When allowed, the Collector will observe 6 feet social distancing throughout the collection process. The Collector will document the control form to indicate that the sample was collected under direct observation.
- ☐ Immediately after you provide the specimen, you will set the collection container down on the counter and step back to observe social distancing. The Collector will determine the specimen temperature and volume in your presence. The Collector will record the temperature using their personal black/blue ink pen. You shall verify that the temperature was correctly recorded by the Collector on the form.
- ☐ After providing your specimen to the Collector you will be required to wash and dry your hands observing CDC guidelines. (i.e., 20 seconds)
- ☐ The Collector will split your specimen into Bottle A and Bottle B and place the tamper evident seals over each bottle. You will be instructed to verify and initial that the specimen ID numbers on the seals match with the CCF with your personal black/blue ink pen.
- ☐ When instructed by the Collector, you will be asked to complete the CCF by signing the certification statement using your personal black/blue ink pen.
- ☐ Should the contract laboratory test results for the specimen you provided be confirmed positive, the MRO will contact you to ask about prescriptions and over-the-counter

medications you may have taken. Therefore, after the collection is completed, you may want to make a list of those medications being taken at this time as a "memory jogger." THIS LIST IS NOT NECESSARY AND IS SOLELY FOR YOUR PERSONAL USE. The MRO will require verified medical documentation from your prescribing doctor. If you choose to make a list, do so either on a separate piece of paper or on the back of your copy (Copy 5 – Donor Copy) of the CCF. DO NOT LIST ON THE BACK OF ANY OTHER COPY OF THE CCF. TAKE YOUR COPY WITH YOU.

- ☐ If you have any questions or concerns, share them with the Site Coordinator, your supervisor, or your DPC.

## **ALCOHOL TESTING**

### **CHECKLIST FOR EMPLOYEES SUBJECTED TO REASONABLE SUSPICION/POST ACCIDENT/RETURN TO DUTY/FOLLOW UP/VOLUNTARY**

You have been identified for alcohol testing. Please take a few minutes to read the following information, which describes the testing process. This checklist includes COVID-19 testing instructions.

- ☐ You must wear a facial covering and bring a black/blue ink pen to the collection site.
- ☐ If you request union representation during your alcohol test, the bargaining union representative must also wear a facial covering and observe social distancing guidelines (6 ft.) and not impede the process. If a bargaining union representative has any concerns with these procedures, they must direct all communication to the Site Coordinator/ Drug Program Coordinator (DPC).
- ☐ Present required photo identification to the BAT. Place photo identification on the table and step back to observe social distancing guidelines.
- ☐ Temporarily remove facial covering for visual identification. If facial covering has a filter pocket, open mask for the BAT to complete a visual inspection of the filter pocket.
- ☐ The BAT will inquire if you have consumed any food or drink, or smoked within the past 15 minutes. If the response is yes, you will be asked to wait before proceeding with the test.
- ☐ The BAT will explain the testing process before proceeding with the screening test.
- ☐ When instructed by the BAT, complete the Alcohol Testing Form using your personal black/blue ink pen.
- ☐ You will be asked to select a mouthpiece by pointing to your choice. The BAT will open the mouthpiece and insert it into the Evidential Breath Testing (EBT) device.
- ☐ The BAT will proceed with the alcohol-screening test. The BAT will instruct you to remove your facial covering. The BAT will instruct you to place your mouth around the mouthpiece and blow into the tube, during this process you should not touch the EBT device with your hands.
- ☐ If the result is less than 0.02, you and the BAT will complete the Alcohol Testing Form using your personal black/blue ink pens. The BAT may remove their gloves prior to affixing the tamper-evident tape to the results and you may return to your worksite.

- ☐ If the result is greater than or equal to 0.02, you will be required to take a confirmation test. The BAT will discard the mouthpiece.
- ☐ If you are required to take a confirmation test, the BAT will instruct you not to eat, drink, smoke or belch. This is to prevent any accumulation of mouth alcohol from leading to an artificially high reading. During the 15-minute waiting period; facial coverings and social distancing guidelines should still be followed. If you do not observe this instruction, you will still be tested at the end of the 15-minute period and it will be noted on the Alcohol Testing Form.
- ☐ During the 15-minute waiting period you will be instructed to read a notice concerning instructions if the confirmation **test is** greater than **or** equal to 0.04.
- ☐ The BAT will replace gloves then you will be asked to select a new mouthpiece by pointing to your choice. The BAT will open the new mouthpiece and insert it into the EBT device.
- ☐ The BAT will proceed with the alcohol-confirmation test. The BAT will instruct you to remove your facial covering. The BAT will instruct you to place your mouth around the mouthpiece and blow into the tube, during this process you should not touch the EBT device with your hands.
- ☐ If the result of the confirmation test is greater than or equal to 0.02 but less than or equal to 0.039, you will be placed in not-ready-for-duty status. If the result of the confirmation test is equal to or greater than 0.04, you will be subject to disciplinary action.
- ☐ Upon completion of the confirmation test, the BAT will instruct you to complete the Alcohol Testing Form using your personal black/blue ink pen.
- ☐ If you fail to provide an adequate breath sample anytime during the screening or confirmation test, you will be given 30 minutes to provide an adequate breath sample. You must remain at the testing site. During the 30-minute waiting period, social distancing guidelines must be followed.
- ☐ If at the end of the 30 minutes you still are unable to provide an adequate breath sample, you will be referred to the Medical Review Officer (MRO) for evaluation. If the MRO determines that there is no medical reason for the failure to provide an adequate breath sample, you may be subject to disciplinary action consistent with Departmental regulations.
- ☐ If you have any questions or concerns, share them with the Site Coordinator, your supervisor, or your Drug Program Coordinator.