

Checklist: Steps to Take After an Employee Violates Drug/Alcohol Regulations

Note: A violation includes a verified positive drug test result; confirmed breath alcohol test result of 0.04 or greater; on-duty alcohol use; pre-duty alcohol use; alcohol use following an accident; or refusal to test for any drug or alcohol test conducted under FAA regulation (14 CFR part 120). You MUST report all violations by an individual that holds a part 67 certificate to the FAA within 2 working days after the violation. You MUST report all refusals by any individual that holds a part 61, 63, and 65 certificate to the FAA within 2 working days after the violation. You may report a violation using our [sample forms](#).

GENERAL INFORMATION

Employee Name/ID or SSN:

Date of Birth:

Employee Mailing Address:

Safety-Sensitive Position Held or Applied For:

Is the applicant/employee certificated by the FAA under part 61, 63, 65 or 67? YES NO

Type of Violation:	Drug Positive	Alcohol Positive	Other (e.g., on-duty, pre-
	Drug Refusal	Alcohol Refusal	duty, following an accident)

Test Type:	Pre-Employment	Random	Reasonable Cause/Suspicion
	Post-Accident	Return-to-Duty	Follow-Up

Date of Violation:

Description of the Violation (including prohibited drug used or alcohol concentration):

ACTION CHECKLIST

Removed Employee from Safety-Sensitive Function

Date Removed:

Referred Employee/Applicant to Substance Abuse Professional

Date and Method of Referral (e.g., certified mail, e-mail, telephonic, etc.):

Reported Violation to Federal Aviation Administration (using our [sample forms](#))

Date Reported and Means of Transmission (e.g., verified mail, e-mail, fax, etc.):

Maintained Documentation of Violation (including CCF/ATF, supporting statements)

Name & Signature of Official Completing Form: