

# 2023 MDT Workshop – Lewistown Sept 20 – 21, 2023

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## Drug and Alcohol updates:

- Starting FY24 – put all your Drug and Alcohol information in the BlackCat resources for your agency. Please include the following:
  - Drug and Alcohol current policy.
  - Medical Review Officer – Copy of **current** Certification – non-expired.
  - Urine/oral Collectors and BAT's – **current** training documentation, or certificates – non expired.
- FTA Requirements for record retention: *Other than 2 Years: Education and Training records, and 5 Years: Annual MIS reports - see following bullet.* **ALL** of the following BlackCat resource files **MUST** be redacted. Your private files **MUST** remain non-redacted.
  - 1 Year: Negative drug test results.  
Alcohol test results less than 0.02.
  - 2 Years: Education and training records (non-redacted).  
Records related to the alcohol and drug collection process.
  - 3 Years Previous employer records.
  - 5 Years: Annual MIS reports (non-redacted).  
Employee evaluation and referrals to SAPs.  
Follow-up tests and follow-up schedules.  
Refusals to test.  
Alcohol test results 0.02 or greater.  
Verified positive drug test results.
- 2 Years: Education and Training records:
  - **Employee training:** Employer complies with the FTA 49 CFR 655.14 - employee education and training requirements, including: 1. Displaying and distributing drug and alcohol informational material. 2. Providing and documenting 60 minutes of employee drug awareness training. 3. Not requiring employees to sign drug and alcohol testing consent forms, except the required "prior employer" records release forms.
  - **Supervisor training:** Supervisor and/or other company officers authorized by the employer to make reasonable suspicion determinations shall receive at least 60 minutes of training on the physical, behavioral, and performance indicators of probable drug use and at least 60 minutes or training on the physical, behavioral, speech, and performance indicators of probably alcohol misuse.