

SOUTHWEST REGION

1/23/02

SUBJ: AIR TRAFFIC DRUG AND ALCOHOL TESTING—POST ACCIDENT

1. PURPOSE. This order outlines Air Traffic Division responsibilities and procedures to be followed in drug and alcohol testing determinations relating to post-accident notification.

2. DISTRIBUTION. This order is distributed to the Regional Operations Center (ROC), Human Resource Management Division, Aerospace Medicine Division, branch level in the Air Traffic Division (ATD), all air traffic field facilities in the Southwest Region, and the NATCA/NAATS regional representatives.

3. CANCELLATION. Order SW 3910.4C, Drug and Alcohol Testing—Post Accident and/or as a Result of Operational Errors/Deviations, dated April 23, 1997, is canceled.

4. EXPLANATION OF CHANGES. The title and content of this order has been changed to reflect the removal of drug and alcohol testing determinations following operational errors/deviations not associated with a qualifying aviation accident. Also, hub managers are no longer ultimately responsible for all recommendations made to the division manager pertaining to drug and alcohol testing determinations on hub employees.

5. RESPONSIBILITIES.

a. The ATD manager is responsible for the final determination pertaining to post accident drug and alcohol testing. This responsibility is not redelegated to any level. The responsibilities and procedures outlined in this order are intended to ensure that accurate and sufficient information is available to the division manager, in a timely manner, so that this decision can be rendered.

b. The Quality Assurance Staff, ASW-505, is responsible for receiving preliminary information through the ROC on accidents, and for determining if the event requires a drug and alcohol testing determination according to the criteria established in Order DOT 3910.1, Drug And Alcohol-Free Departmental Workplace, and implemented by Order 3910.6. If this criteria is met, the ASW-505 specialist will contact the appropriate air traffic facilities to initiate action under this order. Additionally, the ASW-505 specialist is responsible (along with the ROC) for ensuring other affected Air Traffic Divisions have been notified.

c. Facility managers are responsible for ensuring that a timely and thorough investigation is conducted, that all pertinent data are considered, and that a facility recommendation pertaining to each affected employee is coordinated with the hub manager, if necessary, and forwarded to the division manager.

6. POST-ACCIDENT DRUG AND ALCOHOL TESTING PROCEDURES. Post-accident drug and alcohol testing shall be limited to employees whose job performance at or about the time of the event provides reason to believe that their performance may have contributed to the accident, or cannot be completely discounted as a contributing factor to the accident.

a. When the ROC receives a report of an aircraft accident involving an aircraft which was receiving services from an ARTCC, ATCT/TRACON, or AFSS within the Southwest Region at or just prior to the time of the accident, or has received a weather briefing pertinent to that flight within the past 24 hours, the ROC shall notify the ASW-505 specialist. If the ROC is unable to contact an ASW-505 specialist or supervisor, the ATD manager or designee will be contacted.

b. The ASW-505 specialist will discuss the accident with each potentially involved facility, request they determine if their facility had any contact with the aircraft and, if so, perform a review of air traffic control performance.

c. The facility will investigate the performance of each employee who was in contact with, or was otherwise involved with the aircraft/pilot, and formulate a specific recommendation pertaining to drug/alcohol testing based on each employee's actions. **THE AIR TRAFFIC MANAGER SHALL BE A PARTY TO THE PRELIMINARY REVIEW PROCESS.** Timely completion of this investigation is important, as strict deadlines exist for performing drug and alcohol testing. The results shall be forwarded to the ASW-505 specialist as soon as possible, but no later than 7 hours after the initial ROC notification.

d. Hub managers are responsible for providing hub support in the investigation, as necessary.

e. Once facts are gathered and facility recommendations prepared (coordinated with the hub manager, if applicable), the facility manager will contact the ROC for a conference with the ASW-505 specialist. The ASW-505 specialist will review the data with the facility manager to ensure all necessary steps to complete the preliminary investigation have been taken. Following this review, the ASW-505 specialist will include the ATD manager in the conference call, and the FACILITY MANAGER will make the recommendations to the ATD manager. When there is a decision to test, the ASW-505 specialist shall ensure the timely involvement of the Aerospace Medicine Division, ASW-300.

f. Documentation of the decision process will be completed by the ASW-505 specialist, signed by the ATD manager, and forwarded to the facility.

/s/ Douglas R. Murphy
Douglas R. Murphy
Manager, Air Traffic Division