



ADMINISTRATIVE POLICY

507 APPENDIX A

SUPPORTING DOCUMENTS AND RESOURCES

The following documents, forms, and resources support the administration of this policy. Links and contact information should be verified periodically and updated as needed.

Forms

- Reasonable Suspicion Testing Checklist — used to document observations supporting reasonable suspicion testing (each observing supervisor must complete a separate checklist)
- Employee Acknowledgment of Policy Receipt — signed acknowledgment confirming the employee has received and reviewed this policy
- Last Chance Agreement Template — template for use when a Last Chance Agreement is offered under Section 6.5

Testing Program Resources

- Third-Party Administrator (TPA): [Name and contact information]
- Medical Review Officer (MRO): [Name and contact information]
- Substance Abuse Professional (SAP): [Name and contact information]
- Employee Assistance Program (EAP): [Name and contact information]
- Designated Employer Representative (DER): [Name and contact information]
- Collection Site(s): [Name(s), address(es), and hours]

Federal Resources

- FMCSA Drug and Alcohol Clearinghouse: <https://clearinghouse.fmcsa.dot.gov>
- 49 CFR Part 40 (DOT Testing Procedures): <https://www.ecfr.gov/current/title-49/part-40>
- 49 CFR Part 382 (FMCSA Drug and Alcohol Regulations): <https://www.ecfr.gov/current/title-49/part-382>

State Resources

- Oregon DMV — CDL Information: <https://www.oregon.gov/odot/dmv/pages/driverid/cdlget.aspx>
- Oregon DMV — CDL Convictions and Suspensions: https://www.oregon.gov/odot/DMV/Pages/DriverID/federal_CDL_reqs.aspx

Related County Policies, Procedures, and Forms

- Administrative Policy 801 — Vehicle and Equipment Policy
- Administrative Policy 508 — Driving and Driver Qualification Policy

- Administrative Procedure 508-A — Driving and Driver Qualification Procedure (includes Vehicle Accident Report, Supervisor's Report, and Driving Record Notice and Agreement)
- Administrative Policy [TBD] — Expenditures
- Washington County Sheriff's Office Policy 209 — Drug and Alcohol Free Workplace
- Injury Call Center: 877-764-3574