

PROCEDURES FOR TRANSPORTATION WORKPLACE DRUG AND ALCOHOL TESTING PROGRAMS | US DEPT. OF TRANSPORTATION

Safety is a core part of our jobs as professional pilots, and one element of safety is ensuring we are fit for duty. All pilots are subject to random drug testing by the Department of Transportation (DOT). To protect your license, your career, and your livelihood, it's important that you understand what is expected of you if you are selected for a random DOT drug test. Testing procedures are outlined in 49 CFR part 40.

DOT DRUG TESTING CHECKLIST

When you are notified that you have been selected for random drug testing, follow this checklist to ensure you — and the technician (collector) — are following the proper procedures. Do not risk your career by delaying or otherwise not adhering to these procedures.

- ☐ **Proceed directly to testing area without delay**
- ☐ **Present your ID to collector**
 - *The collector should explain basic testing procedures and show you the instructions on the back of the Custody Control Form (CCF)*
 - *The collector will enter the required information in Step 1 of the CCF (note the form may be pre-printed to include appropriate info):*
 - *Employers name, address, telephone, and fax number*
 - *MRO name, address, telephone, and fax number*
 - *Employee SSN or employee ID number*
 - *Reason for test*
 - *Drug test to be performed and collection site information*
- ☐ **Remove any unnecessary outer clothing (coat, jacket, hat etc.) but retain your wallet; you may ask for a receipt for any belongings left with collector**
- ☐ **Empty pockets and display items to ensure that no items are present that could be used to adulterate the specimen**

NOTE: Failure to display items is considered a refusal to cooperate in the testing process

- ☐ **Wash and dry hands**

NOTE: Refusal to wash hands after directed to do so is considered a refusal to test

 - *The collector will either give you or allow you to select the collection kit or collection container from available supply*
 - *Either collector or you, with both present, will unwrap or break the seal of the kit or collection container*

NOTE: Specimen bottle should not be unwrapped or the seal broken at this time; only unwrap or break seal of the collection container

 - *The collector will direct you to enter the room used for urination, provide a specimen of at least 45 mL, not to flush the toilet, and to return with specimen as soon as possible after completing void; a reasonable time limit may be set for employee to be inside bathroom and should be explained*

NOTE: Temperature is a critical factor of the specimen; after four minutes the potential for out of temp range specimen exists

 - *After returning with specimen, the collector will verify temperature (90-100F) and volume of specimen (at least 45mL) and inspect the specimen for adulteration/substitution*
 - *The collector will then unwrap or break the seal on specimen bottles, then pour at least 30mL into a specimen bottle and place lid/cap on bottle — this is the primary or “A” sample*
 - *The collector will then pour at least 15mL into second specimen bottle — this is the “B” sample used in a split specimen; collector may pour the required amount into each bottle and then secure the lids/caps on each bottle*

- *The collector will remove tamper-evident seals from the CCF and place them on each bottle then write the date on each seal; seal must be centered over lid/cap and down each side*

□ You will then initial both “A” and “B” seals

NOTE: You and the collector must always remain in visual contact of specimens; do NOT initial seals until they are placed on specimen bottles

- Once seals are intact on bottles, you may wash your hands
- The collector will direct you to read, sign, and date the certification statement and provide date of birth, printed name, and day/evening contact telephone numbers in step 5 of Copy 2 of the CCF

- *The collector will complete their portion of Step 4 of the CCF, verify all copies of the CCF are legible and complete, then remove Copy 5 from the CCF and give it to you*

NOTE: We encourage pilots to retain this form in a safe location

- *The collector will then place the specimen bottles and Copy 1 of the CCF inside appropriate pouches of the leak-resistant bag and seal both pouches*

□ Specimen collection is now complete; you may leave testing area

WHAT IF I'M UNABLE TO PRODUCE SUFFICIENT URINE?

If you are unable to produce a sufficient sample or are told your sample is insufficient, remain at the testing site. You have three hours to provide a sufficient sample. You have the right to drink up to 40 ounces of fluid at the testing site, distributed reasonably through a period of up to three hours (or until you've provided a sufficient quantity of urine). Here's what you need to know:

- **Do NOT refuse a second attempt or leave.** Do not refuse to make the attempt to provide a new urine specimen and do not leave the collection site before the collection process is complete. You should be offered up to 40 ounces of fluid to drink. Whether and how much to drink is your choice and not drinking is not a refusal.
- **Record the time your three-hour period begins and ends.** The clock begins at the time of your first unsuccessful attempt to provide the specimen. The collector should note the start time on the CCF, but we encourage you to also record the time yourself.
- **You must produce a sufficient sample in one attempt within three hours.** If you have not provided a sufficient specimen within three hours of the first unsuccessful attempt, the collector is required to discontinue the collection. The collector is not permitted to combine samples – you must produce the required quantity in one attempt (one void).
- **If unable to provide the required sample, call your chief pilot.** If you are unable to provide the required sample in the three-hour period following the first unsuccessful attempt, do not leave the testing site but call your chief pilot (or other appropriate management official).

WHAT IF THERE ARE ISSUES WITH THE TESTING PROCEDURE?

If you observe any significant problems in the testing procedures, do not leave the testing site but call your chief pilot (or other appropriate management official).

If the technician's instructions are unclear or incorrect steps are being taken, professionally ask for clarification or correct an observed error. If those problems become significant, do not leave the testing site but call your chief pilot (or other appropriate management official).

If you encounter minor issues in the testing process that do not affect the validity of your sample (illegible writing, unclear instructions, unprofessional behavior from the technician, etc.), report it to the HIMS Committee or your union attorney.