

**Cardinal  
Surveys  
Company**

**Implementation Procedures For  
U.S. Department Of  
Transportation —  
Federal Highway Administration  
Drug Testing Program**



## TABLE OF CONTENTS

<b>I. INTRODUCTION .....</b>	1
<b>II. SCOPE .....</b>	1
A. EFFECTIVE DATE FOR DOT/FHWA TESTING .....	1
B. EMPLOYEES SUBJECT TO DOT/FHWA DRUG TESTING REQUIREMENTS .....	1
C. CIRCUMSTANCES REQUIRING DOT/FHWA DRUG TESTING .....	2
<b>III. PROCEDURES FOR COLLECTING OF URINE SPECIMEN .....</b>	3
A. IMPORTANCE OF SPECIMEN COLLECTION .....	3
B. SPECIMEN COLLECTION PROCEDURES .....	3
<b>IV. LABORATORY PRACTICES .....</b>	4
A. LABORATORY QUALIFICATIONS .....	4
B. SECURITY AND CHAIN OF CUSTODY .....	4
C. INITIAL TEST .....	4
D. CONFIRMATORY TEST .....	4
E. REPORTING RESULTS .....	5
F. RECORD RETENTION .....	5
G. STORAGE OF SPECIMENS .....	5
H. NIDA REPORTS .....	5
<b>V. THE MEDICAL REVIEW OFFICER .....</b>	5
A. MEDICAL REVIEW OFFICER QUALIFICATIONS AND FUNCTION .....	5
B. LABORATORY COMMUNICATION OF POSITIVE TEST RESULTS .....	5
C. REVIEW PROCESS BY THE MEDICAL REVIEW OFFICER .....	6
<b>VI. NOTIFICATION OF TEST RESULTS .....</b>	7
<b>VII. DISCIPLINARY ACTION .....</b>	7
<b>VIII. RECORD KEEPING REQUIREMENTS .....</b>	7
A. DRIVER QUALIFICATION FILE .....	7
B. ANNUAL SUMMARY .....	7
C. INDIVIDUAL TEST RESULTS .....	8
<b>IX. EMPLOYEE ASSISTANCE PROGRAM (EAP) .....</b>	8
<b>X. QUESTIONS ABOUT DOT DRUG TESTING .....</b>	8