



## Standard Operating Procedure

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### **POST-ACCIDENT TESTING REPORTS/RESULTS PROCEDURE**

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#### **1.0 Purpose of Procedure**

The purpose of this procedure is to ensure that the Office of Compliance DER gathers the required documents as it pertains to Post Accident Drug and Alcohol testing and to ensure that the decision maker made the best decision at the time at the scene of the accident.

#### **2.0 Procedural Objective**

The procedural objective is to establish a process for the Office of Compliance DER regarding how to obtain the documentation required for post-accident drug and alcohol testing.

### **3.0 Scope of Application**

This standard operating procedure (SOP) provides practical guidance to the Office of Compliance DER who will coordinate with the Operations division and the clinic in order to obtain required documentation for post-accident reporting and drug/alcohol testing as per FTA 49 CFR Part 655.44 for safety-sensitive employees and per the DDOT Drug and Alcohol Program Policy non-safety-sensitive employees involved in an accident while on duty.

### **4.0 Definitions**

ATF – Alcohol Testing Form

BAT - Breath Alcohol Test

CCF - Chain of Custody Form

CMCA – Concentra Medical Compliance Administration (consortium)

Consortium - A service agent who coordinates a variety of drug and alcohol testing services for DDOT.

DAPM – Drug and Alcohol Program Manager

DER - Designated Employer Representative

DDOT - Detroit Department of Transportation

DOT – Department of Transportation

ePassport – an electronic clinic authorization with a barcode (this can be electronic or a generic/manual ePassport)

eScreen/CMCA – Online portals where the drug and alcohol results are uploaded

PADM – Post Accident Decision Making Form

RCO – Regulatory Compliance Officer

#### **4.0 Definitions (continued)**

Safety-Sensitive employee (SSE) - A position in which a momentary loss of concentration, cognition, motor coordination, or spatial or temporal orientation can lead to serious injury, death to self, others, or substantial property loss.

Specimen Result Certificate – Electronic results from the urine specimen or results from the BAT

STSI – Senior Transportation Service Inspector (Road Supervisor)

#### **5.0 Method (Process)**

- 1) When an employee (safety-sensitive/non-safety-sensitive) is involved in an accident while on duty they must be transported to the clinic for drug and alcohol testing when the accident falls under either of the testing thresholds below:

**DOT-FTA:** Fatality, Medical assistance is needed away from the scene or disabling damage which causes vehicle to be towed.

**NON-DOT:** Hitting a stationary object

- 2) The DER/DAPM will receive via email, a notification that either a drug or alcohol result has been uploaded into the CMCA portal, the DER will login using their username and password, to view the results.
- 3) Once on the CMCA website, the DER will also attempt to obtain the clinic authorization (ePassport) by clicking on the Scheduling drop down menu and then clicking on the find/edit drop down menu and search the name of the employee and then reprint the ePassport by saving it in the PADMS folder.
- 4) If the ePassport does not come up, then a generic ePassport was probably used, the DER will email the Clinic Center Director and Clinic Assistant Center Director of the particular clinic that the employee was taken to and ask them to email a copy to the DER/DAPM. Once it is emailed back, the DER will save it in the PADMS folder.

## **5.0 Method (Process) (continued)**

- 5) The DER will then update the DDOT DOT-FTA MIS Data Collection Smartsheet for the current year. This log allows the DER to track/keep up with if anything is missing i.e., results or any corrections needed, etc.
- 6) Once the results are released/uploaded into the eScreen/CMCA portals, the DER will then review/save the results (specimen results certificates and the corresponding CCF and ATF) in the PADMS folder current year, current month and either in the DOT-FTA, NON-DOT or Cancelled Tests folders.
- 7) To get the actual post-accident report, the DER/RCO will access the Clever CAD system- Management Tool – Incidents – Operator Name – Look for the date of the accident and open that particular PADM; the DER will download and save the PADM in the PADMS folder and in the current year, current month and either in the DOT-FTA, No Test Needed or NON-DOT folders under the employees name.
- 8) For the Accident Pictures, look in the same report in step 7, at the bottom of the report, download and save the pictures to PADMS folder and copy and paste to the DDOT DOT-FTA MIS Data Collection Smartsheet.
- 9) If the drug and alcohol results are negative, then all documentation will be saved electronically as per the normal process in the PADMS folder. If either result is positive, then the DER will follow the steps in the Positive results reporting SOP.
- 10) If the accident did meet the DOT-FTA testing thresholds and the correct drug and alcohol test was done, then the DER will just electronically file the ePassport, PADM and results together as per their normal process in the PADMS folder.
- 11) If the accident did not meet the FTA/DDOT testing thresholds or the incorrect drug and alcohol test was done, then the DER will investigate if the error was done by the clinic or by the STSI.

## **5.0 Method (Process) (continued)**

- 12) **Clinic error:** The DER will email the clinic's Center Director/Asst. Center Director telling them the error and have them do an affidavit, indicating what was done incorrectly and how the error will be corrected in the future. The clinic will then email the completed affidavit back to the DER and the DER will save the affidavit into the affidavit folder.
- 13) If the Road Supervisor made the error, then the DER will follow-up with the Road Supervisors Superintendent via email to have them investigate and provide an explanation as to what happened.

## **6.0 Supporting Form/Checklist**

Drug or Alcohol ePassport  
Post-Accident Decision Making Forms – Blank  
Drug and Alcohol Program Policy

## **7.0 Roles and Responsibilities**

The DER will act as a gatekeeper for the post-accident decision making forms and drug and alcohol results as per FTA 49 CFR Part 655.44 for safety-sensitive employees and per the DDOT Drug and Alcohol Program Policy for Non-safety-sensitive employees and/or NON-DOT post-accidents.

## **8.0 Related Documentation**

ATF, BAT, CCF  
Consortium Online Portal (eScreen/CMCA)  
Specimen Result Certificates  
Blank Test Collection Site Affidavit Forms  
Post-Accident Decision Making Folder

## **9.0 Authority/Regulation**

FTA 49 CFR Part 655.44  
DDOT Drug and Alcohol Program Policy

## **10.0 Records**

This policy is kept electronically in DDOT's SharePoint Folder for Standard Operating Procedures and in the Office of Compliance Drug and Alcohol SharePoint folder.