

 TDEC People & Organizational Development - STANDARD OPERATING PROCEDURE	SOP TITLE: Commercial Drivers license (CDL) Department of Transportation (DOT) Random Drug Testing	
	DOCUMENT NUMBER:001 POD-060	APPROVAL:  ** (Jun 30, 2025 11:47 CDT)
		Greg May, Deputy Director
		POD Program Manager: Mattison Moon
		DATE: 06/26/2026

PURPOSE:

To provide step-by-step instructions for processing CDL DOT random drug testing every quarter.

SCOPE:

These steps can be followed for tracking and processing quarterly drug tests for TDEC employees who hold a CDL.

DEFINITIONS/ACRONYMS:

CDL: Commercial Driver's License

TDEC: Tennessee Department of Environment and Conservation

DOT: Department of Transportation

NTS: National Toxicology Specialists

POD: People and Organizational Development

RESPONSIBILITIES:

CDL Coordinator will track and process drug tests, to ensure compliance with the federal regulations.

INSTRUCTIONS:

1. Once a quarter, an email will come through from someone at the NTS
 - a. Email will state that it is time for the random drug testing and ask for our list of employees who are enrolled in the random consortium
2. Pull List of those enrolled
 - a. Can pull the list from Safety, or from the previous quarter

- i. Previous quarter list housed in SharePoint
 1. POD SharePoint > Employee Relations > Benefits > CDL
3. Email the list back to NTS, and wait for them to send you back the randomly selected employees
4. Once employees have been selected, email the admin of the selected area, with an attached Drug collection form
 - a.

STATE OF TENNESSEE
Drug Collection / BAT Request Form

Please send completed copy of this form and Kroll Drug Testing Custody and Control form with donor to collection facility.

Employee's Name:	Employee ID:
State Dept/Location: State of TN Dept of Environment & Conservation	
Address: Davy Crockett Tower, 6th Floor; 500 James Robertson Parkway Nashville, TN 37243	
Phone: (615) 532-7433	Contact: Matti Moon

Services to Perform: ***Reason For Test:**

Check all services to be performed and mark the reason for the testing here:

☐ DOT Drug Collection*	☐ Pre-Placement
☐ Non-DOT Drug Collection*	☐ Random
☐ DOT Breath Alcohol Test*	☐ Reasonable Suspicion
☐ Non-DOT Breath Alcohol Test*	☐ Post Accident
☐ Other:	☐ Return to Duty
	☐ Follow-Up
	☐ Other

COLLECTOR, BAT & BILLING INSTRUCTIONS:

- If Donor does not have **ALERE** Custody form, please call NTS at 615-353-1888 immediately!
- Fax MRO copy of custody form to 615-356-1890 on the same day as collection takes place
- Please mail Employer Copies of Drug Testing and/or Breath Testing forms to address listed above
- Please call Positive Breath Alcohol Results, notification of shy bladder, shy lung, refusal to test or any special situations to:

MATTI MOON (615) 532-7433

Please contact NTS Staff or Dr. Elam at 615-353-1888 with any questions or problems regarding a drug collection or Breath Alcohol Test.

BILLING FOR DRUG COLLECTIONS AND BREATH ALCOHOL TESTING SHOULD GO TO:
 NTS ACCTS PAYABLE Attn: TIM SHOAF
 1425 Elm Hill Pike Phone: 615-353-1888
 NASHVILLE, TN 37210 Fax: 615-356-1890

The above services have been authorized by:

(Signature): Mattison Moon Digitally signed by Mattison Moon
 Printed Name: Matti Moon, Agency CDL Coordinator Date: 2024.11.26 09:54:28 -0600
 Phone: 615-532-7433 Date: 11/26/2024

National Toxicology Specialists 1425 Elm Hill Pike Nashville, TN 37210 615-353-1888

- i. Form should be filled out according to what the NTS tells you they are being tested for.
- ii. Reason will always be random
- b. Make sure in the email, it clearly states what day the test is to be completed by
5. In the office, there are Drug Collection forms that need to be sent via FedEx to the parks
 - a. FedEx label can be made online, or if help is needed reach out to POD ASA 5

6. Once employee has received the test, it is up to them when to schedule it at their designated testing site.
7. Once they test, results will be emailed to the CDL Coordinator
 - a. Check tests
 - i. if failure, notify Deputy Director of Employee Relations, Performance and Culture
 - ii. If pass, file the test under the SharePoint Page

REVISION HISTORY:

REVISION LEVEL:	REVISION DATE:	SUMMARY OF CHANGES:	REVISED BY:
0	06/27/2025	Created SOP	Mattison Moon