



# ODAPC Dispatches

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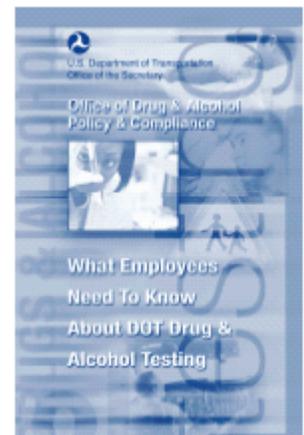
## New Publication for Employees on Testing Fundamentals

As the world's largest drug and alcohol testing program, confusion is inevitable among employees. Workers call and say, "Couldn't you just tell me what this means?"

So, the Department is proud to announce the release of *What Employees Need to Know About Drug & Alcohol Testing*. This quick, readable guide covers the basics every employee should know about DOT's testing program.

"The Department is proud that our rules work to help people combat abuse and addiction," Secretary of Transportation Norman Y. Mineta said. "And, we believe these regulations should be readily accessible and easy to understand by the people and businesses they affect."

For copies, call 202.366.3784. Also, available on-line now at <http://www.dot.gov/ost/dapc/documents.html>.



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## The Two Hour Rule: Fact or Urban Legend?

Over the years, many safety-sensitive employees have grown to believe that once they are notified of their selection for DOT random testing that they have at least two hours before being required to complete the test.

Not true! Once an employee is notified they must proceed immediately to the collection site. *Immediately* means that after notification, all the safety-sensitive employee's actions must lead to an immediate specimen collection.

Why? For the integrity of the test results.

But how do employers ensure this? A best practice of many companies is to develop random testing procedures or policies that clearly state what activities are acceptable after notification. That way there is no misunderstanding among employees. For example, if an employee is notified of a random test while working "off site" or "on the road," the company's policies should spell out exactly what the employee is to do before resuming safety-sensitive functions.

## FAA Issues Interpretation On 'Prior-to-Hire' Drug Testing

In May 2005, the FAA wrote a letter to the Regional Airline Association providing a legal interpretation about the 'prior-to-hire' regulatory change (effective February, 2004). The letter clarifies that pre-employment testing must occur prior-to-hire for or prior-to-transfer into a safety-sensitive function. Check it out at: <http://www.faa.gov/avr/aam/adap/docs/Pre-EmploymentLegalInterpretation.pdf> .

For additional information, contact FAA's Drug Abatement Manager Diane Wood at 202.267.8442 or email [diane.wood@faa.dot.gov](mailto:diane.wood@faa.dot.gov).

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## Fixes for Where Regulations Meet the Real World:

### Substance Abuse Professional (SAP) Reports

**The Problem:** During the initial substance abuse evaluation, the Substance Abuse Professional (SAP) learns the employee is no longer employed, and as expected, the SAP completes the evaluation along with the appropriate recommendations. So, the problem is what does the SAP do with the evaluation report? After all, there is no company to send the report to.

**The Fix:** The written report can be provided directly to the employee if the employee does not have a current employer. The SAP may also provide the report to the future transportation employer.

But what about the employee who then completes the initial report's recommendations and has a follow-up evaluation. Can the SAP provide the employee with the follow-up evaluation report?

Yes, the SAP can provide the written report directly to the employee but only if the SAP redacts the follow-up testing information. Once the employee is hired for a safety-sensitive position, the SAP can then release the report to the new transportation employer that includes the follow-up testing information.

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## PHMSA Announces Acting Drug & Alcohol Program Manager

On June 21, 2005, DOT's Pipeline & Hazardous Material Safety Administration (PHMSA) announced that Stanley Kastanas will be the acting drug and alcohol program manager. ODAPC wishes outgoing manager Sheila Wright all the best in new endeavors. To contact Mr. Kastanas, phone 202.366.3844 or email [stanley.kastanas@dot.gov](mailto:stanley.kastanas@dot.gov) .

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## Grants Available to Help Create Drug-Free Workplace Programs

The Small Business Administration is offering grants ranging from \$50,000 to \$250,000 to help small businesses develop drug-free workplace programs. The grant allows community anti-drug coalitions and other organizations that specialize in drug prevention to apply as intermediaries. The deadline for applying is June 30, 2005.

To learn more visit <http://cadca.org/coalitiononline/article.asp?id=787> .

### *Our Mission:*

*To ensure the safety of the traveling public; reduce the demand for illicit drugs; deter the use of illicit drugs & the misuse of alcohol in the transportation industry; and create prevention & treatment opportunities for transportation employers & employees.*

## **U.S. Coast Guard Publishes Drug Testing Guide for Employers**

This month, the U.S. Coast Guard (USCG) published *What Marine Employers Need to Know About Drug Testing*. What many employers may find particularly helpful is the section on what to look for in hiring a service agent.

Available on-line at <http://www.dot.gov/ost/dapc/documents.html> .

To order a copy, call Drug & Alcohol Program Manager Bob Schoening at the USCG, 202.267.0684 or email [rschoening@comdt.uscg.mil](mailto:rschoening@comdt.uscg.mil).

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## **Prior Issues of *ODAPC Dispatches* Archived on Web**

Accidentally hit the delete key? New to the list serve? Can't get enough of *ODAPC Dispatches*? Worry no more. All our past issues are archived on the web for your enjoyment. You only have to visit

<http://www.dot.gov/ost/dapc/news.html>

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