

CT Statewide Drug and Alcohol Testing Consortium Newsletter

September 2020

FTA Drug and Alcohol Regulation Updates – Issue 69: FTA Provides Free Drug & Alcohol Program Tools

To assist employers, drug and alcohol program managers, and other company officials, FTA provides free drug and alcohol program tools and resources at <https://transit-safety.fta.dot.gov/drugandalcohol/tools/>. Proper use of these tools will help employers maintain compliance with Parts 40 and 655 requirements. These tools are intended to provide clarity to the public regarding existing requirements under the law or agency policies. The most popular tools are:

- ❖ FTA's policy builder, which generates a concise and easily customizable drug and alcohol policy that fulfills the content requirements of §655.15
- ❖ A 60-minute drug awareness video, which can be used to train new employees in compliance with §655.14(b)
- ❖ The "Previous Employer Release of Information Form" for gathering drug and alcohol testing histories from an applicant's prior employer, as mandated by §40.25
- ❖ A notification for testing form, whose use ensures collection sites receive the testing information required by §40.14
- ❖ A sample reasonable-suspicion determination report to help employers make testing decisions compliant with §655.43 when they suspect an employee may be using drugs or misusing alcohol

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- ❖ A post-accident decision making form that walks supervisors through the testing and documentation requirements of §655.44 in the event of an accident.

FTA Drug and Alcohol Regulation Updates – Issue 69: COVID-19 Guidance

FTA has published Frequently Asked Questions from FTA Grantees Regarding Coronavirus Disease 2019 (COVID-19) to provide clarity regarding how COVID-19 preparations impact certain FTA program requirements. FTA's website, <https://www.transit.dot.gov/coronavirus> provides other COVID-19 related information, including details about the Coronavirus Aid Relief, and Economic Security (CARES) Act, and other FTA resources, a repository of press

releases, blogs and announcements, and links to other federal resources. The Office of Drug and Alcohol Policy and Compliance (ODAPC) has also issued guidance in response to the COVID-19 public health emergency regarding compliance with DOT drug and alcohol testing regulations and practices of substance abuse professionals and service agents. This guidance is available at <https://www.transportation.gov/odapc>.

FTA Drug and Alcohol Regulation Updates – Issue 69

https://www.transit.dot.gov/sites/fta.dot.gov/files/2020-07/Newsletter-Issue%2069-508_revised%20V2.pdf

Check the above link for this FTA Issue 69 that also includes other useful information such as:

- “Completely Discounting” the Operator after a Non-Fatal Accident
- Correcting Minor Errors on a CCF/ATF
- Employees Randomly Selected for Both Drug & Alcohol Tests
- MRO is the Decision-Maker in “Shy Bladder” Cases
- Follow-up Alcohol Testing & Policies
- Pre-employment Testing After an Extended Absence
- Employers Must Ask Applicants about Pre-Employment Test Failures and Refusals
- 15th Annual FTA Drug and Alcohol Program National Conference Update
- Post-accident Testing for Mechanics
- Drug and Alcohol Training
- Revenue Vehicle Operators vs. Non-Revenue Vehicle Operators with a CDL
- CCFs & Employee ID Numbers

DISA New Platform Update

DISA is in the process of training Designated Employer Representatives (DERs) how to use its new platform. Training sessions are conducted through Team Meetings or over the phone for those who don't have Microsoft Teams available.

Again, this new platform will provide members with real time access to employee registers and the ability to schedule and view tests.

Test Result Reporting

In case you have to wait longer than usual for test result reporting, contact Vicky McLeish for **expediting result** (refer to page 5 for her contact info).

On-Site Test Cancellation

Reminder:

-Original scheduled (random on-site) test should be cancelled as soon as possible if your agency has previously had the safety-sensitive employee tested a day or days prior to the scheduled testing event.

-Likewise, original scheduled (random on-site) test should be cancelled as soon as possible if the agency knows that the safety-sensitive employee will be unavailable (i.e., vacation).

This will avoid the \$140.00 cancelled test fee being incurred by the Consortium for each cancelled test.

Online Sexual Harassment Training

Through the Connecticut Commission on Human Rights and Opportunities (CHRO), all Connecticut employees have access to FREE Sexual Harassment Training as a result of updated laws. This resource is easily accessible online and satisfies the state requirement.

More information can be found at:

<https://www.ct.gov/chro/cwp/view.asp?a=5019&Q=609536&chroNav=%7C>

The steps to complete this training are as follows (*):

1. Fill in the requested information at
<https://attendee.gototraining.com/r/4734110443506509825>
2. Watch the instructional video on how to complete the course, the video should automatically play
3. Begin watching the training at
<https://www.youtube.com/playlist?list=PLCTe1EFDWpUHbcki8VMqpfUU9rEvqJ3A6>
 - a. Keep the CHRO Harassment Training page open, the Tests/Quizzes will be located there
 - b. Instructions will be given throughout the YouTube training videos on when to take the quizzes
4. After completing all 5 Tests/Quizzes, click on the “MATERIALS” tab located on the CHRO website
 - a. View and complete the “CHRO Sexual Harassment Prevention Training Certificate Request Form”
 - i. If you and your work-team are viewing the training in a group setting, be sure to include all parties who viewed the training
 - ii. Your certificate of completion will be emailed within 1-3 business days
 - iii. All training certificates must be delivered to leadership for documentation

(* If for any reason, you have questions about the course, trouble receiving your certificate, or viewing the online training, please contact either: CHRO.Questions@ct.gov, spencer.hill@ct.gov, or call 1-860-541-3400.

Drug and Alcohol Testing Program Third Party Administrator DISA Global Solutions, Inc.

COMPANY CONTACTS:

Mobile Operations Scheduling Department

Jason Allen 603-623-1100 ext. 1041 or jallen@occupationaldrugtesting.com
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Collectors

David Pizzo
Laura Taft
Christopher Fitzpatrick

Sr. Drug Testing Coordinator/Program Administrator

Vicky McLeish - Main Telephone #800-211-4469 Extension 6032, Cell #413-478-6103
Email: vicky.mcleish@disa.com
Fax: 413-283-6945 or 413-284-0022

Accounting

Jennifer Rindo 800-211-4469 Extension 1061 or jrindo@occupationaldrugtesting.com

Area Leader

Lisa Murray 800-608-8890 X402 or Mobile #413-896-2894, email: lisa@transadvisor.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
Terri Hellings, MD
2800 Black Lake Place,
Suite A Philadelphia, PA
19154
Phone: 800-624-3784
Fax: 215-637-6998

Enhance Awareness of Employee Assistance Program (EAP)

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



The Lexington Group

Your Employee Assistance Program
A Woman Owned Enterprise Since 2000

September 2020,

Dear CT Drug Consortium Employee and Family Members:

CT Drug Consortium is delighted to announce The Lexington Group Employee Assistance Program now offers an optional online/video counseling service.

In addition to traditional face-to-face counseling, individuals may now elect the option of online counseling if you so choose. Access to online counseling is now available to you or your household family members by video, phone, and messaging. CT Drug Consortium hopes this new service provides you with more options for quality and convenient care to fit your lifestyle. However, there are three areas which The Lexington Group has determined will better benefit from in-person counseling. These exceptions to online counseling will be: substance abuse, issues in the workplace, and suicidal ideation.

Traditionally, if you or your household family elects to continue face-to-face counseling beyond the available EAP sessions, you are already connected with a counselor who takes your group health insurance. If online counseling is your preferred service method, please note that group health insurance does not cover cost of online counseling. Therefore, The Lexington Group has made arrangements to provide continued online service with your counselor at a deeply reduced rate of \$45.00 a session.

Please be aware that online counseling is completely optional to use. If *at any point* you wish to opt-out of the service, please contact The Lexington Group. They will provide you with a referral for face-to-face counseling and your covered EAP sessions will reset.

If you or your household family members would like access to this service or read more about your Employee Assistance Program, please visit The Lexington Group website at:

www.The-Lexington-Group.com

Passcode: "CTDrugConsort"

Enhance Awareness of EAP (Continued)

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

You can request online counseling by calling the 24/7 helpline at:

1-800-676 HELP (4357) UNITED STATES

1-800-567-4343 CANADA

0-800-169-6706 ENGLAND

1-855-328-1185 CAYMAN ISLANDS

1-800-812-411 IRELAND

1-800-955-8339 TTY

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 Info

DISA Global Solutions, Inc.

Formerly Occupational Drug Testing (ODT)
www.occupationaldrugtesting.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 www.hartfordtransit.org Drug and 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.