

SUBSTANCE ABUSE PROFESSIONAL DEPARTMENT OF TRANSPORTATION REFERRAL GUIDE

FOR HR AND MANAGEMENT USE ONLY

Description The Substance Abuse Professional Department of Transportation (SAP DOT) referral is for DOT regulated employees who work in a safety sensitive position and have violated a DOT drug and alcohol testing regulation. AllOne Health will provide a referral to a qualified SAP who will meet with the employee and provide recommendations for the return to duty process.

Provider Substance Abuse Professional (SAP)

Reporting The initial and final SAP report will be sent to the Designated Employer Representative (DER) directly from the assigned SAP.

Documents Needed to Initiate a SAP DOT Referral

- SAP DOT Referral Form
- SAP DOT Statement of Understanding

Process to Make a SAP DOT Referral A SAP DOT Referral should be made by the company's Designated Employer Representative (DER). The employee and DER will meet to discuss the violation that has occurred and what the employee can expect throughout the return to duty process. During that meeting, the SAP DOT Referral Form and Statement of Understanding should be completed. The employee should be instructed to contact AllOne Health by phone by the date listed on the referral form. The employee will then be referred to a SAP.

Telephonic consultation is encouraged and available prior/throughout the referral process. Please contact AllOne Health via the information at the top of this guide to initiate a consultation.

Fee Confirm fee with AllOne Health Account Manager

What to Expect throughout the Process Updates will be provided by AllOne Health regarding the scheduling and attendance of the initial and follow-up appointments with the SAP. The SAP will notify the DER of any compliance concerns throughout the process.

Throughout the process, if you have any questions/concerns, please do not hesitate to reach out to your EAP contact. Please note, EAP communication to the employer is limited, contingent upon a valid release, and strictly non-substitutive of SAP duties under Part 40.