

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: _____
