

# CT StateWide Drug and Alcohol Testing Consortium Newsletter

June 2016

## Balancing Prescription (Rx) and Over-the-Counter (OTC) Program with Employee Safety and Health

Every employer of safety-sensitive (SS) employees is encouraged to have a comprehensive policy to address Rx/OTC medication use including the following components:

### Policies

- Reporting and monitoring the use of Rx/OTC medications.
- Obtaining medical input from a licensed health-care professional (HCP) to evaluate the impact Rx/OTC medication use may have on SS employees.
- When impaired and/or using Rx/OTC medications impairing driving or the performance of other SS functions, remove SS employees from duty.
- Establishing consequences for violating policy provisions for the use and reporting of Rx/OTC medications.
- Determining confidentiality protections regarding records.

### Employee Education

- Establish clear and ongoing communication with your employees to ensure ongoing, regular safety meetings and training on your transit system's policies and program.

-Emphasize the need for your employees to balance the safe performance of their required job functions with the responsible use of Rx/OTC medications.

-Explain the importance of discussing with their prescriber, pharmacist, or other HCP their medical needs and treatment plans in light of their SS job duties.

### Confidentiality

-Protect employees' privacy and confidentiality in relation to medical conditions, treatments, and medication use. Conform to the Health Insurance Portability and Accountability Act (HIPAA).

### Proactive Care – Best practices

-Offering health screening/risk assessments by a HCP to address current medical conditions requiring Rx/OTC medication use or conditions that are not being treated.

- Encouraging employees to engage in healthy lifestyles.
- Implementing programs to encourage a "culture of

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proactive health care" such as weight management, stress reductions, nutrition classes, smoking cessation, and exercise.

### Resources

For information on potentially driver-impairing medications and other related topics, go to the NHTSA website at [www.nhtsa.gov](http://www.nhtsa.gov)

# Trainings



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

## Consortium Training

- Sexual Harassment Awareness Training for Supervisors, Presented By The Lexington Group on August 30, 2016 from 10:00AM – Noon.
- Designated Employer Representative & Reasonable Suspicion, Presented by ODT on December 16, 2016 from 10:00 AM – Noon and 1:00PM – 3:00PM.

Both trainings are offered at Middletown Transit District, 91 N. Main Street, Middletown, CT 06457. For registration, contact Nhan Vo-Le at [nhvole@ghstd.org](mailto:nhvole@ghstd.org)

## FTA Training

The 12<sup>th</sup> Annual FTA Drug and Alcohol Program National Conference will be held in New Orleans from April 18-20, 2017. More information is coming out soon on the FTA website: <https://transit-safety.fta.dot.gov/DrugAndAlcohol>

FTA Drug and Alcohol Publications can be found at <http://transit-safety.fta.dot.gov/publications>

## FTA Drug and Alcohol Publications

1. What Employers Need to Know About DOT Drug and Alcohol Testing [Guidance and Best Practices] – This publication can help you understand how to run an excellent program that meets DOT requirements.
2. Balancing Safety and Medical Treatment – Safe Use of Prescription and Over-the-Counter Medications – Information for SS Employees – This brochure contains information on the general use of prescription and over-the-counter medications by SS employees.
3. Urine Specimen Collection Guidelines for the U.S. DOT Workplace Drug Testing Programs – These guidelines apply to employers and individuals who come under the regulatory authority of the U.S. DOT and those individuals who conduct urine specimen collections under DOT regulations.
4. FTA Reasonable Suspicion Cards – these pocket-sized laminated cards provide guidance on FTA Reasonable Suspicion Determinations, who should make the determination, examples of specific contemporaneous, articulable observations concerning appearance and behavior, and time limitations for testing.



## FTA Drug and Alcohol Publications (Continued)

5. Prescription and Over-the-Counter Medications Tool Kit – This toolkit is a compilation of policies, procedures, forms, and training resources that represent the best practices being used throughout the U.S. by a variety of transit systems to ensure the safe use of medications by SS employees.
6. Collector Site Checklist / Example of Completed Federal Drug Testing Custody and Control Form – This two-sided sheet provides a guide for transit employers who wish to review their collection sites and the typical collection procedures of a DOT-mandated urine collection. This sheet also provides an example of a correctly-completed Federal Drug Testing Custody and Control form for a non-eventful DOT urine specimen collection.
7. Prescription and Over-the-Counter (Rx/OTC) Medication Study – This study documents the FTA steps in responding to a directive from the National Transportation Safety Board to educate transit agencies on the potential safety risks associated with the use of prescription (Rx) and over-the-counter (OTC) medications by employees who perform SS duties.
8. DOT's Direct Observation Procedures – As of August 31, 2009, directly observed specimen collections are mandated for follow-up testing and return-to-duty testing.
9. Implementation Guidelines for Drug and Alcohol Regulation in Mass Transit – These guidelines assist transit agencies in developing drug and alcohol testing programs that comply with Federal Transit Administration regulation 40 CFR Part 655. Pertinent regulations are cross-referenced throughout the text.
10. Best Practices Manual: FTA Drug and Alcohol Testing Program – This manual supplements the Implementation Guidelines by providing examples of “real world” policies, procedures, sample form, and narrative descriptions of approaches used successfully by transit employers to effectively manage their drug and alcohol testing programs.
11. The Substance Abuse Professional Guidelines – This document discusses the requirements an individual must fulfill to become a Substance Abuse Professional (SAP) as well as the functions a SAP must perform.

# FTA Drug and Alcohol Publications (Continued)

12. Ten Steps to Collection Site Security and Integrity – This poster designed to assist collectors in their efforts to follow DOT testing protocols during collection process.
13. FTA Post-Accident Threshold Cards – This pocket-size reference guide for post-accident testing covers information on who to test, and the FTA post-accident thresholds.
14. Reasonable Suspicion Referral for Drug and Alcohol Testing – Video and Trainer/Trainee Guide : A Training Program for Transit Supervisors – This program informs designated transit personnel on the do's and don'ts, why's and how's in making fair, reliable, and reasonable suspicion drug and alcohol testing referrals of covered employees performing SS job functions.

## Contact & Resource Info

Occupational Drug Testing, LLC  
[www.occupationaldrugtesting.com](http://www.occupationaldrugtesting.com)  
Toll Free # 800-211-4469

The Lexington Group  
[www.the-lexington-group.com](http://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?  
Go to [www.hartfordtransit.org](http://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](http://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.