

West Virginia Department of Transportation  
Division of Public Transit



presents the

**DRUG AND ALCOHOL TESTING RESPONSE HANDBOOK**  
for  
**DRUG AND ALCOHOL PROGRAM MANAGERS (DAPMs) AND  
DESIGNATED EMPLOYER REPRESENTATIVES (DERs)**

**MARCH 2012**



## What Is The Drug and Alcohol Testing Response Handbook?

The Drug and Alcohol Testing Response Handbook is designed to give Drug and Alcohol Program Managers (DAPM) and Designated Employer Representatives (DER) a quick reference guide to assist in the day-to-day administration of a compliant FTA drug and alcohol testing program. The information contained in this Handbook is a summary of the information contained in 49 CFR Part 40, *as amended*, and Part 655 and is intended to be a supplement to FTA publications and the technical assistance tools provided on the FTA website ([www.fta.dot.gov](http://www.fta.dot.gov)).

## Why Was This Handbook Created?

We recognize that transit system personnel have many other duties in addition to managing the Drug and Alcohol Testing Program. This Handbook was created to offer the DAPM/DER with an easy reference, action-oriented guide. With the assistance of this Handbook, DAPMs and DERs will be able to efficiently manage their Drug and Alcohol Testing Programs in compliance with U.S. Department of Transportation (U.S. DOT) - FTA regulations.

Safety is the number 1 priority at the U.S. DOT. A cornerstone of this safety is ensuring that transportation providers employ safety-sensitive employees who are 100 percent drug and alcohol free.

Over time, the transportation industry has worked hard to reduce the number of accidents and crashes directly related to drug and alcohol use. Nevertheless, human risk factors remain. Some transportation workers do use illicit drugs or abuse alcohol, despite serious efforts to deter them. We must never stop trying to improve our safety record where substance abuse is concerned. Employers must have strong drug and alcohol testing programs and must also have the essential knowledge and tools to implement and manage these drug and alcohol testing programs.

Our intent is to provide you with the tools and knowledge to accomplish the goal of always improving the safety of the traveling public.

For any questions concerning the drug and alcohol testing program or any information contained in this Handbook, please contact:

West Virginia Department of Transportation  
Division of Public Transit  
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1900 Kanawha Boulevard, East  
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(304)558-0428

[www.transportation.wv.gov/publictransit](http://www.transportation.wv.gov/publictransit)



## Acknowledgements

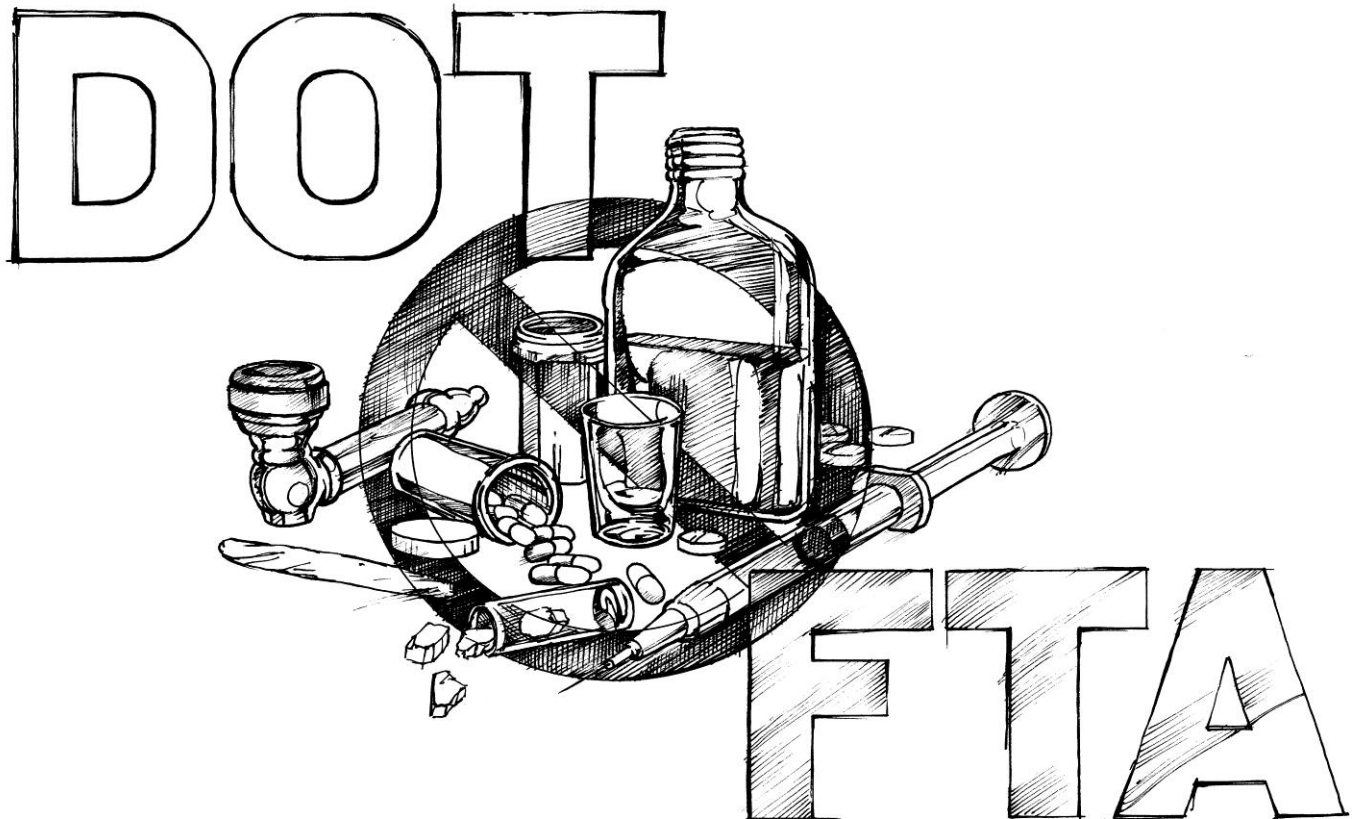
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## How To Use This Handbook

This Handbook is designed to assist both new and seasoned Drug and Alcohol Program Managers (DAPMs) and/or Designated Employer Representatives (DERs). Rather than searching through cumbersome regulatory citations, you can reference this Handbook quickly and easily to access the appropriate guidance.

**This Handbook is a quick reference guide. Ultimately, you still need to verify the exact regulations as stated within 49 CFR Part 655 and 49 CFR Part 40.**

### **Section 1- General Information:**

- General information that will be of use to anyone involved in the Drug and Alcohol Testing Program.

### **Section 2- Alcohol Testing Procedures:**

- Alcohol testing procedures that are common to all alcohol testing categories (e.g., Random, Post-Accident, etc.).
- DERs/DAPMs can use this section as a quick reference when contacted by collection site technicians concerning any issues involving a U.S. DOT alcohol test.

### **Section 3- Drug Testing Procedures:**

- Drug testing procedures that are common to all drug testing categories (e.g., Random, Post-Accident, etc.).
- DERs/DAPMs can use this section as a quick reference when contacted by collection site technicians concerning any issues involving a U.S. DOT drug test.

### **Section 4- Contact from the Medical Review Officer (MRO):**



- Procedures and action steps that address specific situations when the Medical Review Officer would contact the employer.
- DERs/DAPMs can use this section as a quick reference when contacted by the Medical Review Officer concerning issues involving U.S. DOT drug test results, verifications, and /or when employee contact is required.

### **Section 5- Program Administration:**

- Action steps for administering the Drug and Alcohol Testing Program.
- DAPMs can use this section as a quick reference on how to properly administer the different areas of the Drug and Alcohol Testing Program.



### How to Use This Handbook (continued)

In many sections you will see  and  symbols. These thumbs up and thumbs down symbols indicate areas that require certain actions based on that specific scenario. Each topic provides a clear explanation of the steps and actions required for that scenario. Checklists are included to assist you in ensuring that all required steps are addressed.

In addition to addressing the most common testing categories and other situations a DAPM and/or DER encounters, this manual also covers the less common scenarios. When these rare instances arise, just locate the appropriate tab and flip to that section for guidance. For example, if you are notified of an accident involving the operation of a revenue service vehicle, you could grab this handbook, locate the post-accident tab, and flip to that section for guidance on how to proceed.

**For your convenience, copies of all the forms related to the Drug and Alcohol Program are located at the end of this Handbook.**