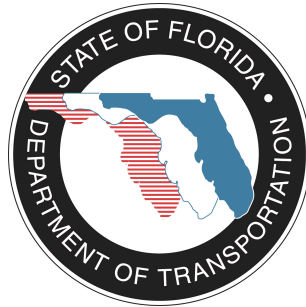


# REACT

## Reasonable Suspicion Drug and Alcohol Testing Decision Training for FTA Supervisors



### Participant Workbook

Intended to be used in conjunction with the  
REACT DVD Training Program



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# **Reasonable Suspicion Drug and Alcohol Testing Decision Training for FTA Supervisors – Participant Workbook**

## Introduction

Welcome to the REACT training program. Today's training session will equip participants with general knowledge concerning the five DOT-prohibited drug classes and the associated paraphernalia. You will also learn the signs and symptoms of probable prohibited drug use and probable alcohol misuse. The Reasonable Suspicion interview, the testing referral process and your agency's specific protocols and procedures will also be addressed.

Today's training session will include a series of video segments that will be shown to the class. Following each video segment, you will be asked to complete a written exercise in this workbook, independently. Then, your instructor will review the correct responses to the exercise with the class, before moving on to the next segment of video.

Diana Byrnes, C-SAPA with the Center for Urban Transportation Research, University of South Florida, developed this training program with funding provided by the Florida Department of Transportation. This training program, when used as intended and instructed, meets the FTA supervisory reasonable training requirements per 49 CFR Part 655.

Upon completion of today's training you will be authorized to make reasonable suspicion testing referrals within your agency. A certificate will be awarded to you at the end of this session.

Before proceeding, make sure that you have a pen or pencil to complete the exercises in this workbook. Feel free to make notations in this workbook, it is yours to keep as a reference tool.

**This workbook is yours to keep!**

**Exercise 1** (To be completed following the first segment of the REACT video)  
Read each question carefully to determine if you feel the statement is either *true* or *false*. Circle the word true or false below the statement, to indicate your selection.

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

True

False

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

True

False

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

True

False

**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

False

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

True

False

**6. Medical marijuana is not prohibited because a physician prescribes it.**

True

False

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

True

False

**8. Opiates can be legally prescribed.**

True

False

**9. Heroin is an illegal opiate.**

True

False

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

True

False

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

True

False

**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

False

**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.**

True

False

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

True

False

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

True

False

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

True

False

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

True

False

**18. PCP is the most widely used illegal drug in today's society.**

True

False

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

True

False

**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

False

After you have completed this exercise, your instructor will review the correct responses with the class and then resume the video.

### 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 2**

Complete the following:

- Using the charts on the previous page (page 7), determine the number of consumed drinks that would produce a B.A.C. level of 0.04; based on your specific gender and weight.
  - Record that number of drinks here: \_\_\_\_\_

The B.A.C. level of 0.04 would be deemed a “positive” result under DOT regulations and would require your employer to remove you from safety-sensitive duty and could subject you to termination of employment.

- Again using the charts on the previous page (page 7), determine the number of consumed drinks that would produce a B.A.C. level of 0.08; based on your specific gender and weight.
  - Record that number of drinks here: \_\_\_\_\_

The B.A.C. level of 0.08 is over the “legal limit” in all 50 states.

Note that a “drink” is defined as 1 shot of liquor, a 12 ounce beer or a 5 ounce glass of wine. Many alcoholic beverages have higher alcohol content than others; these levels are based on an average alcohol content of each of the beverage types listed.

Next, your instructor will ask the class to share the information you have recorded, if you are comfortable in doing so. Sharing this data will demonstrate to the class that gender and weight play a role; however, the number of drinks that can cause a “positive” result is often less than one might assume.

After the discussion the instructor will resume the video.

**Exercise 3** (pages 9-12)

For questions 1-5; indicate whether you believe the statement is *true* or *false* by circling either true or false below each statement.

**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.**

True

False

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

True

False

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

True

False

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

True

False

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

True

False

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

True

False

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

True

False

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

True

False

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

True

False

**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

False

For questions 11-15; please complete the sentence by inserting the correct answer in the blank.

**11. Excessive alcohol consumption accounts for the \_\_\_\_\_ leading cause of life-style related deaths in our country.**

12. Safety-sensitive employees cannot consume alcohol for a period of at least \_\_\_\_\_ hours prior to the performance of safety-sensitive duties.
13. Excessive alcohol use is responsible for an average of about \_\_\_\_\_ years of potential life lost for each related death.
14. Approximately \_\_\_\_\_% of adults polled said that they have known someone who has gone to work under the influence of alcohol.
15. \_\_\_\_\_ functions are affected with as little one drink in both men and women.

Lastly, for questions 16-20; indicate which response you feel is correct by circling the corresponding letter (A B or C).

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.”

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

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

19. A B.A.C. 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

**20. A B.A.C. level of \_\_\_ or above is considered a “positive” test result for safety-sensitive employees when tested by their employer.**

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

Upon completion of Exercise 3; your instructor will review the correct responses with the group and then resume the video.

**Exercise 4** (pages 13-14)

Read the following statements carefully and indicate whether you believe the statement is *true* or *false* by circling true or false below each statement.

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

True

False

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

True

False

**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.**

True

False

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

True

False

**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.**

True

False

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

True

False

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

True

False

**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.**

True

False

**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.**

True

False

**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.**

True

False

After completing the exercise, your instructor will review the correct answers with the class.

**Exercise 5** (pages 15-16)

This portion of the training program address your employer’s specific procedures and protocols to be followed when you refer an employee for reasonable suspicion testing. These are questions that are often raised during training but the regulations are silent on these topics because your employer determines how to handle these situations (unless noted otherwise).

Your instructor will provide the information specific to your agency to the class, record this information and keep it in a readily accessible location.

Keep this workbook for future reference.

<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?</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><i>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)</i></p>	<p>Should I have another supervisor or other company official with me when I conduct the reasonable suspicion interview (if possible)?</p>

## **Congratulations!**

As a participant in today's training program, you have been provided the tools, knowledge, and training necessary to make Reasonable Suspicion testing referrals.

You have been charged with a responsibility that must not be taken lightly. Please remain keenly aware of the potential that exists for employees to use prohibited drugs or to misuse alcohol. Trust your instincts, use your knowledge and training, and help keep us safe!

Thank you for your participation in today's training. Your instructor will provide you with a certificate of completion for this program.

Should you have questions or concerns beyond what is covered in this training program, you may contact Diana Byrnes using the contact information provided below.

Also visit the FDOT Substance Abuse Management website for additional information pertaining to drug and alcohol program compliance: <http://sam.cutr.usf.edu>

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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.