

Referral Source Information (For Compliance Purposes)

Company Name: _____ Phone: _____

Safety Manager/Designated Employer Rep. (DER): _____

Third Party Administrator (TPA): American Drug Testing

Medical Review Officer (MRO): _____ Phone: _____

Date:

Employee Referred:

You have been denied safety-sensitive employment or have been removed from safety-sensitive duty as a result of a recent positive drug/alcohol screen. As a result, you are in direct violation of U.S. Department of Transportation (DOT) Regulation 49 CFR Part 40. **This violation has officially disqualified you from performing safety-sensitive duties.**

Any employer required to comply with Department of Transportation (DOT) regulations must provide an employee who violates a DOT drug and alcohol regulation, including an employee who registers a verified positive drug or alcohol test result, with a listing of qualified Substance Abuse Professionals (SAPs), regardless of whether or not the employee is terminated or denied employment by his/her employer. This responsibility may be deferred to a Service Agent. See 49 CFR Part 40, Sub. O, Sec. 40.287.

American Substance Abuse Professionals, Inc. (ASAP), our dedicated Service Agent, is a nationwide provider of Substance Abuse Professional (SAP) services and will provide you with a list of names, addresses and phone numbers of local, qualified Substance Abuse Professionals. Call **888-792-2727** and select **Option 1** to speak with an **ASAP** representative.

You may become eligible to obtain safety-sensitive employment or perform safety-sensitive duties only after you have met the following conditions:

1. A Substance Abuse Professional (SAP), as defined by DOT Drug and Alcohol Testing Regulation, 49 CFR Part 40, must evaluate you. You must actively seek, enroll in, and complete the assistance that is recommended by your SAP. You must then meet with your SAP and participate in a follow-up evaluation wherein the SAP will determine whether or not you have complied with all recommendations. If you are found to be in full compliance, the SAP will make recommendations for your return to duty. This will include a follow-up drug and/or alcohol-testing plan that must be followed.
2. Once return-to-work eligibility is established, you must also provide a negative sample on a return-to-duty test (for drugs and/or alcohol).

Per DOT Regulation, your SAP's recommendations prevail and can be changed only by that SAP. DOT Regulations do not allow for a second SAP opinion. Should you disagree with your SAPs recommendations and decide to obtain an evaluation from a different SAP, the original SAP is authorized to report that you did not comply with the original recommendation(s).

Until **all** requirements are met, you will not be eligible to perform DOT safety-sensitive duties for any employer. Violators are subject to substantial fines and penalties if found to be operating in a safety-sensitive capacity without having first completed a DOT qualified SAP program.