

# City of San Antonio

## Alcohol & Controlled Substances Testing Process

### Frequently Asked Questions (FAQs)

**Q: *What is COSA's policy regarding drug and alcohol use in the workplace?***

A: AD 4.3 Alcohol and Controlled Substances Testing establishes a zero-tolerance policy for which termination of employment will result from positive drug or alcohol test results.

**Q: *Who is required to undergo alcohol, drugs or controlled substance testing?***

A: **Random Testing:** Primary Drivers are required to participate in random testing when selected.

**Post-Accident Testing:** COSA employees whose accident results in bodily injury requiring immediate medical treatment away from the scene; or one or more vehicles incur disabling damage as a result of the accident; or involve the striking of a pedestrian; or the loss of human life; or a citation is issued to the COSA employee; and as required per department policy as applicable.

**Reasonable Suspicion Testing:** COSA employees who manager/supervisor believes they are under the influence when reporting to work or during the work shift.

**Q: *Who are COSA primary drivers?***

A: Primary Drivers are employees whose essential job functions require the operation of COSA equipment or routinely drive an average of 150 miles per week. CDL drivers and employees who are authorized to take home COSA vehicles are also considered primary drivers.

**Q: *How are employees selected for random testing?***

A: CDL and non-CDL Random Rosters are generated through an automatic process in SAP's database based on DOT annual requirements. Currently, DOT requires a minimum drug testing rate of 50% and an alcohol testing rate of 10%. The frequency and number of non-CDL primary drivers will be determined in accordance with budgetary allowance each year. The CDL and non-CDL primary drivers' random pools shall not be comingled.

**Q: *How are employees notified for testing?***

A: Every employee should be discreetly notified and tested in strict confidence.

**Q: *How soon do I have to random test once I have been notified by my supervisor?***

A: Once employee has been notified that they have been selected for Random Drug Testing, employee is required to report to COSA's contracted Occupational Health Clinic (OHC) within two hours of notification. For a vehicle post-accident or a reasonable suspicion test, employees will be immediately escorted to the testing facility by their supervisor (or a designee).

**Q: *Where do employees report to have an alcohol, drugs and controlled substance testing conducted?***

A: Employees may be escorted by their supervisor to COSA's OHC during normal business hours from 8 a.m. to 5 p.m. to:

Concentra Medical Group  
400 E. Quincy  
San Antonio, Texas  
Monday-Friday 8 a.m. to 6 p.m. 210-472-0211

After Normal Business Hours:

Employees can be tested through RediTesting Labs at 210-340-9992 or 210-784-8787 and select "emergency services" when prompted.

**Q: *What if a selected employee is unavailable during the selection cycle (legitimate extended absence, long-term illness, etc.)?***

A: Employees who have a legitimate absence will not be required to test unless they return to work during the testing cycle. The Employee Relations representative will notify the Office of Risk Management via email as to the unavailability of the selected employee.

**Q: *What is a testing cycle?***

A: The selected period for testing.

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**Q: What if an employee is selected for testing, but does not receive notice?**

A: The employee will be tested during his or her next shift within the same testing cycle.

**Q: Can an employee be excluded because of business needs?**

A: No employee shall be excused from testing because of operational difficulties.

**Q: What is considered a refusal to test?**

A: There are numerous ways to be considered to have refused a test. Some examples are listed below. For a complete list, refer to 49 CFR Part 40 Subpart I and Subpart N.

- Failure to appear and remain for any test after being directed to do so by your employer.
- Failure to provide an adequate specimen or breathe sample for any test required by federal regulations without an adequate medical explanation.
- Failure to cooperate with any part of the testing process.

**Q: What if an employee is unable to provide a sufficient breathe sample?**

A: If the employee is unable to provide an adequate breath sample, the employee may be afforded a second opportunity to blow into the testing device, by the technician.

**Q: What happens if an employee is unable to provide a sufficient specimen sample?**

A: The employee will be given up to three (3) hours to provide a sufficient specimen sample. During this time the employee is highly encouraged to drink plenty of fluids. If an employee is unable to provide a sufficient specimen after three (3) hours, the random test process ends. The employee will be given a medical evaluation by the Occupational Health Clinic (OHC), to determine if a medical condition exist that precludes the employee from providing a sufficient specimen sample, also known as a “shy bladder” evaluation. The employee should notify the OHC of a medical reason she/he was not able to provide a sufficient specimen sample. The medical evaluation will be conducted while at Concentra for random testing. If RediTesting Labs conducted the test, employee will be scheduled for medical evaluation at Concentra within five (5) days after the random test. Once Medical Review Officer (MRO) has reviewed the employee’s evaluation results, the MRO will make a final determination and inform ORM. Failure to provide a sufficient specimen sample, without the required medical verification, will result in a Refusal to Test, which will result in the same consequence as a positive test result, resulting in termination.

**Q: How does an employee learn of a positive BAT result?**

A: Positive BAT results are shared immediately with the supervisor and the employee at the OHC. The OHC will then notify Risk of a positive BAT and Risk will notify HR.

**Q: How does an employee learn of a positive drug screen?**

A: The Medical Review Officer (MRO) contacts the employee upon an initial positive result to discuss any prescriptions or medications that could have caused a false positive; therefore, the employee has some inclination the test result will be positive. Once the MRO concludes a positive drug screen, the OHC notifies Risk who notifies HR.

**Q: Where do employees who work second shift go for testing?**

A: RediTesting Labs is contracted to conduct testing for employees whose work shift begins after 5pm. The employee’s supervisor will contact RediTesting Labs at 210-340-9992 or 210-784-8787 and select “emergency services” when prompted to schedule testing.

**I have read the above information and understand my responsibility in the Random Test process.**

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
SAP#

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date