

CT StateWide Drug and Alcohol Testing Consortium Newsletter

March 2016

2015 Drug and Alcohol Testing Results (MIS Reports)

The CT Statewide drug and alcohol testing results for calendar year 2015 have been submitted to FTA's Office of Transit Safety and Oversight in early March 2016.

Please note that effective June 25, 2013, the FTA Administrator has the discretionary authority to bar a recipient from

receiving Federal transit funds should the recipient fail to comply with the requirements of 49 CFR Part 655 – the regulation includes this reporting requirement.

Thanks to ODT and Consortium DERs for their diligence in verifying and finalizing the 2015 test results.

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Policies Revision

The Consortium is in the process of revising its four Statewide Drug and Alcohol Testing Policies (First Termination – Negative Dilute: No Recollection; First

Termination – Negative Dilute: Recollection; Second Chance – Negative Dilute: No Recollection; and Second Chance – Negative Dilute: Recollection.

Once the policies have been finalized, they will be sent to DERs for adoption by the consortium member's governing body.

Random Testing Requirement

Reminder:

Random tests whether conducted on-site or at the collection site include **both alcohol and drug.**

Alcohol is required to be tested first.



If you are interested in hosting a Post-Accident training session in the next few months, contact Nhan Vo-Le at nhvole@ghtd.org or 860-247-5329 Extension 3009.

Upcoming Trainings

The Consortium will be offering the following trainings between April and December 2016:

- Conflict Resolution Strategy – April 2016
- Post-Accident – April 2016
- Designated Employer Representative & Reasonable Suspicion – June 2016
- Sexual Harassment Awareness – August 2016
- Designated Employer Representative & Reasonable Suspicion – December 2016

Training details such as date, time, and location will be emailed to DERs.

Recent inquiries from consortium members regarding record retention period requirements and the types of records to maintain have prompted us to remind you of these important FTA regulations (specifics can be found at 49 CFR 655 Subpart H - Administrative Requirements §655.71 Retention of records.) For your reference a summary of these regulations is as follows:

Record Retention Period

<i>Number of Years</i>	<i>Documentation</i>
One	<ul style="list-style-type: none"> • Negative drug or alcohol test results
Two	<ul style="list-style-type: none"> • Records related to the collection process • Employee training records
Five	<ul style="list-style-type: none"> • Verified positive drug or alcohol test results • Documentation of refusals • Employee referrals to the Substance Abuse Professional (SAP) • Annual Management Information System (MIS) Reports

Maintenance of Records

• Records related to the collection process:

- Documents related to the random selection process
- Reasonable suspicion and post-accident testing determination documentation
- Medical Review Officer (MRO) documents related to valid medical explanation for shy lung/bladder

• Records related to test results:

- Employer’s copy of the custody and control form
- Refusal to submit Documentation
- Covered employee disputing test result documentation
- SAP referral, return to duty, and follow-up testing documentation

• Records related to employee training:

- Drug use awareness and alcohol misuse training materials
- Employer’s drug and alcohol testing policy
- Covered employees’ training records including attendee names, dates, and times
- Supervisor reasonable suspicion training documentation
- Annual MIS Reports

Contact & Resource Info

Occupational Drug Testing, LLC
www.occupationaldrugtesting.com
Toll Free # 800-211-4469

The Lexington Group
www.the-lexington-group.com
Toll Free # 800-571-0197

Are you aware of the availability of program forms and resource documents on GHTD's website?

www.hartfordtransit.org
Drug and Alcohol Testing Consortium

The following FTA website provides a wealth of information such as trainings, newsletters, etc. on the Drug and Alcohol Testing Program that you might find very helpful.

www.fta.dot.gov/12533.html

You may also find Title 49 Parts 40 and 655 (FTA regulations on drug and alcohol) by using the Search engine.