



Standard Operating Procedure

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REPORTING PRE-EMPLOYMENT RESULTS PROCEDURE

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1.0 Purpose of Procedure

The purpose of this procedure is to ensure that DOT-FTA pre-employment drug testing is conducted prior to hiring a safety-sensitive employee, transferring an employee into a safety-sensitive position or bringing a safety-sensitive employee back to work after an extended leave.

2.0 Procedural Objective

The procedural objective is to establish a standard process for drug testing new hires, employees transferring into a safety-sensitive position and safety-sensitive employees returning to work from an extended absence and removed from the Random Pool are also subject to this policy.

3.0 Scope of Application

This standard operating procedure (SOP) provides practical guidance to the Designated Employer Representative (DER) on notifying the City of Detroit's HR Recruitment/Employee Services departments assigned to DDOT, the DOT-FTA pre-employment drug test results.

4.0 Definitions

CCF - Chain of Custody Form

Consortium (EScreen/Concentra Medical Compliance Administration-CMCA) -
A service agent who coordinates a variety of drug and alcohol testing services for DDOT

Drug and Alcohol Program Manager (DAPM) - An individual responsible for the implementation of the drug and alcohol testing program.

Designated Employer representative (DER) - An employee authorized by the employer to take immediate action(s) to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation processes.

DDOT - Detroit Department of Transportation

ePassport – An electronic barcoded drug and alcohol testing notification form used to authorize drug testing for safety-sensitive employees.

ES – Employee Services

FTA - Federal Transit Administration

HR - Human Resources

Random Pool Employee Listing – A list of safety-sensitive employees that the consortium uses to create a monthly random listing.

Safety-Sensitive Employee - A position in which a momentary loss of concentration, cognition, motor coordination, or spatial or temporal orientation can lead to serious injury, death to self, others, or substantial property loss.

4.0 Definitions (continued)

SAP – Substance Abuse Professional - The SAP has the knowledge and clinical experience in the diagnosis and treatment of drug and alcohol-related disorders.

Specimen Result Certificate – The electronic results uploaded by the consortium to EScreen.

5.0 Method (Process)

- 1) At the beginning of every month the DER will update and then send via email the “Removal of Safety Sensitive Employees from Random Pool Log” folder to the Employee Services team, it is password protected.
- 2) The Removal log will have names of employees who are out on leaves of absence, it will have the date the DER removed them from the Random Pool and the date of when their 90 days out of the pool are met.
- 3) If the employee was removed from the Random Pool listing and they are returning after the 90-day date, then the Employee Services Rep., will send the employee to the clinic to have a DOT-FTA pre-employment drug test and enter the employee’s name and other demographic information into the “DDOT’s Pre-employment Clinic Testing” Smartsheet.
- 4) An email will be sent from the Smartsheet to the DER/DAPM, notifying them of whose results to look for.
- 5) When the employee’s name is uploaded to the EScreen/CMCA site, with pending or final results, the DER will update “DDOT’s Pre-Employment Clinic Testing” Smartsheet with the information below:
 1. Update the “(DDOT OFC of Compliance Enter) Date of Drug test” column
 2. Update the “(DDOT OFC of Compliance Enter) Drug Test Results” column with the following status information from the drop-down menu, this information comes from the eScreen/CMCA portals: “Sent to the Lab, Received at the Lab, In Process with MRO Have applicant call 1-888-382-2084, Failed, Passed or Retest Needed.”

5.0 Method (Process) (continued)

- 6) If the status is “Failed”, type in the “Notes” column type “Cannot proceed with the Employment Process” and follow the steps in a positive test result.
- 7) If the status is “Retest Needed”, type in the “Notes” column what happened for example “The clinic did a NON-DOT drug test on _____, they should have done a Regulated (DOT-FTA) drug test.”
- 8) When the HR-Recruiting representatives enter in an applicant’s name and other demographic information into the Smartsheet, an email will be sent to the DER/DAPM, notifying them of who to look for results for.
- 9) The DER will then search the applicant’s name in the Violator’s log (to see if the applicant ever failed a drug test with DDOT within the last two years, if so then the DER will ask the Recruiter for the SAP information of the applicant and follow up with the SAP regarding documentation on whether the applicant was compliant or non-compliant with their treatment program and the supporting documentation (initial/final evaluations).
- 10) If the applicant has not failed before, then the DER will follow the same steps in numbers 5-7 to notify the recruiting team regarding applicant’s DOT-FTA pre-employment results.
- 11) The DOT-FTA pre-employment Specimen result certificate, CCF form and a copy of the ePassport (clinic authorization) form are electronically saved in the monthly pre-employment results folder for the current year.
- 12) The DER will then add the RTD employee back into the next month’s Random Pool listing. After the DER receives the new hire report, they will then add the new hire/transfer SSE employees to the next month’s Random Pool listing for the current year.

6.0 Supporting Form/Checklist

CCF
Consortium Portal (E-Screen/CMCA)
Specimen Results Certificate
ePassport (clinic authorization)
Random Pool Listing

7.0 Roles and Responsibilities

The DER will notify the City of Detroit HR-Recruiting and Employee Services teams via DDOT's Pre-employment Clinic Testing Smartsheet of the pre-employment drug test results.

8.0 Related Documentation

Removal of Safety Sensitive Employees from Random Pool Log
ePassport for Employee Services and Recruitment divisions

9.0 Authority/Regulation

FTA 49 CFR, Part 655.41
DDOT's Pre-Employment Clinic Testing Smartsheet
DDOT Drug and Alcohol Program Policy

10.0 Records

SOP will be stored electronically in a SOP SharePoint folder maintained by DDOT Administration and in the Office of Compliance electronic files.