

DISCUSS SAFETY CONCERN WITH EMPLOYEE

- Discuss face-to-face and in private.
- Keep a safe distance.
- Inquire and observe.
- Express concern for both the employee and public safety.
- Refer to regulation/employer's policy.
- Describe observations that prompted concern.
- Stick to objective facts; avoid feelings, hunches, or beliefs.
- Explain the need for the test.
- Focus on performance, not personal.
- Be respectful.
- Be brief and to the point.
- Protect employee's confidentiality.

DO NOT

- Be confrontational or argumentative
- Solicit a confession
- Diagnose an employee as having a problem
- Accuse an employee of illegal drug use

For additional information, please refer to 49 CFR Parts 655.14(b)(2) and 655.43

FTA REASONABLE SUSPICION

Employer must conduct a drug and/or alcohol test when a qualified supervisor/company official has reasonable suspicion to believe that a covered employee has engaged in prohibited drug use and/or alcohol misuse.

DETERMINATION

Reasonable Suspicion test determination must:

- Be made by a single authorized and trained supervisor/company official
- Be based on a specific observation made by the supervisor/company official concerning:
 - Appearance
 - Behavior
 - Body Odor
 - Speech
- Be made immediately following the observation
- Be documented as soon as possible

If alcohol testing is delayed more than **2 hours** since the initial observations, document the reason for the delay. If alcohol testing is delayed more than **8 hours**, cease attempts to conduct the test and document the reason for the delay.

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