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**DOUGLAS COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

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**SUBJECT: DRUG AND ALCOHOL TESTING COMPLIANCE WITH  
FEDERAL REQUIREMENTS**

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**I. PURPOSE:** The purpose of this policy is to ensure compliance with Federal Transit Administration (FTA) drug and alcohol testing requirements. Compliance is required as a condition of receiving grant money. The County uses the grant money to operate Douglas Area Rapid Transit out of the Senior Center. The FTA has a separate testing regime, which is set forth in this policy.

# **DRUG AND ALCOHOL POLICY**

**FOR**

**FTA SECTION(S)**

**5309, 5311 AND JOB ACCESS**

**GRANTEES, SUBRECIPIENTS AND APPLICABLE CONTRACTORS**

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## DRUG AND ALCOHOL TESTING POLICY

### A. PURPOSE

Douglas County provides public transit and para transit services for persons in local communities throughout the State of Nevada. Part of our mission is to ensure that this service is delivered safely, efficiently, and effectively by establishing a drug and alcohol-free work environment, and to ensure that the workplace remains free from the effects of drugs and alcohol in order to promote the health and safety of employees, volunteers, and the general public. In keeping with this mission, Douglas County mandates that the unlawful manufacture, distribution, dispense, possession, or use of controlled substances or misuse of alcohol is prohibited for all employees and volunteers.

Any provisions set forth in the policy that are included under the sole authority of Douglas County and are not provided under the authority of the below named Federal regulations are underlined. Any provisions set forth in this policy that are included under the sole authority of the Nevada Department of Transportation (NDOT) are ***bold and italicized***.

Additionally, the purpose of this policy is to establish guidelines to maintain a drug and alcohol-free workplace in compliance with the Drug-Free Workplace Act of 1988, and the Omnibus Transportation Employee Testing Act of 1991. This policy is intended to comply with all applicable Federal regulations governing workplace anti-drug and alcohol programs in the transit industry. Specifically, the Federal Transit Administration (FTA of the U.S. Department of Transportation) has published 49 CFR Part 655, as amended, that mandates urine drug testing and breath alcohol testing for transit employees and volunteers in safety-sensitive positions, and prohibits performance of safety sensitive functions when there is a positive test result or a refusal to test. The U.S Department of Transportation (USDOT) has also published 49 CFR Part 40, as amended that sets standards for the collection and testing of urine and breath specimens. ***The Nevada Department of Transportation (NDOT) has mandated that all FTA grantees under section 5309, 5311, and Job Access programs must adopt a "Zero Tolerance" policy for both Drug and Alcohol Violations.***

### B. APPLICABILITY

This Drug and Alcohol Testing Policy applies to all safety-sensitive employees (full or part-time) when performing any safety-sensitive functions. A safety sensitive function is any duty related to the safe operation of transit service including the operation of a revenue service vehicle (whether or not the vehicle is in revenue service), maintenance of a revenue service vehicle or equipment used in revenue service, security personnel who carry firearms, dispatchers or person controlling the movement of revenue service vehicles and any other transit employee or volunteers who operates a non-revenue service vehicle that requires a Commercial Driver's License (CDL) to operate. Volunteers not required to hold a CDL that receive any type of remuneration in excess of expenses are also covered under this policy.

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Maintenance functions include the repair, overhaul, and rebuild of engines, vehicles and or equipment used in revenue service.

Volunteers who perform safety sensitive functions are covered under this section if they are required to hold a CDL or if they receive remuneration in excess of his or her actual expenses incurred while engaged in the volunteer activity. A list of safety-sensitive positions who perform one or more of the above-mentioned duties is provided in Attachment A. Supervisors are also considered safety sensitive if they perform any of the above functions at any time.

### **C. DEFINITIONS**

**Accident:** An occurrence associated with the operation of a vehicle whether or not the vehicle is in revenue service. A drug and alcohol test will be performed after an accident if, as a result, any of the following occur:

1. A person dies;
2. An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or
3. One or more vehicles receive disabling damage as a result of the occurrence and is transported away from the scene by a tow truck or other vehicle.

For purposes of this definition, **disabling damage** means damage, which precludes departure of **any vehicle** from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does **not** include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

**Adulterated Specimen:** A specimen that has been altered, as evidence by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.

**Alcohol:** The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols contained in any beverage, mixture, mouthwash, candy, food, preparation or medication.

**Alcohol Concentration:** A measurement that is expressed in terms of grams of alcohol per 210 liters of breath as indicated by a breath test under 49 CFR Part 40.

**Alcohol Screen Devices (ASD)** Means a breath or saliva testing device other than an EBT that is approved by the National Highway Traffic Safety Administration (NHTSA) and placed on the Conforming Products List (CPL) for such devices. An ASD can only be used for a screen test and may not be used for a confirmatory test.

**Aliquot:** A fractional part of a specimen used for testing. It is taken as a sample representing the whole specimen.

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**Breath Alcohol Technician (BAT):** A person who is trained to proficiency in the operation of an EBT and has received qualification training that is in accordance with the DOT Model BAT course. A BAT can conduct both screen test and confirmation test.

**Cancelled Test:** A drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which is cancelled. A cancelled test is neither positive nor negative.

**Confirmatory Drug Test:** A second analytical procedure to identify the presence of a specific drug or metabolite which is independent of the initial test and which uses a different technique and chemical principle from that of the initial in order to ensure reliability and accuracy.

**Confirmatory Validity Test:** A second test performed on a different aliquot of the original urine specimen to further support a validity test result.

**Covered Employee under FTA Authority:** An employee who performs a safety-sensitive function including an applicant or transferee who is being considered for hire into a safety-sensitive function. (See Attachment A for a list of covered employees/volunteers).

**Covered Employee Under Company Authority:** An employee, applicant, or transferee that will not perform a safety-sensitive function as defined by FTA but is included under the company's own authority.

**Department of Transportation (DOT):** This term encompasses all DOT agencies, including, but not limited to, the Federal Aviation Administration (FAA), the Federal Railroad Administration (FRA), the Federal Motor Carrier Safety Administration (FMCSA), the Federal Transit Administration (FTA), the National Highway Traffic Safety Administration (NHTSA), the Pipeline and Hazardous Materials Safety Administration (PHMSA), and the Office of the Secretary (OST). For purposes of 49 CFR Part 40, the United States Coast Guard (USCG), in the Department of Homeland Security, is considered to be a DOT agency for drug testing purposes. These terms include any designee of a DOT agency.

**Designated Employer Representative (DER):** An employee authorized by the employer to take immediate action to remove employees or volunteers from safety-sensitive duties and to make required decisions in testing. The DER also receives test results and other communications for the employer, consistent with the requirements of 49 CFR Parts 40 and 655.

**Drug and Alcohol Program Manager:** Individual responsible for administering the program.

**Dilute Specimen:** Is a urine specimen with creatinine and specific gravity values that are lower than expected for human urine.

**Disabling Damage:** Damage, which precludes departure of **any vehicle** from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have

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been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

**Evidentiary Breath Testing Device (EBT):** A device approved by the NHTSA for the evidential testing of breath at the 0.02 and the 0.04 alcohol concentrations, and appears on ODAPC's Web page for "Approved Evidential Breath Measurement Devices" because it conforms with the model specifications available from NHTSA.

**Initial Drug Test:** The test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

**Invalid Result:** The result reported by an HHS-certified laboratory in accordance with the criteria established by the HHS Mandatory Guidelines when a positive, negative, adulterated, or substituted result cannot be established for a specific drug or specimen validity test.

**Limit of Detection (LOD):** The lowest concentration at which a measure can be identified, but (for quantitative assays) the concentration cannot be accurately established.

**Medical Review Officer (MRO):** A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the drug testing program who has knowledge of substance abuse disorders, and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history, and any other relevant bio-medical information.

**Negative Dilute:** A drug test result which is negative for the five drug/drug metabolites but has creatinine and specific gravity values that are lower than expected for human urine.

**Negative Result:** The result reported by an HHS-certified laboratory to an MRO when a specimen contains no drug or the concentration of the drug is less than the cutoff concentration for the drug or drug class and the specimen is a valid specimen. An alcohol concentration of less than 0.02 BAC is a negative test result.

**Non-Negative Test Result:** A drug test result found to be adulterated, substituted, invalid, or positive for drug/drug metabolites or an alcohol test with an alcohol concentration between .02 and .039 BAC.

**Performing a Safety-Sensitive Function:** A covered employee or volunteer is considered to be performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

**Positive Test Result:** The result reported by an HHS- Certified laboratory when a specimen contains a drug or drug metabolite equal or greater to the cutoff concentrations. An alcohol concentration of 0.04 BAC or greater is a positive test result.



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**Previous DOT Employer Record Check:** The Department of Transportation (DOT) requirement under Section 40.25, that all DOT covered employers must make a good faith effort to obtain drug and alcohol testing records for the previous two years for all applicants seeking safety-sensitive positions (includes transferees).

**Prohibited Drug:** Identified as marijuana, cocaine, opioids, amphetamines, or phencyclidine, as specified in 49 CFR Part 40, as amended.

**Revenue Service Vehicles:** Means all transit vehicles that are used for passenger transportation service (whether or not that vehicle is in revenue service).

**Safety-Sensitive Functions, further defined in 49 CFR Part 655, includes:**

- (a.) The operation of a transit revenue service vehicle even when the vehicle is not in revenue service;
- (b.) The operation of a non-revenue service vehicle by an employee or volunteer when the operation of such a vehicle requires the driver to hold a CDL;
- (c.) Maintaining a revenue service vehicle or equipment used in revenue service;
- (d.) Controlling the movement or dispatch of a revenue service vehicle; and
- (e.) Security personnel that carry firearms.

**Screen Test Technician (STT):** a person trained and qualified to operate the alcohol screen devices as specified in 49 CFR, Part 40, and may conduct screening test only.

**Substance Abuse Professional (SAP):** A licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, state-licensed or certified marriage and family therapist, or drug and alcohol counselor (certified by an organization listed at <https://www.transportation.gov/odapc/sap>) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

**Substituted Specimen:** Means a urine specimen with creatinine and specific gravity values that are so diminished or so divergent that they are not consistent with normal human urine.

**Test Refusal:** The following are considered to be test refusals:

- (a.) Fails to appear for any test (excluding pre-employment) within a reasonable time, as determined by the employer, after being directed to do so by the employer.
- (b.) Fails to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (c.) Fails to attempt to provide a urine or breath specimen for any drug or alcohol test required by Part 40 or DOT agency regulations. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.

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- (d.) In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of your provision of a specimen.
- (e.) Fails to provide a sufficient amount of urine or breath when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure.
- (f.) Fails or declines to take a second test the employer or collector has directed you to take.
- (g.) Fails to undergo a medical examination or evaluation, as directed by the MRO or by the DER.
- (h.) Fails to cooperate with any part of the testing process.
- (i.) If the MRO reports that there is verified adulterated or substituted test result.
- (j.) Refusal to sign Step 2 of the alcohol testing form.
- (k.) Failure to follow the observer's instructions during an observed collection including instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.
- (l.) Possess or wear a prosthetic or other device that could be used to interfere with the collection process.
- (m.) Admit to the collector or MRO that you adulterated or substituted the specimen.
- (n.) Fail to remain readily available following an accident.

**Verified Negative Test:** Means a drug test result reviewed by a medical review officer and determined to have no evidence of prohibited drug use at or above the minimum cutoff levels established by the Department of Health and Human Services (HHS).

**Verified Positive Test:** Means a drug test result reviewed by a medical review officer and determined to have evidence of prohibited drug use at or above the minimum cutoff levels specified in 49 CFR Part 40 as revised.

**Validity Testing:** Is the evaluation of the specimen to determine if it is consistent with normal human urine. Specimen validity testing will be conducted on all urine specimens provided for testing under DOT authority. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

#### **D. PREVIOUS DOT EMPLOYER RECORD CHECK:**

Douglas County will make every effort to obtain drug and alcohol-testing records for the previous two (2) years from previous DOT covered employers who employed the applicant/transferee in safety sensitive positions. Douglas County will adhere to the following requirements:

- (a.) Require each applicant or transfer for safety-sensitive positions to complete a written consent that allows their previous employers to release drug and alcohol testing information.

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(b.) Submit the applicant's/transferee's written consent along with a request for information to each of the DOT-regulated employers who have employed the applicant for any period during the two (2) years before the date of the individual's application or transfer. The information must contain:

- (1.) Alcohol test results of 0.04 alcohol concentration or greater;
- (2.) Verified positive drug test;
- (3.) Refusal to test;
- (4.) Other violations of FTA/DOT rules, and
- (5.) As appropriate, documentation of the successful completion of DOT return-to-duty requirements including follow-up test. (If the previous employer does not have the information, documentation must be obtained from the employee or volunteer.)

(c.) Douglas County will ask each applicant whether he/she has tested positive, or refused to test on any pre-employment Drug/Alcohol Test within the last two years. If the answer is yes, the applicant must show proof of successful completion of SAP Referral, evaluation and treatment plan.

#### **E. EDUCATION AND TRAINING:**

Every covered employee will receive a copy of this policy and will have ready access to the corresponding federal regulations including 49 CFR Parts 655 and 40, as amended. In addition, all covered employees will undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety, and the work environment. The training also includes manifestations and behavioral cues that may indicate prohibited drug use.

**Training will also provide information to safety sensitive employees and volunteers about the risk associated with the use of prescription and over-the-counter medications. Prescription drugs (Rx) are medications that require written authorization for the use by a healthcare professional whose license permits them to prescribe medications. Over-the counter drugs are medications that are legal, non-prescription substances including capsules, powders, tablets or liquids that are taken for the relief of discomforting symptoms.**

All supervisory personnel or county officials who are in a position to determine employee or volunteer fitness for duty will receive 60 minutes of reasonable suspicion training on the physical, behavioral, and performance indicators of probable drug use and 60 minutes of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse. Training shall also include methods of intervention, including interview and referral, when drug or alcohol problems are suspected.

Information on the signs, symptoms, health effects, and consequences of alcohol misuse is provided in Attachment B of this policy.

#### **F. PROHIBITED SUBSTANCES:**

Prohibited substances addressed by this policy include the following:

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- (1) Illegally used controlled Substances or Drugs under the Drug-Free Workplace Act of 1988, any drug or any substance identified in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR 1308.11 through 1308.15 is prohibited at all times in the workplace unless a legal prescription has been written for the substance. This includes, but is not limited to: Marijuana, amphetamines, opioids, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and the use of illegally obtained prescription drugs. It is important to note that the use of marijuana in any circumstances remains completely prohibited for any safety-sensitive employee subject to drug testing under USDOT regulations. The use of marijuana in any circumstance (including under state recreational and/or medical marijuana laws) by a safety-sensitive employee is a violation of this policy and a violation of the USDOT regulation 49 CFR Part 40, as amended.

Federal Transit Administration drug testing regulations (49 CFR Part 655) require that all covered employees and volunteers be tested for marijuana, cocaine, amphetamines, opioids, and phencyclidine as described in this policy. Illegal use of these five drugs is prohibited at all times, and thus covered employees and volunteers may be tested for these drugs anytime they are on duty.

- (2) Legal Drugs: The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. **However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to a Douglas County supervisor and the employee or volunteer is required to provide a written release from his/her doctor indicating that the employee or volunteer can perform his/her safety-sensitive functions.**
- (3) Alcohol: The use of beverages containing alcohol (including mouthwash, medication, food, candy) or any other substances containing alcohol in a manner which violates the conduct listed in this policy is prohibited.

#### **G. PROHIBITED CONDUCT:**

- (1) Illegal use of the drugs listed in this policy and as defined in 49 CFR Part 40, as amended, is prohibited at all times. All covered employees and volunteers are prohibited from reporting for duty or remaining on duty if they have used a prohibited drug as defined in 49 CFR, Part 40, as amended.
- (2) Each covered employee and volunteer is prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they call in to report for duty. **The covered employee or volunteer will subsequently be relieved of his/her on call responsibilities and will be subject to discipline.**

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- (3) Douglas County will not permit any covered employee or volunteer to perform or continue to perform safety-sensitive functions if it has actual knowledge that the employee is using alcohol.
- (4) Each covered employee is prohibited from reporting to work or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater regardless of when the alcohol was consumed.
  - a. An employee with a breath alcohol concentration which measures 0.02-0.039 is not considered to have violated the USDOT-FTA drug and alcohol regulations, provided the employee hasn't consumed the alcohol within four (4) hours of performing a safety-sensitive duty. However, if a safety-sensitive employee has a breath alcohol concentration of 0.02-0.039, USDOT-FTA regulations require the employee to be removed from the performance of safety-sensitive duties until:
    - i. The employee's alcohol concentration measures less than 0.02; or
    - ii. The start of the employee's next regularly scheduled duty period, but not less than eight hours following administration of the test.
- (5) No covered employee or volunteer shall consume alcohol for eight (8) hours following involvement in an accident or until he/she submits to the post-accident drug/ alcohol test, whichever occurs first.
- (6) No covered employee or volunteer shall consume alcohol within four (4) hours prior to the performance of a safety-sensitive job function.
- (7) **Douglas County also prohibits the consumption of alcohol all times that the employee or volunteer is on duty, or anytime the employee or volunteer is in uniform.**
- (8) Consistent with the Drug-Free Workplace Act of 1988, all Douglas County employees and volunteers are prohibited from engaging in the unlawful manufacturing, distribution, dispensing, possessing, or use of prohibited substances in the work place including all premises, transit vehicles, while in uniform or while on Douglas County business.

#### **H. DRUG STATUTE CONVICTION:**

Consistent with the Drug Free workplace Act of 1988, all employees and volunteers are required to notify the Douglas County management of any criminal drug statute conviction for a violation occurring in the workplace within five (5) days after such conviction. Failure to comply with this provision shall result in termination.

**Douglas County also required all employees and volunteers to notify County Management of a criminal drug statute conviction for a violation occurring outside of the workplace with five (5) days after such conviction. Failure to comply with this provision shall result in termination.**

#### **I. TESTING REQUIREMENTS:**

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Analytical urine drug testing and breath testing for alcohol will be conducted as required by 49 CFR, Part 40, as amended. All covered employees and volunteers shall be subject to testing prior to performing safety-sensitive duties, for reasonable suspicion, following an accident, random, return to duty, and follow-up, as defined in this policy. All covered employees and volunteers who have tested positive for drugs or alcohol on a pre-employment, reasonable suspicion, post accident, random, return to duty, and follow-up test will be considered to have failed the test, as will covered employees and volunteers who have refused to submit to the required test. Employees and volunteers who have had a positive drug/alcohol test or have refused a drug/alcohol test will be removed immediately from the safety sensitive position, **terminated from employment**, and will be provided with a list of USDOT qualified SAPs.

A drug test can be performed any time a covered employee or volunteer is on duty. A reasonable suspicion, random, or follow-up alcohol test can only be performed just before, during, or after the performance of a safety-sensitive job function. **A NON-DOT alcohol test can be performed any time a covered employee or volunteer is on duty.**

All covered employees and volunteers will be subject to urine testing and breath alcohol testing as a condition of ongoing employment with Douglas County. Any safety-sensitive employee who refuses to comply with a request for testing shall be removed from duty and subject to discipline as defined in Section R of this policy.

#### **J. DRUG TESTING PROCEDURES**

Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities that have been approved by the U.S. Department of Health and Human Services (HHS). All testing will be conducted consistent with the procedures set forth in 49 CFR Part 40, as amended. The procedures will be performed in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test result.

The drugs that will be tested for include marijuana, cocaine, opioids, amphetamines, and phencyclidine. After the identity of the donor is checked using picture identification, a urine specimen will be collected using the split specimen collection method described in 49 CFR Part 40, as amended. Each specimen will be accompanied by a DOT Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. The specimen analysis will be conducted at a HHS certified laboratory. An initial drug screen and validity test will be conducted on the primary urine specimen. For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) or Liquid Chromatography/Mass Spectrometry (LC/MS) test will be performed. The test will be considered positive if the amounts of the drug(s) and/or its metabolites identified by the GC/MS or LC/MS test are at or above the minimum thresholds established in 49 CFR Part 40, as amended.

The test results from the HHS certified laboratory will be reported to a Medical Review Officer (MRO). A Medical Review Officer (MRO) is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test

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results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive, substitute, or adulterated test result. The MRO will attempt to contact the employee or volunteer with an opportunity to explain the confirmed laboratory test result. The MRO will subsequently review the employee's or volunteer's medical history/medical records as appropriate to determine whether there is a legitimate medical explanation for a non-negative laboratory result. If no legitimate medical explanation is found, the test will be verified positive or refusal to test and reported to Douglas County. If a legitimate explanation is found, the MRO will report the test result as negative.

If the test is invalid with out a medical explanation, a retest will be conducted under direct observation. Employees and volunteers do not have access to a test of their split specimen following an invalid result.

Any covered employee and volunteer who questions the results of a required drug test under this policy may request that the split sample be tested. The split sample test must be conducted at a second HHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee or volunteer at the same time as the primary sample. The method of collecting, storing, and testing the split will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's or volunteer's request for a split sample test must be made to the Medical Review Officer (MRO) within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted at the discretion of the MRO if the delay was due to documentable facts that were beyond the control of the employee or volunteer. Douglas County will ensure that the cost for the split specimen testing is covered in order for a timely analysis of the sample; **however, Douglas County will seek reimbursement for the split sample test from the employee or volunteer.**

If the analysis of the split specimen fails to confirm the presence of the drug(s) detected in the primary specimen, if the split specimen is not able to be analyzed, or if the results of the split specimen are not scientifically adequate, the MRO will declare the original test to be canceled.

The split specimen will be stored at the initial laboratory until the analysis of the primary specimen is complete. If the primary specimen is negative, the split sample will be discarded. If the primary is positive, it will be retained in frozen storage for one year and the split specimen will also be retained for one year. If the primary is positive, the primary and the split sample will be retained for longer than one year for testing if so requested by the employee or volunteer through the MRO, or by the employer, by the MRO, or by the relevant DOT agency.

Observed collections:

Consistent with 49 CFR part 40, as amended, collection under direct observation (by a person of the same gender) with no advance notice will occur if:

- (1) The laboratory reports to the MRO that a specimen is invalid, and the MRO reports to Douglas County that there was not an adequate medical explanation for the result; or
- (2) The MRO reports to Douglas County that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed;

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- (3) The laboratory reported to the MRO that the specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5mg/dL, and the MRO reported the specimen as negative-dilute and that a second collection must take place under direct observation (see §40.197(b)(1));
- (4) The collector observes materials brought to the collection site or the employee's/volunteer's conduct clearly indicated an attempt to adulterate the specimen, or
- (5) The temperature on the original specimen was out of range;
- (6) All return-to-duty tests;
- (7) All follow-up-tests; or
- (8) Anytime the employee or volunteer is directed to provide another specimen because the original specimen appeared to have been tampered with.

#### **K. ALCOHOL TESTING PROCEDURES:**

Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). A list of approved EBTs can be found on ODAPC's Web page for "Approved Evidential Breath Measurement Devices". Alcohol screening tests may be performed using a non-evidential testing device (alcohol screening device (ASD)) which is also approved by NHTSA. A list of approved ASDs can be found on ODAPC's Web page for "Approved Screening Devices to Measure Alcohol in Bodily Fluids". If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test must occur on an EBT. The confirmatory test will be conducted no sooner than fifteen minutes after the completion of the initial test. The confirmatory test will be performed using a NHTSA-approved EBT operated by a trained BAT. The EBT will identify each test by a unique sequential identification number. This number, time, and unit identifier will be provided on each EBT printout. The EBT printout, along with an approved alcohol testing form, will be used to document the test, the subsequent results, and to attribute the test to the correct employee. The test will be performed in a private, confidential manner as required by 49 CFR Part 40, as amended. The procedure will be followed as prescribed to protect the employee and to maintain the integrity of the alcohol testing procedures and validity of the test result.

The confirmatory test **MUST** occur on an EBT. The confirmatory test will be conducted no sooner than fifteen minutes after the completion of the initial test. The confirmatory test will be performed using a NHTSA-approved EBT operated by a trained BAT. The EBT will identify each test by a unique sequential identification number. This number, time, and unit identifier will be provided on each EBT printout. The EBT printout, along with an

approved alcohol testing form, will be used to document the test, the subsequent results, and to attribute the test to the correct employee or volunteer. The test will be performed in a private, confidential manner as required by 49 CFR Part 40, as amended. The procedure will be followed as prescribed to protect the employee or volunteer and to maintain the integrity of the alcohol testing procedures and validity of the test results.

An employee or volunteer who has a confirmed alcohol concentration of 0.04 or greater is considered to have a positive alcohol test and is in violation of this policy. The



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employee will be immediately removed from performing any safety-sensitive function and will be provided with a list of USDOT qualified SAPs. **The consequence of a positive alcohol test is immediate termination from employment.**

An employee or volunteer who has a confirmed alcohol concentration between 0.02 and 0.039 will be considered to have a non-negative alcohol test. **Under the sole authority of Douglas County, the consequence of a non-negative alcohol test is immediate termination from employment. (Although a non-negative alcohol test of 0.02-0.039 will result in immediate termination from employment under the authority of Douglas County), such a result is not considered a POSITIVE alcohol test result under USDOT drug and alcohol regulations (49 CFR Part 40 and Part 655).**

A test result with an alcohol concentration of less than 0.02 will be considered a negative test.

Douglas County affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. If at any time the integrity of the testing procedures or the validity of the test results is compromised, the test will be cancelled. Minor inconsistencies or procedural flaws that do not impact the test result will not result in a cancelled test.

The alcohol testing form (ATF) required by 49 CFR Part 40, as amended, shall be used for all USDOT REQUIRED TESTING. Failure of an employee to sign Step 2 of the ATF will be considered a refusal to submit to testing.

#### **L. PRE-EMPLOYMENT TESTING**

All applicants for covered transit positions shall undergo urine drug testing prior to performance of safety-sensitive functions.

1. All offers of employment for covered positions shall be extended conditional upon the applicant passing a drug test. An applicant shall not be allowed to perform safety-sensitive functions unless the applicant takes a drug test with verified negative results.
2. An employee or volunteer shall not be placed, transferred or promoted into a position covered under FTA authority or company authority until the employee or volunteer takes a drug test with verified negative results.  
If an applicant fails a pre-employment drug test, the conditional offer of employment shall be rescinded and the applicant will be provided with a list of at least two (2) USDOT-qualified SAPs. **Failure of a pre-employment drug test will disqualify an applicant for employment for a period of at least one year.** Before being considered for future employment the applicant must provide the employer proof of having successfully completed a referral, evaluation and treatment plan as described in Section 655.62 of Subpart G. **The cost of the assessment and any subsequent treatment will be the sole responsibility of the applicant.**
3. When an employee being placed, transferred, or promoted from a non-covered position to a position covered under FTA authority or company

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- authority submits a drug test with a verified positive result, the employee shall be subject to disciplinary action in accordance with Section R herein.
4. If a pre-employment/pre-transfer test is cancelled, Douglas County will require the applicant to take and pass another pre-employment drug test.
  5. In instances where a FTA covered employee does not perform a safety-sensitive function for a period of 90 consecutive days or more regardless of the reason, and during that period is not in the random test pool the employee will be required to take a pre-employment drug test under 49 CFR Part 655 and have negative test results prior to the conduct of safety-sensitive job functions.
  6. Following a negative dilute the employee or volunteer will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
  7. Applicants are required (even if ultimately not hired) to provide Douglas County with signed written releases requesting USDOT drug and alcohol records from all previous, USDOT-covered employers that the applicant has worked for within the last two years Failure to do so will result in the employment offer being rescinded. *Douglas County* is required to ask all applicants (even if ultimately not hired) if they have tested positive or refused to test on a pre-employment test for a USDOT covered employer within the last two years. If the applicant has tested positive or refused to test on a pre-employment test for a USDOT covered employer, the applicant must provide Douglas County proof of having successfully completed a referral evaluation and treatment plan as described in Section 655.62 of Subpart G.

#### **M. REASONABLE SUSPICION TESTING:**

All Douglas County covered employees and volunteers will be subject to a reasonable suspicion drug and/or alcohol test when there are reasons to believe that the covered employee or volunteer has used a prohibited drug and/or engaged in alcohol misuse. Reasonable suspicion shall mean that there is objective evidence, based upon specific, current observations, that can be verbalized, of the employee's or volunteer's appearance, behavior, speech or body odor(s) that are consistent with possible drug use and/or alcohol misuse.

Reasonable suspicion referrals must be made by one or more supervisor(s) who are trained to detect the signs and symptoms of drug and alcohol use, and who reasonably conclude(s) that an employee or volunteer may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse. A reasonable suspicion alcohol test can only be performed just before, during or just after the performance of a safety-sensitive job function. A reasonable suspicion drug test can be performed any time the covered employee or volunteer is on duty.

***Douglas County shall be responsible for transporting the employee or volunteer to the testing site. Supervisors should avoid placing themselves and/or others into a situation that might endanger the physical safety of those present. Subject to the testing results, the employee or volunteer may be placed on leave pending***

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**the results of the drug test.** An employee or volunteer who refuses an instruction to submit to a reasonable suspicion drug/alcohol test shall not be permitted to finish his or her shift and shall immediately be considered to have refused the drug/alcohol test, **and therefore terminated from employment.**

A written record of the observations that led to a drug/alcohol test based on reasonable suspicion shall be prepared and signed by the supervisor making the observation prior to the release of the test results. This written record shall be submitted to the Douglas County management and shall be attached to the forms reporting the test results.

**When there are no specific, current, objective facts that can be verbalized, that indicate current drug or alcohol use, but the employee or volunteer (prior to being called for testing and who is not already a participant in a treatment program) admits the abuse of alcohol or other substances to a supervisor in his/her chain of command, the employee or volunteer shall be referred for an assessment and treatment. Douglas County shall place the employee or volunteer on leave in accordance with the provisions set forth under Section R-5 of this policy. Testing in this circumstance would be performed under the direct authority of Douglas County. Since the employee or volunteer self-referred to management, testing under this circumstance would not be considered a violation of this policy or a positive test result under FEDERAL authority. However, self-referral does not exempt the covered employee or volunteer from testing under Federal authority as specified in this policy or the consequences as specified in Section R-5.**

#### **N. POST ACCIDENT TESTING:**

**FATAL ACCIDENTS** - All covered employees will be required to undergo drug and alcohol testing if they are involved in an accident (See Section C, Definitions-Accident) with a transit vehicle regardless of whether or not the vehicle was in revenue service that results in a fatality. This includes all surviving covered employees and volunteers operating the vehicle at the time of the accident and any other covered employee or volunteer whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision.

**NON-FATAL ACCIDENTS** - A post-accident test of the employee/volunteer operating the public transportation vehicle will be conducted if an accident occurs and at least one of the following conditions is met:

- The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident.
- One or more vehicles incurs disabling damage as a result of the occurrence and must be transported away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident.

In addition, any other covered employee whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision, will be tested.

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As soon as practicable following an accident, as defined in this policy, the transit supervisor investigating the accident will notify the transit employee or volunteer operating the transit vehicle and all other covered employees and volunteers whose performance could have contributed to the accident of the need for the test. The supervisor will make the determination using the best information available at the time of the decision.

The appropriate supervisor shall ensure that an employee or volunteer, required to be tested under this section, is tested as soon as practicable, but no longer than eight (8) hours after the accident for alcohol and within 32 hours for drugs. If an alcohol test is not performed within two (2) hours of the accident, the supervisor will document the reason(s) for the delay. If the alcohol test is not conducted within eight (8) hours, or the drug test within 32 hours, attempts to conduct the test must cease and the reasons for the failure to test documented.

Any covered employee or volunteer involved in an accident must refrain from alcohol use for eight (8) hours following the accident or until he/she undergoes a post-accident alcohol test.

An employee or volunteer, who is subject to post-accident testing who fails to remain readily available for such testing including notifying a supervisor of his/her location if he or she leaves the scene of the accident prior to submission of such test, may be deemed to have refused to submit to testing.

Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident, or prohibit an employee or volunteer from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

In the rare event that Douglas County is unable to perform an FTA drug and alcohol test (i.e., employee is unconscious, employee is detained by law enforcement agency), Douglas County may use drug and alcohol post-accident test results administered by local law enforcement officials in lieu of the FTA test. The local law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with local law.

#### **O. RANDOM TESTING:**

All covered employees and volunteers will be subjected to random, unannounced testing. The selection of employees and volunteers shall be made by a scientifically valid method, such as a random number table or a computer-based random number generator, capable of randomly generating an employee/volunteer identifier from the appropriate pool of safety-sensitive employees and volunteers.

1. The dates for administering unannounced testing of randomly selected employees and volunteers shall be spread reasonably throughout the calendar year. Testing will be conducted on all days and during all hours that safety-sensitive functions are performed.

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2. The number of employees randomly selected for drug/alcohol testing during the calendar year shall be not less than the percentage rates set each year by the FTA administrator. The current year testing rates can be viewed online at <https://www.transportation.gov/odapc/random-testing-rates>.
3. Each covered employee and volunteer shall be in a pool from which the random selection is made. Each covered employee and volunteer in the pool shall have an equal chance of selection each time the selections are made. Employees and volunteers will remain in the pool and subject to selection, whether or not the employee or volunteer has been previously tested. There is no discretion on the part of management in the selection.
4. Covered transit employees and volunteers that fall under the Federal Transit Administration regulations will be included in one random pool which may include any other USDOT-covered employees and volunteer as long as the highest testing requirements are utilized.
5. Random test can be conducted at any time during an employee's or volunteer's shift for drug testing. Alcohol random tests can only be performed just before, during, or just after the performance of a safety sensitive duty. Testing can occur during the beginning, middle, or end of an employee's shift.
6. Employees and volunteers are required to proceed **IMMEDIATELY** to the collection site upon notification of their random selection. Failure to report to the testing site within a reasonable time frame as specified by Douglas County will constitute refusal to test.

**P. RETURN- TO- DUTY TESTING:**

**All covered employees and volunteers who test positive for drugs or alcohol will be terminated from employment. For employees who have referred themselves to a rehabilitation program, return to duty testing procedures are described in R, 4 .**

Douglas County will terminate the employment of any employee that tests positive or refuses a test as specified in this policy. However, in the rare event an employee is reinstated with court order or other action beyond the control of the transit system, the employee must complete the return-to-duty process prior to the performance of safety-sensitive functions. All covered employees who previously tested positive on a drug or alcohol test or refused a test, must test negative for drugs, alcohol (below 0.02 for alcohol), or both and be evaluated and released by the Substance Abuse Professional before returning to work. Following the initial assessment, the SAP will recommend a course of rehabilitation unique to the individual. The SAP will recommend the return-to-duty test only when the employee has successfully completed the treatment requirement and is known to be drug and alcohol-free and there are no undo concerns for public safety. The SAP will determine whether the employee or volunteer returning to duty will require a Return-to-Duty drug test, alcohol test, or both.

**Q. FOLLOW UP TESTING:**

**All covered employees and volunteers who test positive will be terminated from employment. For employees who have referred themselves to rehabilitation, follow-up testing procedures are described in R, 4.**

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Covered employees that have returned to duty following a positive or refused a test will be required to undergo frequent, unannounced drug and/or alcohol testing following their return-to-duty test. The follow-up testing will be performed for a period of one to five years with a minimum of six tests to be performed the first year. The frequency and duration of the follow-up tests (beyond the minimums) will be determined by the SAP reflecting the SAP's assessment of the employee's unique situation and recovery progress. Follow-up testing should be frequent enough to deter and/or detect a relapse. Follow-up testing is separate and in addition to the random, post-accident, reasonable suspicion and return-to-duty testing.

In the instance of a self-referral or a management referral, the employee will be subject to non-USDOT follow-up tests and follow-up testing plans modeled using the process described in 49 CFR Part 40. However, all non-USDOT follow-up tests and all paperwork associated with an employee's return-to-work agreement that was not precipitated by a positive test result (or refusal to test) does not constitute a violation of the Federal regulations will be conducted under company authority and will be performed using non-DOT testing forms.

#### **R. RESULTS OF DRUG/ALCOHOL TEST:**

- (1) Any covered employee or volunteer that has a verified positive drug or alcohol test with BAC of 0.04 or above, or refusal to test, will be removed from his/her safety-sensitive position. He/she will be terminated from employment, encouraged to seek out the available education and rehabilitation programs and will be provided with a list of at least two (2) USDOT-qualified Substance Abuse Professionals (SAPs).
- (2) Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
- (3) Refusal to submit to a drug/alcohol test shall be considered equivalent to a positive test result and a direct act of insubordination and shall result in termination and referral to a list of USDOT-qualified SAPs. A test refusal is defined as any of the following circumstances:
  1. Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer.
  2. Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
  3. Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
  4. In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
  5. Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.

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6. Fail or decline to take a second test as directed by the collector or the employer for drug testing.
  7. Fail to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER).
  8. Fail to cooperate with any part of the testing process.
  9. Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
  10. Possess or wear a prosthetic or other device used to tamper with the collection process.
  11. Admit to the adulteration or substitution of a specimen to the collector or MRO.
  12. Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
  13. Fail to remain readily available following an accident.
  14. As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.
- (4) An alcohol test result of  $\geq 0.02$  to  $\leq 0.039$  BAC shall result in the removal of the employee from duty for eight hours or the remainder of the work day whichever is longer. The employee will not be allowed to return to safety-sensitive duty for his/her next shift until he/she submits to a NONDOT alcohol test with a result of less than 0.02 BAC.
- (5) In the instance of a self-referral or a management referral, disciplinary action against the employee shall include:
- (a) Mandatory referral for assessment by an employer approved counseling professional for assessment, formulation of a treatment plan, and execution of a return-to-work agreement.
  - (b) Failure to execute, or remain compliant with the return-to-work agreement shall result in termination from Douglas County employment.
    - Compliance with the return-to-work agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test is negative; the employee is cooperating with his/her recommended treatment program; and, the employee has agreed to periodic unannounced follow-up testing. Follow-up testing will be performed for a period of one to five years with a minimum of six tests to be performed during the first year. The frequency and duration of the follow-up test, beyond the minimums, will be determined by the employer approved counseling professional.
  - (c) Refusal to submit to a periodic unannounced follow-up drug/alcohol test shall be considered a direct act of insubordination and shall result in termination.
  - (d) A self-referral or management referral to the employer's approved counseling professional that was not precipitated by a positive test result does not constitute a violation of the Federal regulations and will not be considered as a positive test result in relation to 49 CFR Part 40 or Part 655. All tests conducted as part of the return-to-work

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- agreement will be conducted under company authority and will be performed using non-DOT testing forms.**
- (e) **Periodic unannounced follow-up drug/alcohol tests conducted as a result of a self-referral or management referral, which results in a verified positive shall be considered a positive and will result in termination from employment.**
  - (f) **A voluntary referral does not shield an employee from the disciplinary action or guarantee employment with Douglas County.**
  - (g) **A voluntary referral does not shield an employee from the requirement to comply with drug and alcohol testing under the federal regulations.**
  - (h) **The cost of any treatment or rehabilitation services may be paid by the Employee Assistance Program (EAP), the employee's private insurance provider, or directly by the employee. The employee may be permitted to take accrued sick leave or paid or non-paid leave while in the rehabilitation program prescribed by the EAP. If the employee has insufficient accrued leave, the employee shall be placed on leave without pay until the EAP has determined that the employee has successfully completed the required treatment program and releases him/her to return to duty. Any leave taken,**
  - (i) **either paid or unpaid, shall be considered leave taken under the Family and Medical Leave Act.**

#### **S. PROPER APPLICATION OF THE POLICY:**

**Douglas County is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including termination.**

#### **T. INFORMATION DISCLOSURE:**

Drug/alcohol testing records shall be maintained by the Drug and Alcohol Program Manager and, except as provided below or by law, the results of any drug/alcohol test shall not be disclosed without express written consent of the tested employee or volunteer.

- (1) The employee or volunteer, upon written request, is entitled to obtain copies of any records pertaining to their use of prohibited drugs or misuse of alcohol including any drug or alcohol testing records. Covered employees and volunteers have the right to gain access to any pertinent records such as equipment calibration records, and records of laboratory certifications. Employees and volunteers may not have access to SAP follow-up testing plans.
- (2) Records of a verified positive drug/alcohol test result shall be released to the Drug and Alcohol Program Manager, Department Supervisor and Human Resources Manager on a need-to-know basis.



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- (3) Records will be released to a subsequent employer only upon receipt of a written request from the employee or volunteer.
- (4) Records of an employee's or volunteer's drug/alcohol tests shall be released to the adjudicator in a grievance, lawsuit, or other proceeding initiated by or on behalf of the tested individual arising from the results of the drug/alcohol test. The records will be released to the decision maker in the proceeding.
- (5) Records will be released to the National Transportation Safety Board during an accident investigation.
- (6) Information will be released in a criminal or civil action resulting from an employee's performance of safety-sensitive duties, in which a court of competent jurisdiction determines that the drug or alcohol test information is relevant to the case and issues an order to the employer to release the information. The employer will release the information to the decision maker in the proceeding with a binding stipulation that it will only be released to parties of the proceeding.
- (7) Records will be released to the DOT or any DOT agency with regulatory authority over the employer or any of its employees or volunteers.
- (8) Records will be released if requested by a Federal, state or local safety agency with regulatory authority over Douglas County, the employee or volunteer.
- (9) If a party seeks a court order to release a specimen or part of a specimen contrary to any provision of Part 40 as amended, necessary legal steps to contest the issuance of the order will be taken.
- (10) In cases of a contractor or sub-recipient of a state department of transportation, records will be released when requested by such agencies that must certify compliance with the regulation to the FTA.

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**U. SYSTEM CONTACTS:**

Any questions regarding this policy or any other aspect of the substance abuse policy should be directed to the following job titles or individual(s):

**Drug and Alcohol Program Manager:**

Name: Wendy Lang  
 Title: Human Resources Director  
 Address: 1594 Esmeralda Avenue, Minden, NV 89423  
 Telephone Number: 775-782-9860

**Designated Employer Representative:**

Name: Megan Everett  
 Title: Human Resources Coordinator  
 Address: 1594 Esmeralda Avenue, Minden, NV 89423  
 Telephone Number: 775-782-9860

**Medical Review Officer:**

Name: Carol A. Coats, M.D.  
 Title: Medical Review Officer  
 Address: 897 Ironwood Drive, Minden, NV 89423  
 Telephone Number: 775-782-1615

**Substance Abuse Professional:**

Name: Robert Harleson  
 Title: Substance Abuse Professional  
 Address: 129 Bell Street  
 Reno, NV 89502  
 Telephone Number: 925-639-2555

**Substance Abuse Professional:**

Name: Jo St. Peter, M.A.  
 Title: Substance Abuse Professional  
 Address: 421 W. Plumb Lane #C  
 Reno, NV 89509  
 Telephone Number: 775-786-1190

**Collection Site (Drug):**

Name: Carson Valley Medical Center  
 Address: 897 Ironwood Drive  
 Minden, NV 89423  
 Telephone Number: 775-782-1615  
 Fax Number: 775-782-1671

**Collection Site or STT/BAT (Alcohol):**

Name: Carson Valley Medical Center  
 Address: 897 Ironwood Drive  
 Minden, NV 89423  
 Telephone Number: 775-782-1615  
 Fax Number: 775-782-1671

**HHS Certified Lab Primary Specimen**

Name: MedTox Laboratory Inc  
 Address: 402 W. County Road D  
 St. Paul, MN 55112  
 Telephone Number: 800-832-3244

**HHS Certified Lab Split Specimen**

Quest Diagnostics  
 3 Giralda Farms  
 Madison, NJ 07940  
 Telephone Number: 973-520-2700

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**Attachment A  
Safety-Sensitive Positions**

**Job Classifications**

<b><u>Title</u></b>	<b><u>Job Duties</u></b>	<b><u>Testing Authority</u></b>
Van Driver	Operator	FTA/DART
Transportation Coordinator	Operator	FTA/DART
Senior Services and Public Transit Manager	Operatpr	FTA/DART

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## **Attachment B Alcohol Fact Sheet**

Alcohol is a socially acceptable drug that has been consumed throughout the world for centuries. It is considered a recreational beverage when consumed in moderation for enjoyment and relaxation during social gatherings. However, when consumed primarily for its physical and mood-altering effects, it is a substance of abuse. As a depressant, it slows down physical responses and progressively impairs mental functions.

### Signs and Symptoms of Use

- Dulled mental processes
- Lack of coordination
- Odor of alcohol on breath
- Possible constricted pupils
- Sleepy or stupor condition
- Slowed reaction rate
- Slurred speech

(Note: Except for the odor, these are general signs and symptoms of any depressant substance.)

### □ **Health Effects**

The chronic consumption of alcohol (average of three servings per day of beer [12 ounces], whiskey [1 ounce], or wine [6-ounce glass]) over time may result in the following health hazards:

- Decreased sexual functioning
- Dependency (up to 10 percent of all people who drink alcohol become physically and/or mentally dependent on alcohol and can be termed “alcoholic”)
- Fatal liver diseases
- Increased cancers of the mouth, tongue, pharynx, esophagus, rectum, breast, and malignant melanoma
- Kidney disease
- Pancreatitis
- Spontaneous abortion and neonatal mortality
- Ulcers
- Birth defects (up to 54 percent of all birth defects are alcohol related).

### □ **Social Issues**

- Two-thirds of all homicides are committed by people who drink prior to the crime
- Two to three percent of the driving population is legally drunk at any one time. This rate is doubled at night and on weekends.
- Two-thirds of all Americans will be involved in an alcohol-related vehicle collision during their lifetimes.
- The rate of separation and divorce in families with alcohol dependency problems is 7 times the average.
- Forty percent of family court cases are alcohol problem related.

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- Alcoholics are 15 times more likely to commit suicide than are other segments of the population.
- More than 60 percent of burns, 40 percent of falls, 69 percent of boating accidents, and 76 percent of private aircraft accidents are alcohol related.
- **The Annual Toll**
  - 24,000 people will die on the highway due to the legally impaired driver.
  - 12,000 more will die on the highway due to the alcohol-affected driver.
  - 15,800 will die in non-highway accidents
  - 30,000 will die due to alcohol-caused liver disease.
  - 10,000 will die due to alcohol-induced brain disease or suicide
  - Up to another 125,000 will die due to alcohol-related conditions or accidents.
- **The Annual Toll**
  - It takes one hour for the average person (150 pounds) to process one serving of an alcoholic beverage.
  - Impairment in coordination and judgment can be objectively measured with as little as two drinks in the body.
  - A person who is legally intoxicated is 6 times more likely to have an accident than a sober person.