



## SAP PROCESS

An employee must be referred for an evaluation if a positive drug test, an alcohol test with an alcohol concentration of .04 or greater, or a refusal to test in accordance with [DOT Rules and Regulations](#). The SAP evaluator must follow the employee through the entire process until the time the employee is ready to return to work. Once the employee begins the process with one SAP, s/he must stay with that SAP throughout the process.

The following is a summary of what will occur:

1. You will be notified by the Medical Review Office (MRO) that your test results are positive for drugs or a Breathalyzer Alcohol Technician (BAT) notified you of a positive alcohol test.
2. DOT mandates that you be referred to a SAP for an evaluation in resolving problems associated with misuse of alcohol or the use of controlled substances.
3. When the SAP recommends treatment, your employer and you will be given a written recommendation specifying the approximate duration of treatment and the level of care.\*
4. The SAP will provide you with the appropriate referral, which is consistent with clinically evaluated needs and will take into consideration your insurance coverage, your ability to pay for treatment, and employer’s policies regarding availability of a leave of absence.
5. If you have been terminated from employment and would like to pursue the evaluation in hopes of obtaining another safety-sensitive position the SAP recommendation may be provided to you and a copy retained for any further employer.
6. As a DOT client, you are expected to participate in treatment as outlined by the treatment provider and the SAP. If you resist or fail to comply, the treatment provider will discharge you for non-compliance. This course of action will prevent you from working in a safety sensitive position.
7. The SAP will hold a follow-up evaluation to review your compliance with the initial treatment recommendation. You will be required to follow the treatment provider’s recommendation for continuing care and meeting attendance.
8. The SAP will submit in writing to your employer a summary outlining the initial assessment and participation in treatment. The SAP will also recommend to the employer that you pass a return to duty test for drugs or alcohol, plus order the mandated DOT follow-up testing schedule.

\*Appropriate education, treatment and follow-up testing may include but not limited to drug/alcohol self-help and community lectures that can be verified, alcohol & other drug information school, in-patient hospitalization, partial in-patient treatment, or out-patient counseling programs and aftercare, and a minimum of six unannounced follow-up test in the first 12 months of safety sensitive duty following the employee’s return to safety-sensitive functions.

**Client Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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(92015)  
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