

CT Statewide Drug and Alcohol Testing Consortium Newsletter

SEPTEMBER 2024

New Proactive Chase Process

Reminder:

When members are completing authorization forms within the DISA360 system, the portal will prompt you to include an appointment date and time. While the appointment time is optional, the appointment date is mandatory. This date will enable DISA to monitor and follow up on all pending authorizations within 24 hours after the appointment date. The date provided is not fixed. In the case of pre-employment testing, you may include an expected date. For your information, the appointment date does not create an appointment or a requirement; it is solely intended to assist the DISA team in tracking the event, rather than the test after it has been completed.

In the event that no testing results are received by the third day, the DER will be notified of the missed test. This new process will enable DISA to be more proactive in managing all of your testing, allowing DISA to expedite the results with minimal delays.

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Site Visits

Site visits commenced May 2024. Our goal is to finish all the site visits this Fall. The purpose of these visits is to review the agencies' anti-drug and alcohol misuse testing program, assist the DERs with any questions or concerns that they might have, and help them to successfully manage their own program.

FTA Drug and Alcohol Regulation Updates – Issue 82

<https://www.transit.dot.gov/sites/fta.dot.gov/files/2024-09/FTA-Drug-and-Alcohol-Regulation-Updates-September-2024-Issue-82.pdf>

Check the above link for FTA Issue 82 that includes the following updates:

- Post-Accident Testing Thresholds
- Random Testing Spread Requirements
- Consortiums Must Meet Random Testing Rate Minimum Requirements
- FTA's Post-Accident/Reasonable Suspicion Cards are Intended for Supervisors
- FMCSA Clearinghouse-II – Prohibited Drivers
- Is a Negative Dilute Just Another Negative?
- Collectors Must Allow Three Hours for an Employee to Provide a Urine Specimen
- Collection Site Refusal Determinations
- Employers Must Ask Applicants if They Failed or Refused a DOT Pre-Employment Test in the Previous Two Years
- Collection Sites and DER Information
- When Can Employers Be Their Own Collector?
- What are the Employer's Next Steps when the MRO Cancels a Drug Test?
- Q & A: Ask the Experts

Oral Fluid Testing Update

The U.S. Department of Transportation (DOT) approved the use of oral fluids effective June 1st, 2023. However; before an employer can start to utilize oral fluid for testing, the US Department of Health and Human Services (HHS) / DOT must certify at least 2 laboratories for oral fluid testing.

As of today, the DOT has still not approved the use of any laboratory for Oral fluid testing. The means testing for oral fluids, although DOT-approved is still unable to be completed.

DISA is closely monitoring all updates coming from the Office of Drug and Alcohol Policy and Compliance (ODAPC) and will keep the consortium updated on all news concerning the approval of the laboratories.

New Email

As a reminder, the DISA team has established a new email address for the exclusive use of consortium members going forward. The email address CTFTA@disa.com will now serve as a replacement for D360premier@disa.com.

Candice Rouisse, Consortium Administrator, remains the designated account representative for the Consortium and will be responsible for managing communications received through this new email address.

Consortium Random Selections

The random selections for the 4th quarter have been generated and distributed on September 25th, 2024, in preparation for the start date of October 1st, 2024. Please refrain from initiating testing on these selections until on or after October 1st, 2024. The final deadline for completing the selections is December 31st, 2024. All testing should be completed as promptly as possible after the employee has been notified. If you are requesting an onsite testing event, it is best practice to inform the employee when the testing vehicle arrives at your location. It is important to note that testing is required to spread out throughout the quarter as well as around holidays that you are in service for.

Please reach out to the scheduling team to schedule your onsite testing events at scheduling@disa.com.

Participant Lists

Reminder:

Dear DERs and Alternate DERs,

Please ensure that all active and covered employee rosters are regularly updated on a monthly basis. Only employees who are capable of performing safety-sensitive duties should be included in the selection pool.

DISA also requests that you review your lists quarterly, as it is considered best practice to ensure that the active and covered employee lists for each member are as accurate as possible prior to the random selection process. It is important to note that DISA generates the consortium selections around the 25th of the month preceding the start of each quarter, allowing time for members to schedule random selections on the 1st of the month if they choose to do so.

49 CFR § 655.71 Retention of Records

49 CFR § 655.71 specifies which records covered employers are required to maintain, and for how long.

(a) **General requirement.** An employer shall maintain records of its anti-drug and alcohol misuse program as provided in this section. The records shall be maintained in a secure location with controlled access.

(b) **Period of retention.** In determining compliance with the retention period requirement, each record shall be maintained for the specified minimum period of time as measured from the date of the creation of the record. Each employer shall maintain the records in accordance with the following schedule:

(1) **Five years.** Records of covered employee verified positive drug or alcohol test results, documentation of refusals to take required drug or alcohol tests, and covered employee

49 CFR § 655.71 Retention of Records **Continued**

referrals to the substance abuse professional, and copies of annual MIS reports submitted to FTA.

(2) **Two years.** Records related to the collection process and employee training.

(3) **One year.** Records of negative drug or alcohol test results.

(c) **Types of records.** The following specific records must be maintained:

(1) Records related to the collection process:

(i) Collection logbooks, if used.

(ii) Documents relating to the random selection process.

(iii) Documents generated in connection with decisions to administer reasonable suspicion drug or alcohol tests.

(iv) Documents generated in connection with decisions on post-accident drug and alcohol testing.

(v) MRO documents verifying existence of a medical explanation of the inability of a covered employee to provide an adequate urine or oral fluid or breath sample.

(2) Records related to test results:

(i) The employer's copy of the custody and control form.

(ii) Documents related to the refusal of any covered employee to submit to a test required by this part.

(iii) Documents presented by a covered employee to dispute the result of a test administered under this part.

(3) Records related to referral and return to duty and follow-up testing: Records concerning a covered employee's entry into and completion of the treatment program recommended by the substance abuse professional.

49 CFR § 655.71 Retention of Records Continued

(4) Records related to employee training:

(i) Training materials on drug use awareness and alcohol misuse, including a copy of the employer's policy on prohibited drug use and alcohol misuse.

(ii) Names of covered employees attending training on prohibited drug use and alcohol misuse and the dates and times of such training.

(iii) Documentation of training provided to supervisors for the purpose of qualifying the supervisors to make a determination concerning the need for drug and alcohol testing based on reasonable suspicion.

(iv) Certification that any training conducted under this part complies with the requirements for such training.

(5) Copies of annual MIS reports submitted to FTA.

Note: Employers are reminded that when storing records electronically, they must be easily accessible, legible, and formatted & stored in an organized manner.

Drug and Alcohol Testing Program Third Party Administrator (TPA) DISA Global Solutions, Inc. COMPANY CONTACTS

Mobile Operations

Scheduling Department

Jason Allen – Main Telephone #800-211-4469 Extension 6051. Email: Jason.Allen@disa.com

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Senior Client Account Representative / Consortium Program Administrator

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Email: CTFTA@disa.com

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Accounting

Auberey Ramon - Main Telephone #800-211-4469. Email: Auberey.Ramon@disa.com

Senior Manager, Client Services

David Alexander - Main Telephone #281-673-2400. Email: David.Alexander@disa.com

24-Hour Drug & Alcohol Testing On-Site

Post-Accident

Reasonable Suspicion

1-800-967-3135 Toll-Free Emergency Line

Be prepared to provide the following information:

Your Name & Agency Name

Phone Number

Location of Incident

Reason for Call (Post-Accident or Reasonable Suspicion)

Medical Review Officer (MRO) Department

University Services

Richard Weinstein, MD

2800 Black Lake Place,

Suite A

Philadelphia, PA 19154

Phone: 800-624-3784

Fax: 215-637-6998

Enhance Awareness of the Employee Assistance Program (EAP)

Note: This letter from The Lexington Group should be made available to safety-sensitive employees and posted in the break room



TheLexingtonGroup

Your Employee Assistance Program

A Woman Owned Enterprise Since 2000

Dear CT Drug Consortium Employees and Family Members:

The Lexington Group Employee Assistance Program (EAP) provides CONFIDENTIAL face-to-face and virtual counseling services to assist employees in identifying and resolving personal problems. Examples include marriage and family issues, job stress, alcohol and drug abuse, depression and other emotional concerns. The Lexington Group services also include referral resources for legal, financial, eldercare, and childcare through the Life Care program.

Because employee lives may be affected by problems with a spouse or other family members, this program is extended to household family members as well. You or your household family members may contact your EAP directly at any time. No matter what your situation, any assistance you seek through the EAP is held in the strictest confidence. Involvement will not jeopardize your job security, future promotional opportunities or reputation.

For confidential and immediate access, you may call The Lexington Group 24/7 at:

1-800-676-HELP (4357)

You may also request services or read more about the program online at:

www.The-Lexington-Group.com

Your unique employee password is "CTDrugConsort"

We hope you will share our enthusiasm for The Lexington Group, Employee Assistance Program, and the opportunity it presents to help you and your family.

Sincerely,
The Lexington Group



Contact & Resource Information

DISA Global Solutions, Inc.

Formerly Occupational Drug Testing (ODT)

www.Disa.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:

<https://www.hartfordtransit.org/about/drug-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.