

WESTERN-PACIFIC REGION

2/20/90

SUBJ: GUIDANCE FOR NOTIFICATION OF POSITIVE RANDOM DRUG TEST RESULTS

1. PURPOSE. This order describes and implements a Regional procedure for coordination within the Western-Pacific Region the handling of a positive report from the DOT Testing Laboratory.
2. DISTRIBUTION. This order is distributed to all supervisors in the Western-Pacific Region.
3. ACTION.
 - a. The Regional Drug Program Coordinator (DPC), AWP-16B4, is designated to receive all reports for random testing for the Western-Pacific Region. Upon receipt of a positive random drug test report, the DPC will immediately notify the Medical Review Officer (MRO). Since a positive test result does not automatically identify an employee as an illegal drug user, the MRO will undertake an investigation of an alternate medical explanation for a positive test result.
 - b. The Employee Assistance Manager is notified by the DPC that a positive test result has been received.
 - c. The DPC will then notify the appropriate operating elements regarding the receipt of a positive test result, and that a MRO review is in progress. This preliminary notification serves as the basis for removing employees from safety-related positions pending verification of the positive test.
 - d. As the Region's Focal Point of Contact, the Manager, Human Resource Management Division, AWP-10 will also be notified that a positive test result has been received. As the focal point of contact for all drug related matters with the Western-Pacific Region, AWP-10 will be responsible for alerting AWP-1 of the positive test result, and that a medical review is in process to determine the validity of the test result.
 - e. The MRO will provide a written determination to the DPC upon completion of the medical review. Upon receipt of the MRO's confirmation of a positive test result, the DPC will notify the EAP Manager, appropriate operating element, AWP-10, AWP-16, and AWP-700.
4. BACKGROUND. DOT Order 3910.1 requires that notification procedures be consistent throughout the various modal administrations. This order is intended to ensure that the utmost consistency is maintained in the Western-Pacific Region.

Distribution: A-X-5; A-FOF-0 (Supv)

Initiated By: AWP-16

5. INFORMATION.

a. The flow chart shown in Appendix 1 depicts our communication and contact flow.

b. Substance abuse cases are very sensitive matters and as such must be handled on a need to know basis only.

c. Any questions regarding these procedures should be referred to AWP-10 or AWP-16.



Handwritten signature of Jerold M. Chavkin, consisting of a stylized 'J' and 'C' followed by a long horizontal stroke.

Jerold M. Chavkin
Regional Administrator

APPENDIX 1

CHAIN OF CONTACT FOR NOTIFICATION OF POSITIVE DRUG TEST RESULTS

