



**Pre-employment Documents**

*Previous employer information*  
(use Form #6827)

Requested from	Date Requested	Date Rec'd	Reviewed By	Retain Until

Comments: \_\_\_\_\_  
\_\_\_\_\_

*Drug and alcohol records*  
(use Form #6826)

Requested from	Date Requested	Date Rec'd	Reviewed By	Retain Until

Comments: \_\_\_\_\_  
\_\_\_\_\_

Employee's alcohol and drug statement regarding pre-employment tests: \_\_\_\_\_  
(date completed)

Employee's signed receipt for drug/alcohol educational materials: \_\_\_\_\_  
(date completed)

The company intends to use the exception to pre-employment drug testing contained in Sec. 382.301:  yes  no  
If yes, the company has retained the following documents to satisfy Sec. 382.301: \_\_\_\_\_  
\_\_\_\_\_

The company has found this employee has, within the last three years, violated Part 382:  yes  no  
If yes, the company has retained the following documents regarding the employee's completion of the return-to-duty process: \_\_\_\_\_  
\_\_\_\_\_

**Instructions for completing Alcohol and Drug Test documentation on the inside right cover**

1. Record type of test (pre-employment, random, reasonable suspicion, etc.), date test was conducted, and date results were received.
2. Document the records being retained related to each test. These would include, but are not limited to: Federal Chain of Custody Form (CCF), U. S. Department of Transportation Alcohol Testing Form (ATF), Medical Review Officer (MRO) reports; driver evaluations and referrals; documents related to reasonable suspicion; documents regarding decisions on post-accident tests; documents related to a driver's refusal to test; and documents presented by a driver to dispute the results of an alcohol/drug test.
3. Refer to requirements in Section 382.401 and Section 40.333 for complete retention requirements. Record the date in the "Retain Until" portion of the form.

**Alcohol Tests**

Type of Test	Test Date	Date Results Rec'd	Record to be Retained Until
1. _____	_____	_____	_____
Records related to this test: _____			
2. _____	_____	_____	_____
Records related to this test: _____			
3. _____	_____	_____	_____
Records related to this test: _____			
4. _____	_____	_____	_____
Records related to this test: _____			

\* Retain for 1 year minimum - Alcohol test results with a concentration of less than 0.02.  
\* Retain for 5 years minimum - Alcohol test results with results of 0.02 or greater.

**Drug Tests**

Type of Test	Test Date	Date Results Rec'd	Record to be Retained Until
1. _____	_____	_____	_____
Records related to this test: _____			
2. _____	_____	_____	_____
Records related to this test: _____			
3. _____	_____	_____	_____
Records related to this test: _____			
4. _____	_____	_____	_____
Records related to this test: _____			
5. _____	_____	_____	_____
Records related to this test: _____			
6. _____	_____	_____	_____
Records related to this test: _____			

\*\* Retain for minimum of 1 year - Records of negative and cancelled substance test results.  
\*\* Retain for minimum of 5 years - Driver verified positive controlled substance test results.

This file contains the following documents related to SAP reports and the return-to-duty process: \_\_\_\_\_  
\_\_\_\_\_

This file contains the following documents on the inability to provide sufficient breath or urine for testing: \_\_\_\_\_  
\_\_\_\_\_

This file contains the following records related to other violations of Part 382: \_\_\_\_\_  
\_\_\_\_\_

This file contains the following additional company documents: \_\_\_\_\_  
\_\_\_\_\_