

CT Statewide Drug and Alcohol Testing Consortium Newsletter

September 2019

New Custody and Control Form (CCF)

A new order of CCF has been shipped to all Consortium locations with updated account numbers and Medical Review Officer (MRO) information. All account numbers now start with 41820 and the following MRO information is listed on the top right-hand corner:

Dr. Terri Hellings
2800 Black Lake Place,
Suite A
Philadelphia, PA 19154
Phone: 215-637-6800
Fax: 215-637-6998

Please discard any old forms that do not have the above information and replace them with the new CCF.

If your agency uses one or more collection sites, and would like to place additional orders for those locations, please contact DISA directly so that they can obtain the information necessary to ship additional forms.

Contact information for additional orders:
DISA Global Solutions
603-623-1100
Extension 1021 or 1023 or email
support@occupationaldrugtesting.com

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Test Result Reporting

In case you have to wait longer than usual for test result reporting, contact DISA Program Administrator, Danielle Murphy, for **expediting result**:

-Work phone # 800-211-4469 Extension 1031 Email: dmurphy@occupationaldrugtesting.com.
Cell phone # 603-738-1997. Paging # 603-623-1100 Extension 1021 or 1023. Office Hours: Monday – Friday from 8:00AM – 4:00PM. Or Contact: DISA General Manager, Lisa Murray: Main # 800-608-8890 Extension 402 Email: Lisa@transadvisor.com. Mobile # 413-896-2894.

DISA Updates and Account Changes

DISA Global Solutions (formerly Occupational Drug Testing)

340 Harvey Road
Manchester, NH 03103
Phone: (800) 211-4469
Email: sales@occupationaldrugtesting.com

August 26, 2019

Dear Transit Member,

In the fall of 2018, Occupational Drug Testing was acquired by DISA Global Solutions, a provider of workplace safety and compliance services with more than 30 years of experience. Since the inception of the acquisition process, the company has undergone significant modifications to better serve our clients, therefore I would like to take a moment to highlight these improvements:

Company Contacts

As a result of company restructuring, you may have noticed that some contacts are no longer with the company or now serve in a different capacity. To ensure enhanced communication in the future, please find below the most current list of DISA members assigned to your account for your drug and alcohol testing needs:

Mobile Operations

Scheduling Department

Jason Allen 603-623-1100 ext. 1041 or jallen@occupationaldrugtesting.com
Veronica Erazo 603-623-1100 ext. 1042 or verazo@occupationaldrugtesting.com

Collectors

David Pizzo

Laura Taft

Christopher Fitzpatrick

**In process of hiring another employee.*

Program Administration

Account Management

Danielle Murphy 603-623-1100 ext. 1031 or dmurphy@occupationaldrugtesting.com

Account Support

Vicky McLeish 603-623-1100 ext. 1032 or vmcleish@occupationaldrugtesting.com

Accounting

Jennifer Rindo 603-623-1100 ext. 1061 or jrindo@occupationaldrugtesting.com

You may also contact Lisa Murray, our General Manager, at 413-896-2894 or lisa@transadvisor.com.

If there are any changes to the above list, we will communicate these to you with as much notice as possible or as soon as the information is made available. Also, in the coming weeks, you will receive a phone call from Vicky McLeish or myself so that we can fully acquaint ourselves with your account, as well as discuss any items that require attention on our behalf. It is our goal to understand each member's unique needs, while also ensuring that each member

DISA Updates and Account Changes Continued

understands the changes that have occurred up until now, as well as any that will occur in the future. If you have any immediate needs, please contact us as soon as possible so that we can ensure we can address these in an expedited fashion.

Medical Review Officer (MRO) Department

As a result of Occupational Drug Testing (DOT) being acquired by and integrated with DISA Global Solutions, we recently transferred our MRO Services to University Services, a subsidiary of DISA.

Changes To Your Account

Your **laboratory account number** has been updated - previously, each account number (listed on CCF) began with 41408, but now each account number begins with 41820. For this reason, we need to order new CCFs that will not only reflect the new MRO provider and appropriate contact information (top right-hand corner of CCF) but also include the latest account number (top center of CCF).

New CCFs will be shipped directly to DERs in the coming weeks for purposes of distributing to each collection site. Instructions will be provided with each supply order and we will also provide steps in an email when we are ready to initiate that process.

**If an old form is used, the laboratory will continue to process the specimen and the MRO will continue to report the result, however this could result in a potential delay. We will work with you and your sites to ensure that these new forms are provided and the old forms are immediately discarded.*

Your **drug and alcohol testing results** are still generated in the same manner, however the MRO provider name has changed, as University Services employees an entire team of physicians dedicated reviewing test results 24 hours a day and 7 days a week! We are excited about the increased availability because members can expect a faster turnaround time for results that need to go to the MRO for review.

I also want to mention that you will want to revisit your drug and alcohol testing policies, specifically the content area that refers to MRO providers, typically found in the appendix. This information will need to be updated to reflect the following:

University Services
Terri Hellings, MD
2800 Black Lake Place, Suite A
Philadelphia, PA 19154
Phone: 800-624-3784 Fax: 215-637-6998

DISA Updates and Account Changes Continued

We want to thank you and your peers for your continued business and most importantly your patience as we work to further integrate our services with other experts in the industry. Our overall intent is to provide an enhanced level of service, while continuing to maintain a personal touch throughout the overall management of your drug and alcohol program.

If you have any additional questions or concerns about your program, kindly reach out to me or one of the above contacts.

Regards,

Danielle Murphy
Program Administrator
DISA Global Solutions, Inc.
Formerly Occupational Drug Testing (ODT)
340 Harvey Road
Manchester, NH 03103
Main: 800-211-4469

Collection Site Audit

DISA has conducted a Collection Site Audit at the Hartford Health Care Medical Group in Montville, CT and issued a formal response to this Collection Site based on the audit's findings. The Collection Site has until September 30th to respond with corrective action items. DISA will ensure that the requirements for the integrity and accuracy of DOT-regulated collections are being met prior to recommending this site to Consortium members.

Annual Collection Site Certification Statements

DISA is working with collection sites to obtain the annual Collection Site Certification Statements for all sites that are used by our Consortium Members.

On-Site Test Cancellation

Reminder:

-Original scheduled (random on-site) test should be cancelled as soon as possible if your agency has previously had the safety-sensitive employee tested a day or days prior to the scheduled testing event.

-Likewise, original scheduled (random on-site) test should be cancelled as soon as possible if the agency knows that the safety-sensitive employee will be unavailable (i.e., vacation).

This will avoid the \$140.00 cancelled test fee being incurred by the Consortium for each cancelled test.

The Lexington Group EAP Guide Employee Assistance Program (EAP)

Your member location should have received the EAP Service Guide that was mailed in mid-August for your use. This document is designed specifically for Human Resource professionals and your Leadership Team. Your EAP Guide contains a benefit summary along with important information relative to the implementation and ongoing administration of your EAP.

Please contact The Lexington Group if you would like to receive extra copies for any team members tasked with EAP administrative responsibilities as well any

other printed promotional materials such as brochures, posters, re-announcement letter or wallet cards.

Contact Info: Abigail Chase, Customer
Service Representative
The Lexington Group, Inc.
Employee Assistance Program
Business Office: 800-571-0197 X 250
Cell: 860-721-4129
24/7 Clinical Intake: 800-676-HELP (4357)

Note: EAP information should be made available to safety-sensitive employees and also posted in your agency's Break Room(s).

FTA Drug and Alcohol Regulation Updates Issue 67 September 2019

Check the link below for FTA Drug and Alcohol Newsletter September 2019 Issue 67, which includes the following articles:

- FTA Representatives at 2019 SAPAA Conference
- FMCSA CDL Drug and Alcohol Clearinghouse
- Access to FTA Drug and Alcohol Testing Records
- Post-Accident Testing: FTA vs. FMCSA
- Employee Rosters for Each Selection Period Shall Be Maintained
- Step 3 of the ATF: Common Errors
- Drug and Alcohol Training
- Flaws in Alcohol Testing When Using an EBT
- Leftover Urine from a DOT Drug Test May Not Be Used for Non-DOT Testing
- Substance Abuse Professional (SAP) Referrals for Educational and Treatment

<https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/regulations-and-guidance/safety/133676/fta-drug-and-alcohol-newsletter-september-2019-issue-67.pdf>

Consortium Training

DER TRAINING

Presented by:
DISA
October 2, 2019
8 AM – 10 AM

Location: CT TRANSIT –
NEW HAVEN DIVISION
TRAINING ROOM
2061 STATE STREET,
HAMDEN 06517

Who Should Attend?

DER

Topics:

- Program Management
- Record Retention
- Testing Procedures
- Reporting Requirements
- Reasonable Suspicion
- Post-Accident
- Consortium Resources
- Best Practices

POST-ACCIDENT TRAINING

Presented by:
DISA
October 2, 2019
10:15AM – 12:15PM

Location: CT TRANSIT –
NEW HAVEN DIVISION
TRAINING ROOM
2061 STATE STREET,
HAMDEN 06517

Who Should Attend?

DER, Transit Supervisors,
and Transit Officials

Topics:

- DOT Post-Accident Regulation Review
- Post-Accident Testing Thresholds
- Documentation of the Decision to Test/Not to Test
- Review of Best Practices
- Third Party Contacts & Resources
- Documentation of Testing Delays
- Intra-Agency Communications

REASONABLE SUSPICION TRAINING

Presented by:
DISA
October 2, 2019
1:15PM – 3:15PM

Location: CT TRANSIT
– NEW HAVEN
DIVISION
TRAINING ROOM
2061 STATE STREET,
HAMDEN 06517

Who Should Attend?

DER, Transit Supervisors, and Transit Officials

Topics:

- Drug Abuse & Alcohol Misuse Impact on Society & Industry
- Drugs of Abuse & Alcohol Misuse & Effects
- Policy & Procedural Review
- Profile of the At-Risk Employee
- Confronting & Referring an Employee
- Review of Drug & Alcohol Testing Procedures
- Referral to EAP & the Rehabilitation Process

Contact & Resource Info

DISA Global Solutions, Inc.

Formerly Occupational Drug Testing (ODT)
www.occupationaldrugtesting.com

Toll Free # 800-211-4469

The Lexington Group

www.The-Lexington-Group.com

Toll Free # 800-571-0197

Employee Assistance Program

1-800-676-HELP (4357)

Request clinical services online directly from the web site at:

www.The-Lexington-Group.com

To log on, your customer name is “CT Drug Consortium”

And your unique employee password is “CTDrugConsort”

Are you aware of the availability of program forms and resource documents on

GHTD’s website?

Go to www.hartfordtransit.org Drug and Alcohol Testing Consortium.

Also, checkout the following materials:

What Employers Need to Know About DOT Drug and Alcohol Testing

What Employees Need to Know About DOT Drug and Alcohol Testing

Resources for The Designated Employer Representative (DER)

Lexington Newsletters

FTA Regulation Update Issues

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 the drug and alcohol testing program) by using the Search engine.