

Drug and Alcohol Definitions

HROI – Human Resources Operating Instructions

HRPM – Human Resources Policy Manual

Last Chance Agreement (LCA): A LCA includes pertinent information that clearly defines the terms and conditions of the employee's employment and that failure to comply will result in the implementation of a disciplinary/adverse action. The LCA is developed and monitored by the responsible management official. Only the management official may make changes to the LCA.

Treatment and Rehabilitation Plan (TRP): The TRP includes a diagnosis, the employee's clinical status and the treatment and rehabilitation requirements that must be followed. The FAA affords an employee only one opportunity to enter and successfully complete an FAA EAP approved and monitored TRP. The TRP is developed and monitored by the EAP, in conjunction with the AAM flight surgeon. Only EAP or AAM may make changes to the TRP.

Triggering Event: This is behavior that proves to be a violation of an employee's LCA or TRP that results in the implementation of the disciplinary/adverse action that had been held in abeyance.

Canceled test. In drug testing, a drug test that has been declared invalid by the Medical Review Officer (MRO). A canceled test is neither a positive nor a negative test. A sample that has been rejected for testing by the laboratory is treated the same as a canceled test. In alcohol testing, a test which has been declared invalid under this order. It is neither a positive nor a negative test.

Chain of Custody. Refers to the process used to document the handling and storage of a specimen.

Collector. A person who instructs and assists individuals in the urine collection process and who receives and makes a screening examination of the urine specimen provided by those individuals. The collector shall also initiate the chain of custody documentation and ship the urine specimen to the laboratory. A collector must have successfully completed training to carry out this function.

Confirmation (or Confirmatory) test. In drug testing, a second analytical procedure to identify the presence of a specific drug or metabolite that is independent of the screening test and that uses a different technique and chemical principle from that of the screening test in order to assure reliability and accuracy. (Gas chromatography/mass spectrometry (GC/MS) is the only authorized confirmation method for cocaine, marijuana, opiates, amphetamines, and phencyclidine.) In alcohol testing, a second test, following a screening test with a result of 0.02

or greater, that provides quantitative data of alcohol concentration, on an evidential breath testing device.

Covered employee (TDP). Any DOT employee who occupies a safety- or security-sensitive position (also called Testing Designated Position (TDP)) as provided in the Appendix.

Drug-only TDPs. E.O. 12564 requires drug testing of safety- and security-sensitive positions throughout all OAs within DOT.

Drug and alcohol TDPs. The Act requires drug and alcohol testing for FAA employees whose duties include responsibility for safety-sensitive functions and for any other DOT employee whose position requires a CDL. The Act does not mandate drug and alcohol testing for other safety-sensitive employees outside FAA, or for any security-sensitive employees within DOT.

Non-TDPs. All positions that are not designated as TDPs are designated as non-TDPs. E.O. 12564 permits drug testing of employees in positions other than safety- and security-sensitive positions throughout the Federal government

Illegal Drug Use. The use of illegal drugs as described in this Order includes abuse of legally prescribed drugs. This abuse, if any, will be determined by the MRO.

Dilute Specimen. A urine specimen with creatinine and specific gravity values that are lower than expected for human urine. A negative dilute test result is treated as negative test.

Evidential breath testing device (EBT). A breath testing device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath and placed on NHTSA's "Conforming Products List of Evidential Breath Measurement Devices" (CPL).

Not ready for duty. The status of an employee with an alcohol concentration equal to or greater than 0.02, but less than 0.04, on the confirmation test.

Performing a safety-sensitive function. An employee is considered to be performing a safety-sensitive function during any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

Refusal to submit to testing. An employee is considered to refuse to submit to testing if he or she:

- fails to provide adequate urine for drug testing without a valid medical explanation after he or she has received notice of the requirement for drug testing in accordance with this order;
- fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing in accordance with this order; or,
- engages in conduct that clearly obstructs the testing process, including but not limited to, failure to report to the testing or collection site, or attempts to alter, adulterate, or substitute a urine specimen.
- Refusal to enter or successfully complete a substance abuse rehabilitation program.