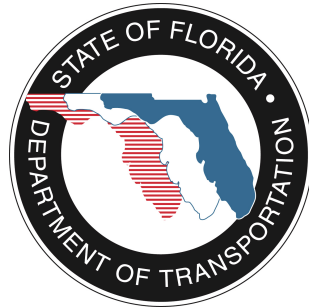


REACT

Reasonable Suspicion Drug and Alcohol Testing Decision Training for FTA Supervisors



Instructor's Guide

Intended to be used in conjunction with the
REACT DVD and the REACT Participant Workbook



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Welcome to REACT!

This training program is an interactive, instructor led training program. The REACT DVD, Instructor's Guide and Participant Workbook, when used as instructed, will meet the FTA requirement for supervisory training in reasonable suspicion testing referrals.

The REACT program consists of a series of video segments that you will be showing to the class. The video will prompt you to pause after each segment, so that participants can complete a written exercise in the participant's workbook, independently. Once the participants have completed the exercise, you will then review the correct responses with the class or lead a discussion on the segment topic, before proceeding to the next video segment.

You should arrange to hold this training in a classroom setting with suitable writing surfaces, appropriate lighting and equipment that will enable you to project a video (DVD) on a large screen--- such as a laptop and LCD projector/screen or a DVD player that is connected to a large screen television.

On the day of your training class, prepare your training room by setting out a Participant Workbook and a pen and pencil at each chair. Ensure that you have a watch or clock available in your training room, so that you may follow the recommended time frames for the completion of the exercises.

A few days in advance of the training class:

1. Download the following items from the FDOT Substance Abuse Management website: (<http://sam.cutr.usf.edu>). These items can be found on the "Training Tools" page under the heading REACT:
 - A REACT Participant Workbook for each attendee (best if printed in color).
 - The "sign in" sheet to record attendance
 - The certificate template
 - A reasonable suspicion documentation form (or use your own)
2. Carefully read through this Instructor's Guide and familiarize yourself with your role as the class instructor.
3. Prepare a training certificate for each participant.
4. Enter the employer specific information in Exercise 5, on page 17 of this Instructor's Guide.
5. Before the participants arrive to the classroom:
Insert the REACT DVD into a compatible DVD player or laptop. Begin playing the video. (You will hear information intended only for you, the Instructor). Adjust

the volume to an appropriate level for the class and then cue (pause) the video to the REACT title screen.

6. Once the participants arrive, welcome them to the class and briefly describe the agenda of the training. Explain that they will be viewing segments of video and then completing workbook exercises after each segment. Let the participants know that you will be reviewing the correct responses to each exercise.
7. Turn the participant's attention to the Glossary of Terms located on the last page of the Participant Workbook and on the last page of this Instructor's Guide. Read through the glossary of terms to ensure that participants understand the vocabulary that will be used throughout the training series. Allow **10 minutes** for this activity.
8. Begin playing the video (note, you may wish to dim lighting while playing the video and then raise lighting for the completion of the exercises).

Pause the video when instructed to do so by the on-screen prompts. Follow the instructions on the next page for Exercise 1.

Exercise 1

Direct the participants to complete Exercise 1 in the Participant Workbook. Allow the participants 10 minutes to accomplish this exercise. Once participants have completed the exercise, begin to review the correct answers to the true and false questions as provided below. Read each statement below and then each correct response, including the elaboration provided. Allow an additional 10 minutes for the review activity, for a total of 20 minutes for this exercise.

#1: Anyone who holds the job title of “supervisor” is permitted to make Reasonable Suspicion testing referrals.

FALSE. Any company official can make referrals, as long as he or she has received the required training from his or her current employer. Job title is not relevant.

#2: Supervisors must be able to determine which prohibited substance an employee is using before referring that employee for testing.

FALSE. Supervisors are not required to determine the substance an employee may be using.

#3: Contemporaneous means “in that moment.” Testing referrals must be made using contemporaneous observations.

TRUE. Past observations are not relevant.

#4: A supervisor must be able to make specific observations about an employee’s appearance, behavior, speech, or body odor before making a testing referral.

TRUE. The supervisor must be able to identify specific observations, such as slurred speech or dilated pupils.

#5: MDMA, or “Ecstasy,” as it is commonly known, is a prohibited substance.

TRUE. Ecstasy is part of the Amphetamines DOT drug testing classification.

#6: Medical marijuana is not prohibited because it is prescribed by a physician.

FALSE. The U.S. Department of Transportation prohibits the use of marijuana in any form by safety-sensitive employees.

#7: Cocaine paraphernalia commonly includes all of the following: razor blades, rolling papers, cut straws.

FALSE. Although razor blades and cut straws are common paraphernalia associated with cocaine; rolling papers are commonly associated with marijuana use.

#8: Some opiates are legally prescribed.

TRUE. Tylenol with codeine is an example of a physician-prescribed opiate. If an employee is consuming a legally prescribed opiate, he or she will be given the opportunity to provide this information to the Medical Review Officer following testing.

#9: Heroin is an illegal opiate.

TRUE.

#10: PCP comes in liquid form but also can be in pill form.

TRUE. Phencyclidine, also known as PCP, comes in a variety of forms.

#11: If an employee has been acting strangely for the last few days, you need to send him for testing as soon as possible.

FALSE. Unless you can make specific and contemporaneous observations regarding the employee's appearance, behavior, speech, or body odor, you do not have cause to send the employee for testing.

#12: You notice that an employee has dilated pupils and bloodshot eyes, and you detect a faint smell of marijuana on his clothing. You should promptly refer him for Reasonable Suspicion testing.

TRUE. These observations are specific and contemporaneous (happening now); this is cause for a testing referral.

#13: It would be appropriate to refer an operator for Reasonable Suspicion testing after receiving a phone tip from a passenger stating that the operator was driving erratically.

FALSE. Supervisors must make testing referrals based only on specific and contemporaneous observations that they personally have made. When passengers or fellow employees give supervisors information, the claim should be investigated but a referral for testing must not be based solely on the third-party information.

#14: An employee who unknowingly consumes marijuana in homemade brownies has a legitimate explanation for testing positive for marijuana.

FALSE. Marijuana in any form is prohibited. Employees are cautioned to never consume anything that could contain marijuana or any THC product.

#15: Ecstasy is both a central nervous system stimulant and a psycho-active drug.

TRUE.

#16: Dispatchers are not eligible to make Reasonable Suspicion testing referrals because they are not direct supervisors of operators or mechanics.

FALSE. Dispatchers, or any other agency employee who has received training that meets the FTA training requirements for Reasonable Suspicion can make testing referrals. Job titles and positions are not relevant.

#17: Trained Supervisors need concrete proof of prohibited drug use in order to refer an employee for testing.

FALSE. Supervisors need only have a “reasonable suspicion” based on the specific and contemporaneous observations they have made concerning an employee’s appearance, behavior, speech, or body odor.

#18: PCP is the most widely used illegal drug in today’s society.

FALSE. PCP use is rare; marijuana continues to be the most widely used illegal drug in today’s society.

#19: Drug users can create makeshift pipes out of common everyday items such as soda cans, apples, and aluminum foil.

TRUE.

#20: Ecstasy is known as the “hug drug” due to the profoundly positive feelings and empathy for others that users experience when taking the drug.

TRUE.

Resume the video after you have reviewed the answers to Exercise 1.
Pause the video again, when instructed to do so for Exercise 2.

Exercise 2

Direct the participants to the charts on page 7 of their workbook (page 8 of this guide). There is a separate chart for men and women. Explain that for the purposes of these charts, “one drink” is equated to a 12-ounce beer, or a 5-ounce glass of wine or 1 ounce of liquor; many alcoholic beverages have higher alcohol content than others and these levels are based on an average alcohol content of each of the beverage types listed.

Ask the participants to then use the appropriate chart to complete Exercise 2 on page 8 of their workbook.

This is what they will be completing:

- 1) Determine the number of alcoholic beverages that would produce a BAC of 0.04 based on the participant’s specific gender and weight. This is the concentration level that would be considered a “positive” test result under USDOT regulations.

- 2) Determine the number of alcoholic beverages that would produce a BAC of 0.08, based on the participant’s specific gender and weight. This is the BAC level that would be “over the legal limit” in all 50 states.

After they have entered their findings on page 8 of their workbook, encourage the participants to share their findings with the group. Discuss your own results, to increase the level of participation (if needed). Address the differing findings. Emphasize that impairment begins at 0.02 BAC.

Sharing this information with the class demonstrates that gender and weight play a role, but often times the amount of alcohol that produces a “positive” result is less than assumed.

Allow **10 minutes** for this activity and group discussion.

Resume the video after Exercise 2 (the discussion) is completed. Pause the video again, when instructed to do so for Exercise 3.

NOTE: These Charts are enlarged in the Participant Workbook, they are shown here for reference purposes.

Women's Blood Alcohol Level Estimation Chart											
Approximate Blood Alcohol Percentage											
Drinks	Body Weight in Pounds										
	90	100	120	140	160	180	200	220	240		
0	0	0	0	0	0	0	0	0	0	0	Only Safe Driving Limit
1	0.05	0.05	0.04	0.03	0.03	0.03	0.02	0.02	0.02	0.02	Impairment Begins
2	0.1	0.09	0.08	0.07	0.06	0.05	0.05	0.04	0.04	0.04	Driving Skills Impaired
3	0.15	0.14	0.11	0.1	0.09	0.08	0.07	0.06	0.06	0.06	Possible Criminal Penalties
4	0.2	0.18	0.15	0.13	0.11	0.1	0.09	0.08	0.08	0.08	
5	0.25	0.23	0.19	0.16	0.14	0.13	0.11	0.1	0.09	0.09	
6	0.3	0.27	0.23	0.19	0.17	0.15	0.14	0.12	0.11	0.11	Legally Intoxicated
7	0.35	0.32	0.27	0.23	0.2	0.18	0.16	0.14	0.13	0.13	Criminal Penalties
8	0.4	0.36	0.3	0.26	0.23	0.2	0.18	0.17	0.15	0.15	
9	0.45	0.41	0.34	0.29	0.26	0.23	0.2	0.19	0.17	0.17	
10	0.51	0.45	0.38	0.32	0.28	0.25	0.23	0.21	0.19	0.19	Possible Death

1 drink is approx. 1 shot of liquor, a 12 oz. of beer, or a 5 oz. of wine.

Men's Blood Alcohol Level Estimation Chart											
Approximate Blood Alcohol Percentage											
Drinks	Body Weight in Pounds										
	100	120	140	160	180	200	220	240			
0	0	0	0	0	0	0	0	0	0	0	Only Safe Driving Limit
1	0.04	0.03	0.03	0.02	0.02	0.02	0.02	0.02	0.02	0.02	Impairment Begins
2	0.08	0.06	0.05	0.05	0.04	0.04	0.03	0.03	0.03	0.03	Driving Skills Impaired
3	0.11	0.09	0.08	0.07	0.06	0.06	0.05	0.05	0.05	0.05	Possible Criminal Penalties
4	0.15	0.12	0.11	0.09	0.08	0.08	0.07	0.06	0.06	0.06	
5	0.19	0.16	0.13	0.12	0.11	0.09	0.09	0.08	0.08	0.08	
6	0.23	0.19	0.16	0.14	0.13	0.11	0.1	0.09	0.09	0.09	Legally Intoxicated
7	0.26	0.22	0.19	0.16	0.15	0.13	0.12	0.11	0.11	0.11	Criminal Penalties
8	0.3	0.25	0.21	0.19	0.17	0.15	0.14	0.13	0.13	0.13	
9	0.34	0.28	0.24	0.21	0.19	0.17	0.15	0.14	0.14	0.14	
10	0.38	0.31	0.27	0.23	0.21	0.19	0.17	0.16	0.16	0.16	Possible Death

1 drink is approx. 1 shot of liquor, a 12 oz. of beer, or a 5 oz. of wine.

Exercise 3

Direct the participants to complete Exercise 3 in the Participant Workbook. Allow the participants 15 minutes to accomplish this exercise. Once participants have completed the exercise, begin to review the correct answers as provided below. Allow for a total of **30 minutes**, including review. Resume video after the review of Exercise 3.

#1: Safety-sensitive employees can consume cough medicine that contains alcohol during the workday, as long as the employee has a doctor's prescription for the medicine.

FALSE. Alcohol in any form is prohibited to be consumed within 4 hours of the performance of safety-sensitive duties or while on call for duty.

#2: An individual's visual acuity and peripheral vision can begin to be affected at a BAC level of 0.04.

TRUE.

#3. A total of 27% of work-related injuries are alcohol related.

False. Statistics show that approximately **47%** of work-related injuries are related to the consumption of alcohol.

#4: Safety-sensitive employees can be tested for alcohol misuse at any time while on duty.

FALSE. Safety-sensitive employees can be tested for alcohol misuse just before, during, or just after the performance of safety-sensitive duties.

#5: An employee who is misusing alcohol may conceal alcohol in a variety of containers, such as a soda can or coffee mug.

TRUE.

#6: Alcohol is metabolized by the body at a rate of about one drink per hour.

TRUE.

#7: It is permissible for a safety-sensitive employee to ingest mouthwash that contains alcohol while on duty.

FALSE. Any form of alcohol is prohibited from being consumed while on duty. (Rinsing with mouthwash is not the same as ingesting mouthwash).

#8: An employee with a BAC of 0.03 is required to be removed from safety-sensitive duty for 4 hours.

FALSE. An employee with a BAC of greater than 0.02 but less than 0.04 is required to be removed from safety-sensitive duty for at least 8 hours or until the employee produces a result of less than 0.02 BAC when tested.

#9: An employee who frequently calls in sick on Monday mornings is probably misusing alcohol and should be referred for Reasonable Suspicion testing.

FALSE. Only an employee who exhibits specific signs and symptoms of probable alcohol misuse should be referred for testing. Performance indicators should be considered only when combined with specific, contemporaneous signs and symptoms.

#10: While speaking with an employee regarding a change in scheduling, you detect a slight odor of alcohol coming from the employee's breath. The employee also appears to be confused and is unable to communicate effectively. It would be appropriate to refer the employee for Reasonable Suspicion testing based on these observations.

TRUE. It would be appropriate to refer the employee for Reasonable Suspicion testing based on these observations.

#11. Excessive alcohol consumption accounts for the ___ leading cause of life-style related deaths in our country.

Excessive alcohol consumption is the third leading cause of lifestyle related deaths.

#12: Safety-sensitive employees cannot consume alcohol for a period of at least _____ hours prior to the performance of safety-sensitive duties.

4 hours.

#13: Excessive alcohol use is responsible for an average of about _____ years of potential life lost for each related death.

30 years. Excessive alcohol use is responsible for 2.3 million years of potential life lost annually, or an average of about 30 years of potential life lost for each death.

#14: Approximately _____% of adults polled said that they have known someone who has gone to work under the influence of alcohol.

60%.

#15: _____ functions are affected with as little one drink in both men and women.

Cognitive functions are affected with as little as one drink. These are the intellectual processes that include, perception, thinking, reasoning, and remembering.

#16: The easiest way to “sober someone up” is to:

- A. Give them black coffee to drink.**
- B. Put them to bed to “sleep it off.”**
- C. The passing of time is the only thing that will “sober someone up.”**

C. The passing of time is the only way that a person can become sober again. The body must metabolize the alcohol consumed and it does so at a rate of about one drink per hour.

#17: Which of the following is prohibited for consumption by a safety-sensitive employee while on duty or on call for duty?

- A. Chocolate Bourbon Barrels**
- B. Sparks Energy Drink**
- C. Listerine Mouthwash**
- D. All of the above**

D. All of these items are prohibited to be consumed by a safety-sensitive employee while on duty or on call for duty AND within 4hours of reporting for safety-sensitive duty.

#18: What is the approximate number of Americans that are suffering from alcohol dependency or alcoholism?

- A. 2 million**
- B. 7.4 million**
- C. 14.1 million**

C. It is estimated that 14.1 million Americans suffer from alcohol dependency or alcoholism.

#19: A BAC level of _____ or above is considered “over the legal limit” in all 50 states.

- A. 0.04 BAC**
- B. .08 BAC**
- C. 0.10 BAC**

B. 0.08 BAC.

#20: A BAC level of _____ or above is considered a “positive” result for safety-sensitive employees when tested by their employer.

- A. 0.04 BAC**
- B. 0.08 BAC**
- C. 0.10 BAC**

A. 0.04 BAC or greater is considered a “positive” test result for safety-sensitive employees when tested by their employer.

After reviewing the correct responses to Exercise 3, resume video.

When instructed to do so, pause video for Exercises 4 and 5.

Exercise 4

Instruct participants to complete Exercise 4 in the workbook. Allow 5-7 minutes for this exercise and then 10 minutes for review of the correct responses. Total activity time: **15 minutes**. **After review, follow instructions for Exercise 5 (DO NOT RESUME VIDEO)**.

#1: FTA regulations require 2 trained supervisors to make a testing referral.

FALSE. FTA regulations require only 1 trained supervisor to make a referral for testing. An employer's policy cannot contradict this requirement.

#2: Supervisors need tangible proof of drug use or alcohol use before they have the authority to refer an employee for testing.

FALSE. Supervisors need only "reasonable suspicion" based on the training they have received and the specific and contemporaneous observations they have made.

#3: It is best to confront an employee whom you suspect is using prohibited drugs in a public area in front of witnesses, just in case things get out of control.

FALSE. It is best to be discreet and escort the employee to a private area to discuss your observations. Supervisors should be respectful and not accusatory.

#4: Documentation of the Reasonable Suspicion event is a requirement under FTA regulations.

TRUE. Documentation must remain on file for a period of no less than 2 years.

#5: A supervisor who makes a Reasonable Suspicion testing referral will probably have to appear in court if the employee files a discrimination lawsuit against him or her.

FALSE. Supervisors should not fear lawsuits stemming from the referral of an employee for Reasonable Suspicion testing. All safety-sensitive employees are subject to the regulations that require testing when referred by a trained supervisor. As a trained supervisor you are not only AUTHORIZED but required make a testing referral when observations are made.

6: An employee referred for testing can choose to leave work for the day and be excused from the testing.

FALSE! When an employee is notified that he or she is being referred for Reasonable Suspicion testing, the testing must take place immediately. Employees who choose to leave before being tested are deemed to have refused the test. Refusing to submit to testing is deemed the same as a positive result.

#7: When conducting a Reasonable Suspicion interview, supervisors must remain calm and rational, even if the employee becomes confrontational.

TRUE. It is in the best interest of all parties involved for the supervisor to remain calm and in control at all times.

#8: If a supervisor refers an employee for Reasonable Suspicion testing, the decision is not final until agency administrators agree that the employee should be tested.

FALSE. Agency administrators should support a trained supervisor's decision to refer an employee for testing. To do otherwise would compromise the supervisor's authority and diminish the integrity of the Reasonable Suspicion process. A trained supervisor is authorized and responsible for being sure that the testing takes place.

#9: A supervisor must allow an employee to seek third party representation during the testing process, if requested, even if the arrangements cannot be made immediately.

FALSE. Testing must proceed without delay. Supervisors can allow an employee to contact a representative, but the testing process must continue immediately.

#10: An employee who provides a plausible explanation for the signs and symptoms observed by a trained supervisor should be given the "benefit of the doubt" and should not be referred for testing.

FALSE. Supervisors should proceed with testing the employee. Explain to the employee that Reasonable Suspicion testing is being used to "rule out" the possibility that the observations made are due to prohibited drug use or alcohol misuse.

Review answers to Exercise 4, then continue to Exercise 5.

DO NOT RESUME THE VIDEO YET, continue to Exercise 5.

Exercise 5

In advance of the class, you should have completed the employer specific information on the next page.

It is critical that supervisors are empowered with the training, information and tools that are needed to carry out the responsibility of making testing referrals when observations are made. The information you share with the participants during this exercise is vital to the empowerment of the supervisor.

Read out loud the information you have inserted on the following page and ask the participants to record the information on pages 15 and 16 of their workbooks. Remind the participants that the workbooks are theirs to keep and can be used for future reference.

Do not rush through this segment of the training; allow the participants time to discuss any circumstances that they feel uncertain about. These are agency specifics that only you can provide. It's important that a supervisor is prepared with contact information for after hours testing, knows where he or she can locate the proper forms; is aware of whom to contact to transport an employee for the testing and where the testing takes place.

Allow for at least a **20-minute** discussion on these items and the questions that may follow, and then resume video for closing segment.

NOTE: The following chart is slightly larger in the participant workbook, to allow additional room for the participant to insert notations.

<p>Our agency's drug and alcohol program contact is:</p> <p>I can reach this individual by dialing:</p>	<p>The address and phone number of the urine collection facility we use is:</p> <p>The address and phone number of the breath alcohol testing facility we use is:</p>
<p>After making a reasonable suspicion testing determination I should notify:</p> <p>I can reach this individual by dialing:</p>	<p>The telephone number for the after-hours testing facility or mobile testing company that we use is:</p>
<p>Where can I get the documentation form I need to fill out? (Have a sample of a blank form available).</p>	<p>Where do I get the form needed for a drug test (Federal CCF)?</p>
<p>If the employee refuses to be tested and leaves in their own vehicle I should:</p>	<p>If the employee tries to "punch out" for their shift, to avoid testing, I should:</p>
<p>If there is another supervisor on duty who does not agree with my observations, do I still test?</p> <p><i>Yes. Per FTA regulation, you must proceed with testing based on your observations.</i></p>	<p>Will management support my decision to test, even if the results come back negative?</p>
<p>Do I escort the employee to the testing site or does someone else need to do that? If so, who?</p>	<p>If the employee becomes irate and creates a violent situation, do I notify law enforcement?</p>

<p>What do I do if the employee refuses to be tested until his union representation arrives?</p> <p>You must proceed with testing. The employee will be deemed to have refused the test if they do not cooperate. Do not wait for the union rep. (per regulations)</p>	<p>Should I have another supervisor or other company official with me when I conduct the reasonable suspicion interview (if possible)?</p>
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AFTER DISCUSSION; RESUME VIDEO FOR THE CLOSING SEGMENT.

When video has ended:

Thank the participants for their cooperation and attention, give participants the opportunity to ask any final questions and address the questions as best you can.

If questions arise that you do not feel confident in answering, jot down the question and let the participant know that you will get back to them with a response. You may contact Diana Byrnes (byrnes@cutr.usf.edu) for assistance in correctly responding to a participant’s question.

Disseminate a certificate of successful completion to each attendee.

Retain the “sign in sheet”, a copy of the training materials; including the DVD, participant manual and instructor guide; for a minimum of two years (it is recommended that you keep these items indefinitely.)

Congratulations Instructor!

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Glossary of Terms:

Cognitive: Pertaining to the mental processes of perception, memory, judgment, and reasoning, as contrasted with emotional and volitional processes.

Contemporaneous: Living or occurring during the same period of time; contemporary.

FTA = Federal Transit Administration; one of 11 operating administrations within the U.S. Department of Transportation. Funding provider for transit agency operations.

Metabolize: The sum of the physical and chemical processes in an organism by which its material substance is produced, maintained, and destroyed, and by which energy is made available.

Observations: An act or instance of noticing or perceiving.

Peripheral vision: The capacity to see side or fringe areas when one is looking ahead.

Prohibit: To forbid the action of.

Prohibited behavior: Conduct or actions that are not permitted.

Referral: To refer someone to something (in this case, refer an employee for drug or alcohol testing)

Regulations: A law, rule, or other order prescribed by authority, esp. to regulate conduct.

Safety-sensitive employee: An employee who performs (or could be called upon to perform) one of the following safety-sensitive job functions per FTA rule:

1. Operate a revenue service vehicle (regardless of whether it is in or out of service)
2. Operate a non-revenue service vehicle that requires the operator to hold a Commercial Driver's License (CDL)
3. Perform maintenance on a revenue service vehicle
4. Control the movement of a revenue service vehicle (dispatch)
5. Carry a firearm as part of transit security services

Visual acuity: Acuteness of the vision as determined by a comparison with the normal ability to define certain letters at a given distance, usually 20 ft.