## DRUG TEST REQUIREMENTS FOR LICENSE AND/OR MERCHANT MARINER DOCUMENT ISSUANCE

## FINDING A TEST SITE:

- 1. Look in the local phone book in the Yellow Pages
- 2. Go to the category "DRUG TESTING DETECTION SERVICES OR DRUG DETECTION SERVICES".
- 3. In that category, look for a business entity that can assist in providing a **DOT** (**Department of Transportation**) drug test.
- 4. Contact that business and explain that you need a DOT drug test to complete your USCG license/MMD transaction.
- 5. The business entity should be able to provide a one-stop service to include arranging for the collection of the specimen, laboratory analysis of the specimen at a SAMHSA accredited laboratory, and Medical Review Officer (MRO) services for review of the specimen results.

## THINGS TO LOOK FOR:

- 1. The chain-of-custody form should have the words on the top line "**Federal Drug Testing Custody and Control Form**". If those words are not present on the form in the top space, it is not a DOT (Federal) drug test and will not be accepted by the USCG Regional Examination Center (REC).
- 2. Make sure that the name of the MRO appears in Section 1 on the right hand side.

## AFTER TAKING THE TEST OR HAVING THE SPECIMEN COLLECTED:

- 1. You should be given **Copy 5** (**Donor's copy**) to take with you. That is your copy and receipt that you have taken the drug test. **THIS DOES NOT HAVE THE TEST RESULTS ON IT.**
- 2. The test results should be available approximately 24 to 48 hours after the time that you had your specimen collected.
- 3. When arranging for the drug test services, ensure that you will be able to get the results back.
- 4. Drug test results need to be submitted with your complete application package to the REC that is handling your transaction.
- 5. Acceptable proof of a drug test result can be any one of the following:
  - a. Copy 2 of the Federal Drug Testing Custody and Control Form signed by the MRO. Make sure that the test result can be seen clearly; or
  - b. Completion of the DOT/USCG PERIODIC DRUG TESTING FORM (CG-719P) that was issued to you by the REC. The MRO needs to complete this form; or
  - c. A letter issued by the business entity that made the arrangements for you to take a drug test. The letter should contain the following:
    - i. Your name and Social Security Number
    - ii. The date that the specimen was collected
    - iii. The name and address of the SAMHSA accredited laboratory that did the analysis of your specimen.
    - iv. The MRO's name, address, and registration number showing that the MRO meets DOT requirements for performing MRO services for DOT regulated +individuals.
    - v. The final verified test results as reported by the MRO.