

CT Statewide Drug and Alcohol Testing Consortium Newsletter

December 2023

Random Testing during Holidays

Reminder:

If your agency is operating on a holiday (i.e. Christmas Eve, Christmas Day, New Year's Eve and New Year's Day), we urge the DERs to schedule random testing on those days. The focus of testing during the winter holiday period is to make safety sensitive employees aware that they can be tested at any time during the Holidays.

DISA offices will be closed on December 25th and December 26th, 2023, with the exception of the mobile units that will be available for emergency calls. Therefore; any random or follow-up testing will need to be scheduled in advance. This will allow them to better accommodate your scheduling request.

The 1st quarter of 2024 Random Selections were sent out on December 20th, 2023. That will give the DERs sufficient time to schedule the mobile unit for random testing around the New Year Holiday.

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CY2023 Management Information System (MIS) Reporting

Federal regulations require recipients of specific FTA funds establish and implement an anti-drug and alcohol misuse testing program. Recipients are required to annually prepare and maintain a summary of these results during the previous calendar year. Such results shall be reported using the DOT Drug and Alcohol Testing Management Information System (MIS) Data Collection Form and submitted to FTA's Office of Transit Safety and Oversight or its designated agent. The recipients are responsible for ensuring the accuracy and timeliness of their reports.

Candice Rouisse, Consortium Program Administrator, will prepare your agency's draft 2023 MIS reports. Your draft reports shall be provided to the DERs via email by February 8, 2024.

These reports will include all of your agency's drug and alcohol tests conducted through the Consortium during CY23. In your review, please make any necessary changes and return the updated reports to Candice by February 16, 2024 as the latest. During this process, Candice will be working closely with you to rectify any discrepancies on the draft MIS reports.

Your final MIS reports will be submitted to FTA on your behalf by the Greater Hartford Transit District. A copy of the submitted reports will be provided to you in March 2024 for your records. *Note: 49 CFR 655.71(b)(1) requires that you retain copies of your agency's annual MIS reports in its drug and alcohol testing program records for five years.*

Consortium Training – October 23, 2023

The last Consortium Training, held at CTDOT Facility - Newington, CT - in October 2023, was well received by a large number of in-person attendees (DERs, Alternate DERs, and Supervisors).

Many thanks to everyone for taking time out of your busy schedule to attend this training!

Consortium Training

Presented by: DISA's partner, Current Consulting Group

TUESDAY, JUNE 4TH, 2024

Location: Connecticut DOT Bureau of Public Transportation
2800 Berlin Turnpike
Conference Room A & B
Newington, CT

DER Training

8:30AM – 11:00AM

Who Should Attend?

Designated Employer Representatives (DERs)/ Drug and Alcohol Program Managers (DAPMs).

The DOT Designated Employer Representative (DER) Drug and Alcohol Awareness Training will:

- Cover the basics of a DOT-mandated substance abuse program.
- Provide an in-depth review of all components of a testing program.
- Review all reasons for testing.
- Explain the laboratory drug testing process and the responsibilities of the Medical Review Officer (MRO).
- Provide DERs with helpful suggestions for organizing and storing documents in preparation for a federal or state audit.
- Answer some of the most frequently asked questions.

Post-Accident Training

11:15AM – 12:30PM

Who Should Attend?

DERs, Transit Supervisor, and Transit Officials.

The DOT FTA Post Accident Training will:

- Cover DOT Post-Accident Regulation Review.
- Post-Accident Testing Thresholds.
- Documentation of the Decision to Test/Not to Test.
- Review of Best Practices when it comes to Post-Accident Testing.
- Documentation of Testing Delays and Third-Party Contacts & Resources.

Reasonable Suspicion Training

1:30PM – 4:00PM

Who Should Attend?

DERs, DAPMs, Transit Supervisors and Transit Officials who are authorized to determine when it is appropriate to administer Reasonable Suspicion testing.

The DOT Reasonable Suspicion Training will:

- Cover Drug Abuse and Alcohol Misuse Impact on Society and Industry.
- Drugs of Abuse and Alcohol Misuse and the effects.
- Policy and Procedural Review.
- Profile of the At-Risk Employee Confronting and Referring an Employee.
- Review of Drug and Alcohol Testing Procedures and Referral to EAP and the Rehabilitation Process.

SPACE IS LIMITED - EMAIL NHVOLE@GHTD.ORG TO RESERVE YOUR SEAT



FTA's Substance Abuse One-Day Seminar is coming to Newington, CT! Summer 2024

Host – Greater Hartford Transit District

Location: CT Department of Transportation – Conference Room A & B, 2800 Berlin Turnpike, Newington, CT

This one-day seminar is designed to provide essential facts and information to facilitate employers' compliance with DOT's 49 CFR Part 40 and Part 655. While a high-level overview of the regulations will be discussed, this seminar will focus more on the operational

side of a transit agency's functions. The training will be conducted by a member of FTA's Drug and Alcohol Program Audit team.

More information regarding the training date and registration shall be coming out in the next few weeks.

Note: Spots will be held for DERs, Alternate DERs, and Supervisors in the CT Statewide Drug and Alcohol Testing Consortium and others from outside of the Consortium.

Site Visits

In early 2024, Nhan Vo-Le, Consortium Coordinator, will visit DERs at each member location. The purpose of this visit is to review the agency's 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 drug and alcohol testing program.

Consortium Random Selections

The 1st quarter of 2024 Random Selections were generated and sent out on December 20th, 2023 in preparation for the January 1st begin date. You cannot begin testing on these selections until January 1st, 2024 or after. The last day to complete the selections is March 31st, 2024. Please reach out to the scheduling team to schedule your onsite testing events at scheduling@disa.com. 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. If you have any questions about your random selections or your testing schedule, please contact, Candice Rouisse at D360Premier@disa.com or 800-211-4469 Extension 6021.

Drug and Alcohol Testing Program Third 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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Collectors

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Senior Client Account Representative / Consortium Program Administrator

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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.