

## Program Start-Up “Punchlist”

PERSONNEL	Responsibility of: (Name)	Target Date	Done Date	NOTES
Program Manager (PM)	PM:			
Designated Employer Representative (DER)	DER:			
Third Party Administrator	TPA:			
Collector/Breath Alcohol Tech. (CLR/BAT)	CLR/BAT:			
Medical Review Officer (MRO)	MRO:			
Employee Assistance Program (EAP)	EAP:			
<b>Obtain Program Approval - FAA</b>	PM			
Registration				
OpSpec				
<b>Obtain Service Agents</b>	PM			
Third Party Administrator (TPA)				
Urine Specimen Collection Site				
Breath Alcohol Testing Site				
DHHS Certified Laboratory				
Medical Review Officer (MRO)				
Employee Assistance Program (EAP)				
(Substance Abuse Professional)				

**For Help: 1-800-215-8676**

This document is intended to offer basic information about establishing an anti-drug and alcohol misuse prevention program.  
For complete instructions, refer to applicable Federal Regulations or a qualified advisor.

[adampp@loureiro.com](mailto:adampp@loureiro.com)

Your ComplianceAlliance<sup>SM</sup>

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<i>Program Management</i>				
Program Policy, Procedures	PM			
Informational Postings in work area	PM			
Pre-employment Process	PM			
Applicant notification	PM			
Consent – Release forms	PM			
Random Testing	TPA			
Population identified	PM			
Reported, added to pool	PM, TPA			
Reasonable suspicion protocols	PM			
Identify DER, assign responsibilities				
DER information to collectors, BATs	DER			
<i>Specimen Collections</i>				
Collector training & proficiency	CLR/BAT			
Collection facilities and containers	CLR/BAT			
Custody and Control Forms	TPA, CLR/BAT			
Collection procedures	CLR/BAT			
Collector records	CLR/BAT			
Reasonable cause testing	CLR/BAT, DER			
Post-accident testing	PM, CLR/BAT, DER			
<i>Breath Alcohol Tests</i>				
BAT training & proficiency	CLR/BAT			
Testing Location	CLR/BAT			
Alcohol Testing Forms	CLR/BAT			
EBT operation	CLR/BAT			

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EBT documentation	CLR/BAT			
Breath test procedures	CLR/BAT			
BAT records	CLR/BAT			
Reasonable suspicion testing	CLR/BAT DER			
<i>MRO</i>				
Negatives review (>5%)	MRO			
Verifications (negative, positive, refusals)	MRO			
Split test procedure	MRO			
Lab quality assurance	MRO			
Qualifications, credentials	MRO			
<i>EAP</i>				
Training, incl. documentation of all:	PM			
Drug Program – employees, supervisors	PM			
Alcohol Program – supervisors	PM			
Informational materials distribution	PM			
Informational materials posting	PM			
(Substance Abuse Professional Qualifications, credentials)	EAP			
(Referrals)	EAP DER			
(Reporting procedures)	EAP DER			
<i>Record-keeping</i>				
Employer copies of drug, alcohol test forms	PM			
Previous employer inquiries (sent, received)	PM			
Training documentation	PM			
EBT records	CLR/BAT			
Positive drug tests	PM			

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Alcohol tests 0.04 or greater BAC	PM			
Negative, cancelled drug tests	PM			
Alcohol tests < 0.02	PM			
(Follow-up tests, schedules)	SAP, PM			

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