



## RANDOM DRUG AND/OR ALCOHOL TESTING EMPLOYEE INFORMATION AND INSTRUCTIONS

1. Your name was randomly selected for drug and/or alcohol testing under Federal Department of Transportation regulations. These tests are not conducted because of any suspicion of substance abuse but are among many random tests that employers must annually conduct on its safety-sensitive employees.
2. You must report directly to the test site upon notification. Failure to follow the instructions of the supervisor or collector could be determined a "refusal to test."
3. Before providing a urine specimen, the technician will require that you remove any unnecessary outer garments, pocketbook, other personal belongings, and empty your pockets. You may retain your wallet. If the collector determines that any materials found appear to have been brought to the collection site with the intent to alter the specimen (e.g., vial with yellow liquid, bleach, soap, etc.), a direct observation collection will occur. You are to wash and dry your hands.
4. You will have privacy while urinating in the bathroom and during breath testing. However, if the collection site (e.g., restroom) cannot be made secure, a same sex collector or any gender licensed health care professional may "monitor" the collection of your specimen but will remain outside your toilet stall.
5. For the drug test, you are required to provide a minimum of 45 ml of urine from the same stream of urine. The specimen will be kept in your full view until split into two bottles, each bottle is capped and sealed, and you have initialed the seal.
6. If you cannot provide the required specimen, the technician will direct you to drink up to 40 ounces of fluid over a 3-hour period and instruct you to attempt to provide the specimen again. If the specimen is not provided within the 3-hour period, the supervisor will direct you to be examined as soon as possible by a physician approved by the Health Services Department. The examining physician will report the examination results to the Medical Review Officer who will determine if your inability to provide the required urine specimen was due to a medical condition or was a refusal to test. Leaving the collection site or not following the collectors instructions will result in a refusal to test under the regulations.
7. During the alcohol test, the technician will assist and instruct you. If after several attempts you do not provide the required breath specimen, the supervisor will direct you to obtain a physical examination as soon as possible by a physician approved by Health Services. The examining physician will report the examination results to the Medical Director who will determine if inability to provide the required breath specimen was due to a medical condition or was a refusal to test.
8. Any alcohol test result of .019% blood alcohol concentration (BAC) or less is a negative result and no further testing is authorized. However, if your initial test result is .020% BAC or greater, a confirmation test is required after a 15 minute wait period. If the confirmation test result is .020% BAC or greater, the test result is positive and the supervisor will remove you from service.
9. A test refusal (as indicated above) will result in removal from a DOT covered position.
10. Your cooperation in testing and efforts to keep a drug and alcohol-free workplace are appreciated.