

Reasonable Suspicion/Post-Accident – Drug & Alcohol Testing Procedures for Supervisors

Note: Reasonable suspicion for DOT can be observed only by a supervisor who has been trained under the DOT regulations. The regulations (382.603) require two hours of training – one hour on alcohol misuse and one hour on controlled substance use.

1. Document the incident/observations using the **Reasonable Suspicion Determination Checklist**. It is strongly recommended to have a second supervisor as witness to the incident. *Please note, second supervisors must have received the required two-hour training according to DOT regulations.* The checklist should be completed before a test is administered.
2. If reasonable suspicion is determined notify your Designated Employer Representative (DER) or designee as soon as possible (208-885-3050 or 208-885-3008)
3. You must take a **Federal Drug Testing Custody and Control Form** with you to the collection site. Forms are located in the administrative office at your location. The form will accompany the specimen when it is sent to the testing lab.
4. Call the collection site to let them know you are coming and what kind of services you will need.
5. Take the driver to the collection site. **Do not allow the driver to drive.**
6. The driver being tested must provide a picture ID.
7. Inform the collection site this is a **DOT Reasonable Suspicion Test**
8. Results generally take 24-48 hours. The employee is not authorized to perform safety sensitive functions until results are received.
9. HR will contact the supervisor with results.

The image shows a sample of the Federal Drug Testing Custody and Control Form (Form No. DOT-382.603). The form is titled "FEDERAL DRUG TESTING CUSTODY AND CONTROL FORM" and includes a specimen ID number of 1234567. It is divided into several sections:

- STEP 1: COMPLETED BY COLLECTOR OR EMPLOYER REPRESENTATIVE**: Includes fields for Employer Name, Donor Name, Donor SSN, and Reason for Test (Pre-employment, Random, Return to Duty, etc.).
- STEP 2: COMPLETED BY COLLECTOR**: Includes fields for Specimen Collection (Split, Single, None Provided) and Remarks.
- STEP 3: CHAIN OF CUSTODY - INITIATED BY COLLECTOR AND COMPLETED BY LABORATORY**: Includes fields for Collector and Assessor signatures, dates, and times.
- STEP 4: CHAIN OF CUSTODY - COMPLETED BY PRIMARY LABORATORY**: Includes fields for Laboratory Name, Address, and Certifying Scientist's signature and date.
- STEP 5: SPLIT SPECIMEN TEST RESULTS - (IF TESTED) COMPLETED BY SECONDARY LABORATORY**: Includes fields for Laboratory Name, Address, and Certifying Scientist's signature and date.
- Specimen Bottle Seal Section**: Shows two specimen bottles (A and B) with their respective IDs (1234567) and seals.

Collection Sites

Aberdeen
Advanced Diagnostics Inc.
2193 West 1085 South
Aberdeen ID 83210
P (208) 328-2508

Kimberly
Advanced Drug Detection II
202 2nd Avenue N
Twin Falls ID 83301
P (208) 734-2289

Moscow
Gritman Medical Center
700 S Main Street
Moscow ID 83844
P (208) 883-2227

Parma
St. Luke's Clinic
1210 NW 16th Street
Fruitland ID 83619
P (208) 452-8601

Afterhours/Emergency Services Process

24 Hour Hotline 1-800-841-7678

**After Hours = anything outside of Monday – Friday between 8:00 AM – 5:00 PM ET.*

1. Your call will be answered promptly. You will be asked to provide the following:
 - Your Name
 - Your Company Name
 - The telephone number where you can be reached at that time
 - If necessary, a fax number that documents can be sent to for immediate review and signature
2. You will then be asked a series of initial questions to determine what emergency services your company requires.
 - Was there an accident?
 - Did it involve the loss of human life?
 - Was your driver cited for a moving violation?
 - Did anyone receive immediate medical treatment away from the scene of the accident?
 - Were any vehicles towed?
 - What time did the accident take place?
 - Is this a reasonable suspicion?
3. If the call is after hours* related to non-emergency testing (i.e., pre-employment or random), supply orders, obtaining results etc., the pre-screener will direct the caller to contact us at 1-800-272-3350 Monday – Friday between 8:00am – 5:00pm ET.
4. The pre-screener will contact the coordinator on duty will connect you to the coordinator.
5. The coordinator will verify the information provided and ask a series of follow-up questions about the testing circumstance and will guide you through the collection process. The coordinator will need to know the following:
 - Are you currently enrolled in our coordination service? If not, s/he will send a service contract to be signed and returned before the collection can be coordinated.
 - **Name and Social Security Number of the individual to be tested**
 - Further details related to the reason for the test (Reasonable Suspicion, Post-Accident, etc.)
 - Type of test (DOT)
 - Testing required (Drug, Alcohol, or both)
 - Location of where the coordination will take place

Collecting the coordination information will take only a few moments if the caller has the information ready and available. The coordinator will then locate a collector based on the information provided. Please note that a mobile collector will be expensive and may take longer to coordinate. Once the coordination is complete, the coordinator will follow up with you regarding the next steps in the collection process.

Once the specimen has been collected it will be shipped to the lab for testing and transmitted to HireRight for medical review and reporting.