

**CHAPTER 22**  
**CONTROLLED SUBSTANCES AND ALCOHOL USE TESTING**

**REVISED APRIL 2009**

**TABLE OF CONTENTS**

<u>GENERAL</u> .....	22-3
<u>CLASSROOM TRAINING</u> .....	22-3
<u>FIELD HANDS-ON TRAINING</u> .....	22-6

THIS PAGE INTENTIONALLY LEFT BLANK

## CHAPTER 22

### CONTROLLED SUBSTANCES AND ALCOHOL USE TESTING

1. GENERAL. This chapter addresses controlled substances and alcohol use testing (CSAT) inspection training.

2. CLASSROOM TRAINING.

a. Prior to conducting “hands-on” CSAT carrier inspections, the Motor Carrier Specialist Training Officer shall:

(1) Direct the trainees to review the following references. Adequate time should be provided for the segment of this training.

(a) Authorities.

1 Section 34501(a) California Vehicle Code (VC), Regulate Motor Carriers.

2 Section 34520(b) VC, Inspection by the Department.

(b) Policies and Procedures.

1 Highway Patrol Manual 84.1, Chapter 1, Policy.

2 Highway Patrol Manual 84.1, Chapter 3, Field Activity and Activity Inspection Reports.

3 Highway Patrol Manual 84.1, Chapter 14, Controlled Substances and Alcohol Testing.

(c) Vehicle Code.

1 Division 14.8. Safety Regulations.

a Section 34520 VC. Motor Carriers and Drivers: Controlled Substances and Alcohol Use Testing.

(d) Title 49, Code of Federal Regulations (49 CFR), Chapter III, Federal Motor Carrier Safety Administration.

1 Part 40 - Procedures for Transportation Workplace Drug Testing Programs.

- a Subpart A - Administrative Procedures.
- b Subpart B - Employer Responsibilities.
- c Subpart C - Urine Collection Personnel.
- d Subpart D - Collection Sites, Forms, Equipment and Supplies Used in Department of Transportation Urine Collections.
- e Subpart E - Urine Specimen Collections.
- f Subpart F - Drug Testing Laboratories.
- g Subpart G - Medical Review Officers and the Verification Process.
- h Subpart H - Split Specimen Tests.
- i Subpart I - Problems in Drug Tests.
- j Subpart J - Alcohol Testing Personnel.
- k Subpart K - Testing Sites, Forms, Equipment and Supplies Used in Alcohol Testing.
- l Subpart L - Alcohol Screening Tests.
- m Subpart M - Alcohol Confirmation Tests.
- n Subpart N - Problems in Alcohol Testing.
- o Subpart O - Substance Abuse Professionals and the Return-to-Duty Process.
- p Subpart P - Confidentiality and Release of Information.
- q Subpart Q - Roles and Responsibilities of Service Agents.
- r Subpart R - Public Interest Exclusions.

(e) Title 49 Code of Federal Regulations (CFR), Chapter III, Federal Motor Carrier Safety Administration.

- 1 Part 382 - Controlled Substances and Alcohol Use Testing.
  - a Subpart A - General.

- b Subpart B - Prohibitions.
- c Subpart C - Tests Required.
- d Subpart D - Handling of Test Results, Record Retention, and Confidentiality.
- e Subpart E - Consequences for Drivers Engaged in Substance Use-Related Conduct.
- f Subpart F - Alcohol Misuse and Controlled Substances Use Information, Training and Referral.

(f) Title 49 Code of Federal Regulation (CFR), Chapter VI, Federal Transit Administration.

1 Part 655 - Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations.

- a Subpart A - General.
- b Subpart B - Program Requirements.
- c Subpart C - Prohibited Drug Use.
- d Subpart D - Prohibited Alcohol Use.
- e Subpart E - Types of Testing.
- f Subpart F - Drug and Alcohol Testing Procedures.
- g Subpart G - Consequences.
- h Subpart H - Administrative Requirements
- i Subpart I - 5 Certifying Compliance.

- b. Discuss the referenced material with the trainees.
- c. Schedule inspections consistent with this category.
- d. Review carrier profiles with the trainees.
- e. Review carrier and industry operating practices with the trainees.

- f. Explain that records are to be inspected at the carrier's principal place of business and not at each terminal.
- g. Provide instruction regarding proper procedures for completion of a controlled substances and alcohol use testing program inspection.
  - (1) Ensure that the trainees are fully aware of the confidentiality required when positive drug or alcohol testing violations are detected.
  - (2) Explain the usage, disposition, filing, and retention of the California Highway Patrol 355K (available in Adobe Portable Document Finder [PDF]), Violation Notice.

3. FIELD HANDS-ON TRAINING.

- a. Field training shall be conducted in accordance with Chapter 7, of this manual.
- b. Familiarize the trainees with the various types of carriers.
  - (1) Carriers responsible for their own controlled substances and alcohol use testing program.
  - (2) Owner-operators.
  - (3) Carriers that are contracted to or working under the direction of another motor carrier.
  - (4) Transit district operators, including General Public Paratransit Vehicle operators.