

Non-Regulated Post-Accident Testing Protocol

This protocol applies to:

- all TDP employees, and
- CDL employees IF they are not performing DOT safety-sensitive functions (i.e. operating a vehicle that requires a CDL) at the time of the accident

Post-accident testing for non-DOT covered employees may be initiated if the accident or unsafe practice meets the criteria below:

Accident or Unsafe Practice Testing - Employees involved in on-the-job accidents or who engage in unsafe on-duty or job-related activities that pose a danger to others or the overall operation of the agency may be subject to testing. Based on the circumstances of the accident or unsafe act, the DER may initiate testing when there is:

- 1) Evidence of an unsafe practice.
- 2) Significant damage to property.
- 3) Careless operation of a vehicle.
- 4) Significant injury to persons.
- 5) A pattern of erratic incidents.

Protocol to initiate a post-accident test:

1. Determine if a supervisor will accompany the employee to the testing site
2. Follow eScheduling protocol to create a testing authorization form called an ePassport.
 - a. Select non-DOT for test type, mark box for both a drug test and breath alcohol test.
 - b. Reminders: Email a copy of the form to mroteamD@disa.com during the online process. Make sure that you add the agency's location in the "Additional Notes" section on the ePassport so the test will be reported and invoiced properly.
 - c. Provide applicant with a copy of the ePassport
 - i. There is no need to provide a kit or CCF to the applicant unless a collection site was selected that isn't capable of creating an electronic form (eCCF) – they are marked in red online.
3. Cover the following with the supervisor and/or employee
 - a. Instructions on the location of the local area collection facility.
 - b. Inform them they need to present the ePassport to the collection facility upon arrival so the collection facility will know exactly what to do.
 - c. Be sure they are aware that once they present themselves at the collection site and begin the collection process they cannot leave until the collection process is completed or it may be a refusal to test.

Reminders:

- Follow the protocol below for time frames to complete the testing

- Alcohol testing – within 2 hours if possible but up to 8 hours. Cease attempts after 8 hours. If the alcohol test could not be completed within 2 hours or 8 hours, prepare and maintain on file a record stating the reason a test was not promptly administered.
- Drug testing – within 32 hours. If the drug test could not be completed within 32 hours, prepare and maintain on file a record stating the reason a test was not promptly administered.