

DAC Bulletin #3
Notice to FAA of Improper Substance Testing

The Agency must utilize proper procedures when conducting substance testing. As such, it is imperative that the Union immediately notifies the Agency whenever a problem with substance testing occurs. The DAC advises Facility Representatives to use the template below when a substance testing violation occurs at the local level. If the Agency fails to remedy the violation after being notified, please contact your RVP/ARVP.

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Dear [Insert Name of Site Coordinator]:

During substance testing that occurred today at [Insert Facility Identifier], the Union became aware that the following violation(s) of the Collective Bargaining Agreement, DOT Order 3910.1, DOT Drug and Alcohol Testing Guide, FAA Site Coordinator Handbook, and/or Government-wide regulation took place: [Insert a brief description of the violation(s)].

As a result of this violation(s), it is hereby requested that the Agency destroy the sample(s) in question prior to the collector leaving the facility.

Sincerely,
[Insert Your Name]

Received By: _____

cc. [Insert Name of Facility ATM]