

CT Statewide Drug and Alcohol Testing Consortium Newsletter OCTOBER 2025

FTA Drug and Alcohol Regulation: Section 655.45(g)

REMINDER:

Section 655.45(g) requires that covered employers conduct random drug and alcohol tests under this part are unannounced and unpredictable, and that the dates for administering random tests are spread reasonably throughout the calendar year. Random testing must be conducted at all times of day when safety-sensitive functions are performed. This requirement can be found at the following link: <https://www.ecfr.gov/current/title-49/subtitle-B/chapter-VI/part-655/subpart-E/section-655.45>

If you require assistance to meet this requirement, please do not hesitate to contact DISA Scheduling Department or Candice Rouisse, Consortium Program Administrator.

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Contact info:

Scheduling Department

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§ 40.25 Must an employer check on the drug and alcohol testing record of employees it is intending to use to perform safety-sensitive duties?

- (a) Yes, as an employer, you must, after obtaining an employee's written consent, request the information about the employee listed in paragraph (b) of this section. This requirement applies only to employees seeking to begin performing safety-sensitive duties for you for the first time (i.e., a new hire, an employee transfers into a safety-sensitive position). If the employee refuses to provide this written consent, you must not permit the employee to perform safety-sensitive functions.
- (b) You must request the information listed in this paragraph (b) from DOT - regulated employers who have employed the employee during any period during the two years before the date of the employee's application or transfer:
 - (1) Alcohol tests with a result of 0.04 or higher alcohol concentration;
 - (2) Verified positive drug tests;
 - (3) Refusals to be tested (including verified adulterated or substituted drug test results);
 - (4) Other violations of DOT agency drug and alcohol testing regulations; and
 - (5) With respect to any employee who violated a DOT drug and alcohol regulation, documentation of the employee's drug and alcohol regulation, documentation of the employee's successful completion of DOT return-to-duty requirements (including follow-up tests). If the previous employer does not have information about the return-to-duty process (e.g., an employer who did not hire an employee who tested positive on a pre-employment test), you must seek to obtain this information from the employee.
- (c) The information obtained from a previous employer includes any drug or alcohol test information obtained from previous employers under this section or other applicable DOT agency regulations.
- (d) If feasible, you must obtain and review this information before the employee first performs safety-sensitive functions. If this is not feasible, you must obtain and review the information as soon as possible. However, you must not permit the employee to perform safety-sensitive functions after 30 days from the date on which the employee first performed safety-sensitive functions, unless you have obtained or made and documented a good faith effort to obtain this information.
- (e) If you obtain information that the employee has violated a DOT agency drug and alcohol regulation, you must not use the employee to perform safety-sensitive functions unless you also obtain information that the employee has subsequently complied with the return-to-duty requirements and DOT agency drug and alcohol regulations.
- (f) You must provide to each of the employers from whom you request information under paragraph (b) of this section written consent for the release of the information cited in paragraph (a) of this section.

(To be Continued on Page 3)

§ 40.25 Must an employer check on the drug and alcohol testing record of employees it is intending to use to perform safety-sensitive duties?

“Continued”

(g) The release of information under this section must be in any written form (e.g., fax, e-mail, letter) that ensures confidentiality. As the previous employer, you must maintain a written record of the information released, including the date, the party to whom it was released, and a summary of the information provided.

(h) If you are an employer from whom information is requested under paragraph (b) of this section, you must, after reviewing the employee's specific, written consent, immediately release the requested information to the employer making the inquiry.

(i) As the employer requesting the information required under this section, you must maintain a written, confidential record of the information you obtain or of the good faith

efforts you made to obtain the information. You must retain this information for three years from the date of the employee's first performance of safety-sensitive duties for you.

(j) As the employer, you must also ask the employee whether he or she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the employee applied for, but did not obtain, safety-sensitive transportation work covered by DOT agency drug and alcohol testing rules during the past two years. If the employee admits that he or she had a positive test or a refusal to test, you must not use the employee to perform safety-sensitive functions for you, until and unless the employee documents successful completion of the return-to-duty process (see paragraphs (b)(5) and (e) of this section).

Responding to a §40.25 Request for Testing Information

When you receive a request for information about an employee's drug and alcohol testing history from a prospective employer, you are required by §40.25 to take the following steps:

1. Review the employee's signed consent.

You may not release the information unless the employee has signed a consent. The consent cannot be a "blanket" release, i.e., it must be specific to the employee and to you, as the previous employer, and it must be time-period specific.

FTA follows the Part 40 requirement to request information from DOT employers of the previous two years. However, it is not a violation for an employer to request information dating back more than two years, as long as the employee consents to this request.

2. Immediately and confidentially provide the information specified in §40.25(b).

This includes alcohol tests with a result of 0.04 or higher, verified positive drug tests, refusals to be tested, other violations of DOT agency drug and alcohol testing regulations, and, if applicable, documentation of the applicant's successful completion of DOT return-to-duty requirements.



"Other violations" means any other violation of the prohibitions on the use of drugs or the misuse of alcohol under a DOT agency regulation. For FTA, these prohibitions are specified in §655.21(c), and §655.32-§655.34.

Only information about DOT violations should be released. Do not provide information about any non-DOT drug or alcohol test results, or DOT alcohol test results less than 0.04.

You must provide all the information in your possession concerning the employee's DOT drug and alcohol tests that occurred in the time period requested. This includes information you have obtained from other previous employers about tests that occurred during the specified time period.

3. Maintain a record.

You must maintain a written record of the information released, including the date, the party to whom it was released, and a summary of the information provided.



Program Orientations: New Designated Employer Representative (DER) and/or new Alternate DER

Our Consortium Program Orientations are aimed at familiarizing new DER and/or Alternate DER with the common things about the federal drug and alcohol testing including substance abuse professional process and employee assistance program. It enables the new DER/Alternate DER to successfully manage your agency's drug and alcohol testing program.

To schedule these program orientations, contact Consortium Manager, Nhan Vo-Le, at nhvole@ghtd.org.

Site Visits

Site Visits will commence between November of this year and next June. The purpose of these visits is to review the agency's anti-drug and alcohol misuse testing program, assist the DER with any questions or concerns that they might have, and help them to successfully manage their own drug and alcohol testing program. The site visits will be scheduled based on the DERs' availabilities.

Consortium Training
Presented by: DISA's partner, Current Consulting Group
Monday, November 10, 2025
Location: Greater Hartford Transit District, One Union Place, Hartford, CT 06103

🕒 DER TRAINING: 8:30 AM – 11:00 AM

For: Designated Employer Representatives (DERs), Drug and Alcohol Program Managers (DAPMs)

This session will cover:

- Overview of DOT-mandated substance abuse program
 - Detailed review of testing program components, Reasons for testing, Random compliance
 - DOT Previous Employer Checks- 49 CFR 40.25
 - Lab testing procedures and the MRO's responsibilities
 - Document organization and audit prep
 - FAQs and best practices
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🕒 POST-ACCIDENT TRAINING: 11:15 AM – 12:30 PM

For: DERs, Transit Supervisors, Transit Officials

This session will include:

- DOT post-accident regulation review
 - Testing thresholds and decision-making documentation
 - Best practices and documentation of delays
 - Third-party contact management and resources
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🕒 REASONABLE SUSPICION TRAINING: 1:30 PM – 4:00 PM

For: DERs, DAPMs, Transit Supervisors, and Transit Officials

Topics include:

- Impact of drug and alcohol misuse in the workplace
 - Signs, symptoms, and behavioral indicators
 - Review of policies and procedures
 - Identifying at-risk employees and making referrals
 - Drug/alcohol testing procedures and EAP referrals
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🍽️ Lunch will be provided

✉️ SPACE IS LIMITED – RESERVE YOUR SEAT TODAY! FOR REGISTRATION, Email Carmen at: cvicente@ghtd.org. Registration will open until Tuesday 11/04/25



The Lexington Group, Inc.

CT DAS Certified Woman Owned / Small Minority Business Enterprise

Drug and Alcohol Positive Notification for a SAP Evaluation

Once the fact finding has been completed, please have the employee contact:

Krista Ferrelli, LMSW, CEAP, SAP directly for a referral at **(860) 573-7345**.

Please provide the information below and return it along with a copy of the positive test result to:

Email: ferrellik@the-lexington-group.com or Fax: (860) 643-5471

Alternate Contact: Nina Ball, Program Director

Email: balln@the-lexington-group.com Phone: (860) 573-6890

Name of Employee:

Phone Number:

Employee Terminated: Yes or No

Company Name:

Test Date:

Test Type: Random Reasonable Suspicion Follow Up Post Accident

Substance Donor Tested Positive For:

Previous Positives:

Suspension Dates:

Date of Hire:

DER Contact Info/Name/Position: _____

Address: _____

Phone: _____ Fax: _____

DER Signature/Date: _____

The Lexington Group, Inc. PO Box 8087, Manchester, CT 06040 **860-573-7345**
www.the-lexington-group.com CT DAS Certified Small Business and Women Owned Enterprise

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



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



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

Mobile Operations

Scheduling Department

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Collectors

Nathan Rice

William Mauhs

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Christopher Fitzpatrick

Senior Client Account Representative / Consortium Program Administrator

Candice Rouisse - **Telephone #800-211-4469 Extension 6021**

Email: CTFTA@disa.com

Fax: 413-283-6945 or 413-284-0022

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

Four Neshaminy Interplex

Suite 207

Trevoze, PA 19053

Phone: 800-624-3784

Fax: 215-637-6998

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.