

CONTROLLED SUBSTANCES AND ALCOHOL USE AND TESTING

Transport company program implementation checklist

- Do you have at least one person familiar with the controlled substances and alcohol testing requirements?
- Do you have written company policies and procedures describing your company's controlled substance and alcohol testing program and its implementation?
- Have you informed employees in writing of the company's substance abuse policy and its implementation?
- Have you provided educational materials relating to the effects of alcohol and controlled substance use and abuse to your affected employees?
- Have you identified which job positions need to be tested?
- Have you selected qualified personnel to implement and monitor your program?
- Does your program include testing for five prohibited substances: marijuana, cocaine, opiates, amphetamines and phencyclidine (PCP)?
- Have you established or contracted with a certified laboratory to analyze specimens?
- Have you designated a qualified alcohol-testing technician to conduct alcohol tests?
- Does your program include pre-employment controlled substance testing?
- Does your program include random, reasonable cause, post-accident, return to duty and follow-up testing for alcohol and controlled substances?
- Have you identified substance abuse professionals and rehabilitation resources for referral?
- Have you made arrangements for a minimum 60 minutes for controlled substance and 60 minutes for alcohol training for supervisors who are required to make reasonable suspicion determinations?
- Have you made record keeping and reporting provisions? Do they protect the right to privacy and prevent unauthorized release of test results?

For additional assistance contact:

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