

PHMSA Drug & Alcohol Testing Management Information System (MIS) Reporting Guidance
Calendar Year 2012 Reports Due March 15, 2013

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General Guidance

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Pipeline and Hazardous Materials Safety Administration (PHMSA) drug and alcohol testing results are submitted on Form DOT F 1385. The form and instructions can be obtained at

<http://www.dot.gov/odapc/MISreporting>

This guidance document provides PHMSA-specific guidance for pipeline and liquefied natural gas (LNG) facility operators.

Reports can be submitted online at <http://damis.dot.gov>

See the next section for user name and password details.

Pipeline and LNG operators may be required to report annually – see next section. If reporting is required, data for both operator covered employees and contractor covered employees must be submitted. Covered employees actually performed, were ready to perform, or were immediately available to perform an operation, maintenance, or emergency-response function on a pipeline or LNG facility during calendar year 2012.

For questions about MIS submittal, contact:

Blaine.Keener@dot.gov 202-366-0970

For questions about the PHMSA Office of Substance Abuse Policy, Investigations and Compliance, contact the director of the office:

Stanley.Kastanas@dot.gov 202-550-0629

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MIS reporting in PHMSA regulations is based on the total number of covered employees. To determine the total number of covered employees:

1. Determine how many operator covered employees would be included in the report. If you share a drug & alcohol program and random drug testing pool with another company having a different OPS-issued operator identification number (OpID), count all covered employees for all companies. If your covered employees are in a random drug testing pool managed by a consortium, count only your own covered employees.
2. Determine the number of contractor covered employees for all companies that would be associated with the report. If you use a contractor whose covered employees are in a random drug testing pool managed by a consortium, count only the covered employees for your contractor(s).
3. Adding 1. and 2. results in the total number of covered employees.

If the total is 50 or more, a report to PHMSA is required. For CY 2012 reporting, your online reporting user name and password are available in the PHMSA Portal - <https://portal.phmsa.dot.gov/pipeline>.

If the total is less than 50, a report to PHMSA is required only if you receive “written notice” from PHMSA requesting a report. For CY 2012 reporting, the PHMSA “written notice” is being transmitted as a message in the PHMSA Portal - <https://portal.phmsa.dot.gov/pipeline>. If the PHMSA Portal message includes an online reporting user name and password, PHMSA has requested a report, regardless of the total number of covered employees.

Registered PHMSA Portal users for an operator typically include your compliance officer and staff or consultants with responsibility for submitting annual and incident reports on PHMSA F 7000- and 7100-series forms. For operators that have not registered staff in the PHMSA Portal, operator staff responsible for submitting MIS reports can register in the Portal by following the instructions at http://opsweb.phmsa.dot.gov/portal_message/PHMSA_Portal_Registration.pdf

Business Units and Contractors

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After log-in to the online reporting system, you will need to establish the scope of the report for both operators and contractors. If the report will cover more than one OpID, the additional OpIDs are referred to as business units. Either add the business unit operator IDs or verify the list carried forward from a previous year. Either add or edit contractors to build the correct list of contractors for CY 2012 reporting. You will need the Business Tax Identification Number (BTIN) for each contractor. Click on “User Name and Password List” to obtain an online reporting user name and password for each contractor.

Operator and contractor data is entered in separate reports and each contractor is reported individually. The contractor user name and password will associate the contractor report to the operator report. Contractors who performed covered functions for multiple pipeline or LNG operators, will need to submit multiple reports, one for each OpID, or group of OpIDs, for whom the contractor performed covered functions. Since contractors can enter data directly, the operator submitting the report must accept the associated contractor reports before the operator report can be submitted.

Click on “Enter or Edit Your Data” to continue creating the report.

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If your OpID has previously submitted an MIS report, some of the contact information may be prepopulated for both the operator report and the associated contractor reports. Enter or correct the information about the company, either operator or contractor, submitting the report.

Click on “Covered Employees” to continue creating the report.

Section II. Covered Employees

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Enter the number of covered employees for the report. If you are creating an operator report, include operator covered employees for all OpID covered by the report. If you are creating a contractor report, enter the number of covered employees who actually performed, were ready to perform, or were immediately available to perform an operation, maintenance, or emergency-response function for the OpID(s) the report is associated with.

If a covered employee performs multi-DOT agency functions (e.g., an employee drives a commercial motor vehicle and performs pipeline maintenance duties), count the employee only on the MIS report for the DOT agency regulating more than 50 percent of the employee’s safety sensitive function.

Click on “Drug Testing” to continue building the report.

Section III. Drug Testing Data

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The table in this section requires drug test data by test type and by result. The categories of test types are: Pre-Employment; Random; Post-Accident; Reasonable Susp./Cause; Return-to-Duty, and Follow-Up. The categories of results are: Total Number of Test Results; Verified Negative; Verified Positive; Positive for Marijuana; Positive for Cocaine; Positive for PCP; Positive for Opiates; Positive for Amphetamines; Refusals due to Adulterated, Substituted, “Shy Bladder”, and Other Refusals to Submit to Testing; and Cancelled Results.

The online reporting system will calculate the Total Number of Test Results column and the TOTAL row. Enter all of the non-zero data, then click the “set remaining blanks to zero” button to complete this section.

Click on “Alcohol Testing Data” to continue building the report.

Section IV. Alcohol Testing Data

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The table in this section requires alcohol test data by test type and by result. Pipeline and LNG operators only enter data for four test types: Post-Accident; Reasonable Susp./Cause; Return-to-Duty, and Follow-Up. The categories of results are: Total Number of Screening Test Results; Screening Tests with Results Below 0.02; Screening Tests with Results 0.02 Or Greater; Number of Confirmation Test Results; Confirmation Tests with Results 0.02 through 0.039; Confirmation Tests with Results 0.04 Or Greater; Refusals due to “Shy Lung” and Other Refusals to Submit to Testing; and Cancelled Results.

The online reporting system will calculate the Total Number of Screening Test Results column and the TOTAL row. Enter all of the non-zero data, then click the “set remaining blanks to zero” button to complete this section.

Click on “Wrap Up” to continue building the report.

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Several validation checks will be run when you enter this online section. Warning messages will guide you to sections of the report that are incomplete. As mentioned earlier, all contractor reports associated with the operator report must be accepted or rejected before the operator report can be submitted.

You must click on “Electronically Sign” to submit the report to PHMSA. If you subsequently discover errors in the report and make changes, you must click on “Electronically Sign” after making the changes to submit the revised report to PHMSA.

The wrap up section also provides options to save a .pdf file of the report and send an email confirming submittal.

Paper Submittal

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MIS reports can be submitted to PHMSA on paper by mailing the report(s) to:

DOT/PHMSA/OPS
Information Resources Manager
East Building, Room E22-321
1200 New Jersey Avenue, SE
Washington, DC 20590

Operators submitting a paper report must include a listing of all OpID covered by the report and submit a contractor report for each contractor who actually performed, was ready to perform, or was immediately available to perform an operation, maintenance, or emergency-response function for the OpID(s) covered by the report.