

**U.S. DEPARTMENT OF TRANSPORTATION  
PIPELINE AND HAZARDOUS MATERIALS SAFETY ADMINISTRATION (PHMSA)  
OFFICE OF PIPELINE SAFETY (OPS)**

**DRUG AND ALCOHOL TESTING MIS DATA COLLECTION REPORTING  
INSTRUCTION AND GUIDANCE INFORMATION  
FOR ELECTRONIC SUBMITTAL**

**Introduction:**

On January 14, 2010, OPS published an Advisory Bulletin (75 FR 2926) notifying and informing operators of gas, hazardous liquid, and carbon dioxide pipelines and liquefied natural gas facilities that it was modifying the Drug & Alcohol Management Information System (DAMIS) to allow the reporting of contractor data without duplication and will begin collecting annual drug and alcohol testing data for contractor employees with Management Information System (MIS) reports beginning with the March 15, 2010 MIS submittal date. The collection of contractor MIS reports will provide data for the entire pipeline industry to calculate the required minimum annual percent rate for random drug testing. Operators will also identify all OPS issued operator identification numbers (OpID) covered by a MIS report of operator employees.

In order to assist operators and contractors in filling-out the MIS form, **the guidance provided herein is primarily for electronic submittals.** As a preferred alternative, OPS does encourage utilization of its on-line DAMIS electronic reporting option where dialogue screens assist the submitter in capturing applicable operator and contractor profile information and testing data. With electronic filing, the submitter can edit data and elect to receive an e-mailed confirmation receipt and an attached completed MIS report in PDF format.

**For operators who did not receive a User ID and Password, but would like to file electronically, please address your request to Stanley Kastanas (see **Contact Information for Program and Electronic Filing Questions**)**

The **guidance provided** is concise and specific to OPS regulatory expectations and covers MIS reporting essentials. However, it **is subject to change** based on both stakeholder feedback and program improvements. Submitters should check periodically for any guidance updates.

**Contact Information for Program or Electronic Filing Questions:**

Operators, and their contractors/subcontractors, who have program questions or need assistance with electronic filing, please contact the following:

**Stanley T. Kastanas, Director**  
**Office of Substance Abuse Policy, Compliance and Investigations**  
**Pipeline and Hazardous Materials Safety Administration-Pipeline Safety**  
**P.O. Box 945**  
**Lowell, MA 01853-0945**  
**Telephone: 202-550-0629**  
**E-mail: [Stanley.Kastanas@DOT.GOV](mailto:Stanley.Kastanas@DOT.GOV)**

**PHMSA/OPS Detailed Guidance for Electronic Submittals:**

The ONE DOT Management Information System electronic submission report is composed of four sections:

**Section I: Employer information**  
**Section II: Covered employees information**  
**Section II: Drug testing data**  
**Section IV: Alcohol testing data**

***TIP** ~ Please note that OPS-regulated employers do not report any random alcohol test on the MIS form since it is precluded in 49 CFR Part 199.*

**Preliminary Determinations:**

**Determine and Enter the Calendar Year Covered by this Report:** (*Skip this determination when planning to file electronically.*) Determine and enter the appropriate calendar year in which the drug and alcohol testing was performed and which should be reported to OPS as required under 49 CFR Part 199. (e.g., For the March 15, 2010 submittal date, the “calendar year” for this submitted MIS report would be 2009).

**Determine if Mandated Annual Reporting is Required:** OPS offers the following information to help operators prepare for submitting calendar year MIS reports. For clarity, the process steps are presented for single OpID reporting and multiple OpID reporting:

### ***Single OpID Reporting***

**Step 1:** Determine the number of operator employees performing § 199.3 covered functions during calendar year 2009.

**Step 2:** Obtain the Business Tax Identification Number (BTIN) for each contractor who provided § 199.3 covered functions during the previous calendar year (e.g., For a MIS report submittal on March 15, 2010, the previous calendar year would be 2009) Then determine the number of employees performing § 199.3 covered functions during that calendar year for each contractor. Sum-up the total number of contractor employees.

**Step 3:** Add the number of operator and contractor employees from Steps 1 and 2. If this number is 50 or less, a MIS report is required only if you receive a “written notice” from OPS requesting this report. Conversely, if the total covered employee number is more than 50, you are mandated to submit annual operator and contractor/subcontractor MIS reports.

### ***Multiple OpID Reporting***

**Step 1:** Determine the number of operator employees performing § 199.3 covered functions during the previous calendar year (e.g., for a MIS report submittal on March 15, 2010, the previous calendar year would be 2009) for each reporting OpID. Sum-up the total number of operator employees.

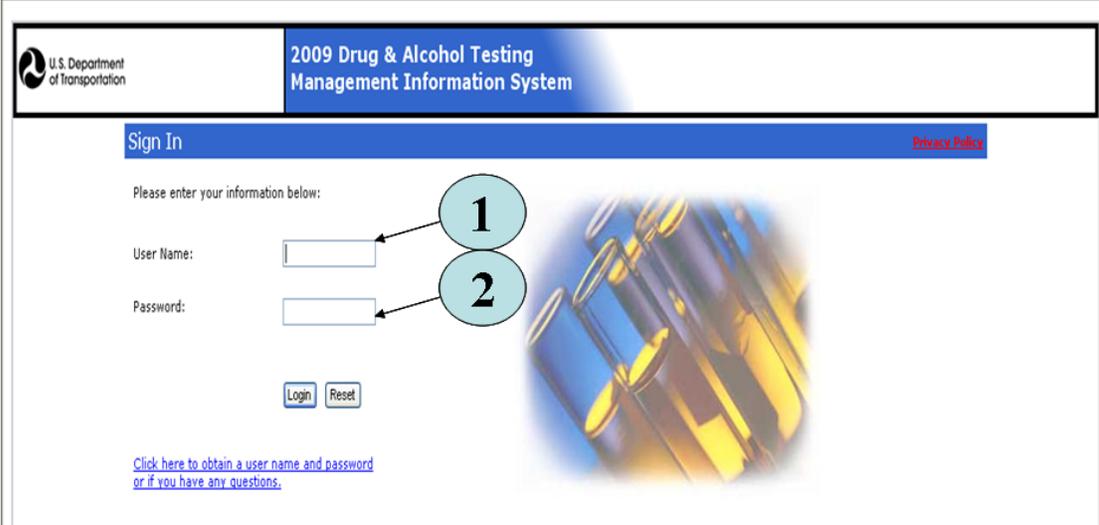
**Step 2:** Obtain the BTIN for each contractor who provided § 199.3 covered functions during the previous calendar year to any reporting OpID. Determine the number of employees performing § 199.3 covered functions during the previous calendar year for each contractor. Sum-up the total number of contractor employees.

**Step 3:** Add the total number of operator and contractor employees from Steps 1 and 2. If this number is 50 or less, a MIS report is required only if you receive a “written notice” from OPS requesting this report. Conversely, if the total covered employee number is more than 50, you are mandated to submit annual operator and contractor/subcontractor MIS reports.

## **PHMSA Primary Operator Sign-In , OpID Listing and Contractor/Subcontractor Listing**

To begin Internet or on-line electronic reporting, go to the ONE DOT Drug and Alcohol MIS reporting web site (<http://damis.dot.gov>). After choosing a log-in “security” option, you will be brought into the Sign-In Screen (see **Figure 1**). Enter the User Name (❶) and Password (❷) that has been provided. For operators, this log-in information should have been sent to you, in a letter, by PHMSA to the OpID address on-file (see Contact Information in the introduction for assistance). For contractors/subcontractors, the User Name and Password is generated in the operator’s “status” screen, but only after the operator has “listed” the contractor in the DAMIS database. (Click the “Reset” at the button if you entered the wrong User Name or Password and would like to start over.) Click the “Log In” button at the bottom of the screen.

**Note: The operator logging-in who is either submitting one MIS report for a single or for multiple-OpID owned or operated companies (i.e., having multiple OpIDs related, but not limited, to: subsidiaries, divisions, departments, operating sections, utilities, municipalities, or business units) shall be considered the exclusive “PHMSA Primary Operator” (PPO).**



U.S. Department of Transportation

2009 Drug & Alcohol Testing Management Information System

Sign In [Privacy Policy](#)

Please enter your information below:

User Name:

Password:

[Click here to obtain a user name and password or if you have any questions.](#)

**Figure 1: Sign-In-Screen**

## Operator Employer Information Entry and Status Page

As the PPO operator, you will see the “PPO status page” (see **Figure 2**) appear after you log-in successfully. This screen displays both a listing of associated operator OpID’s and contractor listings that you have entered, if any. To begin entering data, click “Enter or Edit Your Data (1).” Use the “If you have already entered data and would like to view it,” click “View Your Data (Read Only) (1).” You may also download your completed data and view it in Adobe Reader as it would appear on a U.S. DOT Drug and Alcohol Testing MIS Data Collection form by clicking “Download Data in Adobe PDF Format (1).”

U.S. Department of Transportation | 2009 Drug & Alcohol Testing Management Information System | PHMSA Pipeline and Hazardous Materials Safety Administration

Logout

Status								
Company Name	Type	Data	Status	Change Status	User Name / Password			
You are an operator. Each operator is responsible for ensuring the accuracy and timeliness of each MIS report submitted.								
OPERATOR NAME LOCATION	PHMSA Primary Operator	<a href="#">Enter or Edit Your Data</a> <a href="#">View Your Data (Read Only)</a> <a href="#">MIS Data Collection Form (PDF Format) *</a>	Data is Incomplete Date Time		<a href="#">User Name &amp; Password List **</a>  <a href="#">Edit Operator IDs</a> <a href="#">Edit Contractors</a>			
The following Operator ID is covered by this MIS report: <input type="text"/>								
Legend: <table border="1"> <tr> <td style="background-color: yellow;">Data is Incomplete or Signed, Pending Operator Review</td> <td style="background-color: red;">No Data Has Been Entered or Rejected by Operator</td> <td style="background-color: green;">Signed, Accepted by Operator</td> </tr> </table>						Data is Incomplete or Signed, Pending Operator Review	No Data Has Been Entered or Rejected by Operator	Signed, Accepted by Operator
Data is Incomplete or Signed, Pending Operator Review	No Data Has Been Entered or Rejected by Operator	Signed, Accepted by Operator						

\* In order to view PDF files, you will need the Adobe® Reader™, available from Adobe Systems, Inc. You may obtain this free plug-in at: <http://www.adobe.com/acrobat/readstep.html>

\*\* The generated file will be in Microsoft Word format. If you do not have Microsoft Word, you may obtain a free Microsoft Word Viewer at: <http://www.microsoft.com/DO/Downloads/results.aspx?displaylang=en&freeText=Word+Viewer+2003>

[Privacy Policy](#)

**Figure 2: PPO Status Page - Initial Data Entry**

The current status of your data will be displayed in the “Status” column. The table below provides status descriptions of a company’s MIS data.

Status	Description
No Data Has Been Entered	The company has not begun entering their data.
Data is Incomplete	The company has begun entering their data, but has not finished.
Completed and Signed	The company has finished entering their data and has digitally signed their submission.

**Helpful Hints:**

- ✓ Clicking any underlined item will allow you to access context-related help
- ✓ After 20 minutes of inactivity, your browser will time out and you will be required to log in again to continue entering your data. All data entered prior to timing out will be saved.

**Skip this next step if you are reporting as a single OpID operator.** However, if you are submitting a MIS report that covers multiple-OpIDs then, as the PPO, you should select the “Edit Operator IDs” link (❶) on the PPO status page (see **Figure 3**) to begin the process of adding any additional OpIDs covered by this years MIS report.

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**Logout**

Status					
Company Name	Type	Data	Status	Change Status	User Name / Password
You are an operator. Each operator is responsible for ensuring the accuracy and timeliness of each MIS report submitted.					
OPERATOR NAME LOCATION	PHMSA Primary Operator	<a href="#">Enter or Edit Your Data</a> <a href="#">View Your Data(Read Only)</a> <a href="#">MIS Data Collection Form (PDF Format) *</a>	Data is Incomplete Date Time		<a href="#">User Name &amp; Password List **</a>
The following Operator ID is covered by this MIS report: <input type="text"/>					<a href="#">Edit Operator IDs</a> ← ❶
					<a href="#">Edit Contractors</a>
Legend:	Data is Incomplete or Signed, Pending Operator Review	No Data Has Been Entered or Rejected by Operator	Signed, Accepted by Operator		

**Figure 3: PPO Status Page – Adding Multiple-OpIDs**

**Skip this next step if you are reporting as a single OpID operator.** However, listing of multiple-OpIDs requires the PPO to enter any associated OpID on the “Adding OpIDs Covered under this MIS report” screen (see **Figure 4**). In order to accomplish this OpID listing, begin by entering the OpID number in the open field (❶) and then click the “submit” button (❷).

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Logout

Add Operator ID

Please enter an Operator ID covered by this year's MIS submission:

Submit Cancel

❶

❷

**Figure 4: Adding OpIDs Covered Under This MIS Report**

**Note:** PPO operators who are submitting one MIS report for multiple owned or operated companies should consider reviewing any PHMSA or DOT covered employee random drug testing selection pool and determining from what OpID company these employees are associated with. These multiple OpID entities could be designated as, but not limited, to: subsidiaries, divisions, departments, operating sections, utilities, municipalities, or business units.

A successful submittal will bring up the “profile page for the add OpID operator” (see **Figure 5**). Confirm that the added OpID appears next to the first field on the top line (❶). If you entered the wrong associated OpID, you can change it by clicking on the “Change Operator ID” button next to the OpID captured and posted by the DAMIS database. A dialogue box will appear showing the number you put as the “old number.” In the “new number” field, enter the correct OpID number. Then click on the submit button to change to the corrected OpID. This should return you to Figure 5 and allow you to enter the appropriate OpID profile information.

The screenshot shows the 'Add Operator' form with the following fields and callouts:

- 1**: Points to the 'Operator ID' field, which contains the value '0000' and a 'Change Operator ID' button.
- 2**: Points to the 'Name', 'Address', and 'City' fields.
- 3**: Points to the 'Contact', 'Phone', and 'E-Mail' fields.
- 4**: Points to the 'Add This Operator' button.

**Figure 5: Profile Page for the Add OpID Operator**

Next, enter the exact “doing business as” company name with its mailing street address along with the city and state it is located in (❷). Then enter a contact person’s name, phone number and e-mail address that will represent this company or act as the DER i.e., Designated Operator Representative (❸). Finally, click on the “add this operator” button to submit and capture this information. A dialogue box will then appear with the captured OpID and ability to add more OpIDs and profile information without having to return to the PPO status page. However, clicking on the status button at the bottom of this OpID listing dialog box will return you to the “PPO status page” (see Figure 3) where the OpID will appear in the area labeled as, “The following Operator ID is covered by this MIS report.”

Skip this step if the PPO, or its associated OpIDs covered by this MIS report, did **not** have any contractors/subcontractors “actually performing, ready to perform, or immediately available to perform” covered functions (i.e., maintenance, operations or emergency-response) in the calendar year covered by this MIS report. However, as the PPO, you are **providing drug and alcohol testing data for contractors/subcontractors performing covered functions**, then you should enter the contractor’s/subcontractors profile information and Business Tax Identification Number (BTIN) “covered by this year’s MIS report” utilizing the PPO status page (see **Figure 6**). Click on the “Edit Contractors” button (❶), located on the PPO status page, in order to begin the process for listing all applicable contractors/subcontractors (see **Figure 6**).

The screenshot shows the top navigation bar with the U.S. Department of Transportation logo, the title "2009 Drug & Alcohol Testing Management Information System", and the PHMSA logo. Below the navigation bar is a "Logout" button. The main content area is titled "Status" and contains a table with columns: Company Name, Type, Data, Status, Change Status, and User Name / Password. The table lists an operator with the name "OPERATOR NAME LOCATION", type "PHMSA Primary Operator", and status "Data is Incomplete Date Time". Below the table, there is a section for "The following Operator ID is covered by this MIS report:" with an "Edit Operator IDs" link. A circled "1" points to an "Edit Contractors" link located below the "Edit Operator IDs" link. At the bottom, there is a legend with three categories: "Signed, Pending Operator Review", "No Data Has Been Entered or Rejected by Operator", and "Signed, Accepted by Operator".

**Figure 6: PPO Status Page: Adding Contractor (or Subcontractor)**

Next, enter the BTIN in the open field (❶) and then click the “submit” button (❷) on the “Add Contractor” screen and then click the “submit” button (❷).

The screenshot shows the top navigation bar with the U.S. Department of Transportation logo, the title "2009 Drug & Alcohol Testing Management Information System", and the PHMSA logo. Below the navigation bar is a "Logout" button. The main content area is titled "Add Contractor" and contains a form with the text "Please enter a Contractor covered by this year's MIS submission:". There is a text input field for the contractor name, followed by "Submit" and "Cancel" buttons. A circled "1" points to the text input field, and a circled "2" points to the "Submit" button.

**Figure 7: Add Contractor**

A successful submittal will bring up the “profile page for add this contractor” (see **Figure 8**). Confirm that the added BTIN appears next to the first field on the top line (❶). If you entered the wrong BTIN, you can change it by clicking on the “Change Tax ID” button next to the BTIN number captured and posted by the DAMIS database. A dialogue box will appear showing the number you put as the “old number.” In the “new number” field, enter the correct BTIN number. Then click on the submit button to change to the corrected OpID. This should return you to Figure 8 and allow you to enter contractor/subcontractor profile information.

The screenshot shows the '2009 Drug & Alcohol Testing Management Information System' interface. At the top, there are logos for the U.S. Department of Transportation and PHMSA (Pipeline and Hazardous Materials Safety Administration), along with a 'Logout' button. The main form area contains the following fields:

- Tax ID:** 00-000000 (with a 'Change Tax ID' button next to it)
- Company Name:** [Text input field]
- Address:** [Text input field]
- City:** [Text input field]
- State:** Aguascalientes (dropdown menu)
- Zip:** [Text input field]
- Contact:** [Text input field]
- Phone:** [Text input field]
- E-Mail:** [Text input field]

At the bottom of the form, there are two buttons: 'Add This Contractor' and 'Cancel'. Callout numbers 1 through 4 are placed around the form to indicate key areas of interest.

**Figure 8: Profile Page for Add This Contractor**

Next, enter the exact “doing business as” company name with its mailing street address along with the city and state it is located in (❷). Then enter a contact person’s name, phone number and e-mail address that will represent this company or act as the DER i.e., Designated Operator Representative (❸). Finally, click on the “add this contractor” button to submit and capture this information. A dialogue box will appear with the captured BTIN and ability to add more contractors/subcontractors, and profile information, without having to return to the PPO status page. However, clicking on the “status” button at the bottom of this contractor/subcontractor listing dialog box, will return you to the “PPO status page” (see Figure 9) where the contractor BTIN numbers will appear in the area labeled as, “The following contractors performed 49 CFR Part 199.3 “covered functions” for the Operator IDs covered by this MIS report.”

**Figure 9** is a representation of both captured OpIDs (❶) and contractor/subcontractor BTINs (❷) (❸) with their, respective, MIS data status. Clicking on the “User Name and Password List” link (❹) will generate a document with the listed contractors/subcontractors sign-in information that can be printed. The PPO or its designee can use this document to sign-in and enter each contractors/subcontractors MIS data.



**2009 Drug & Alcohol Testing Management Information System**



**PHMSA**  
Pipeline and Hazardous Materials Safety Administration

Logout

Status					
Company Name	Type	Data	Status	Change Status	User Name / Password
You are an operator. Each operator is responsible for ensuring the accuracy and timeliness of each MIS report submitted.					
OPERATOR NAME LOCATION	PHMSA Primary Operator	<a href="#">Enter or Edit Your Data</a> <a href="#">View Your Data(Read Only)</a> <a href="#">MIS Data Collection Form (PDF Format) *</a>	Data is Incomplete Date Time		<a href="#">User Name &amp; Password List **</a>
The following Operator IDs are covered by this MIS report: <span style="border: 1px solid black; padding: 2px;">0000</span>					<a href="#">Edit Operator IDs</a>
The following contractors performed 49 CFR Part 199.3 "covered functions" for the Operator IDs covered by this MIS report.					<a href="#">Edit Contractors</a>
<b>Contractor/Sub ABC</b> Tax ID: 00-0000000	PHMSA Contractor / Subcontractor		No Data Has Been Entered		<b>ABCDEF GH/ 0123456789</b>
Legend:	Data is Incomplete or Signed, Pending Operator Review	No Data Has Been Entered or Rejected by Operator	Signed, Accepted by Operator		

❹

❶

❷

❸

\* In order to view PDF files, you will need the Adobe® Reader®™, available from Adobe Systems, Inc. You may obtain this free plug-in at: <http://www.adobe.com/prodindex/acrobat/readstep.html>

\*\* The generated file will be in Microsoft Word format. If you do not have Microsoft Word, you may obtain a free Microsoft Word Viewer at: <http://www.microsoft.com/DOWNLOADS/results.aspx?displaylang=en&freeText=Word+Viewer+2003>

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**Figure 9: PPO Status Page – Captured OpID and Contractor BTIN Listing**

## Section I. Employer Information

### Overview:

Read each item carefully and enter the appropriate data in the fields provided. Ensure that all data is complete and accurate. Please note that most fields are required and must be populated before a section is considered complete. At the bottom of this page you must select the appropriate check box for the type of gas or liquid being transported, gathered, or distributed via pipeline within your agency's jurisdiction. Once you have completed this section, advance to the next section by clicking the *Covered Employees* tab at the top of the page, or the *Covered Employees* button at the bottom of the page.

*Note:* When a section is complete, a green check mark will appear on the section tab at the top of the page.

*Tip:* You can navigate to any section at any time by clicking on one of the corresponding tabs at the top of the screen.

### **\*\*REMINDER\*\***

Help files can be accessed at any time by clicking on any underlined topic.

### Employer Information Guidance:

Returning to the PPO status page (see **Figure 10**), the PPO can begin entering data by clicking on the "Enter or Edit Your Data" link (❶).

U.S. Department of Transportation		2009 Drug & Alcohol Testing Management Information System		PHMSA Pipeline and Hazardous Materials Safety Administration	
					<a href="#">Logout</a>
Status					
Company Name	Type	Data	Status	Change Status	User Name / Password
You are an operator. Each operator is responsible for ensuring the accuracy and timeliness of each MIS report submitted.					
OPERATOR NAME LOCATION	PHMSA Primary Operator	<a href="#">Enter or Edit Your Data</a> <a href="#">View Your Data(Read Only)</a> <a href="#">MIS Data Collection Form (PDF Format) *</a>	Data is Incomplete Date Time		<a href="#">User Name &amp; Password List **</a>
The following Operator IDs are covered by this MIS report:			0000		<a href="#">Edit Operator IDs</a>
The following contractors performed 49 CFR Part 199.3 "covered functions" for the Operator IDs covered by this MIS report.					<a href="#">Edit Contractors</a>
Contractor/Sub ABC Tax ID: 00-0000000	PHMSA Contractor / Subcontractor		No Data Has Been Entered		ABCDEF GH 0123456789
Legend:	Data is Incomplete or Signed, Pending Operator Review	No Data Has Been Entered or Rejected by Operator	Signed, Accepted by Operator		

**Figure 10: PPO Status Page – Entering PPO MIS Testing Data**

For capturing contractor/subcontractor MIS data, the PPO or its designee, must sign-in (see Figure 1) using the User ID and Password that DAMIS generated after the PPO listed the contractor/subcontractor in the DAMIS database. After signing-in, the contractors/subcontractors status page will appear (see Figure 11). Clicking on the “enter or Edit Your Data” link will begin the MIS data entry process.

**Figure 11: Contractor/Subcontractor Status Page**

The current status of contractor/subcontractor data will be displayed in the Status column. The table below provides status descriptions of a company’s MIS data.

Status	Description
No Data Has Been Entered	The company has not begun entering their data.
Data is Incomplete	The company has begun entering their data, but has not finished.
Completed and Signed	The company has finished entering their data and has digitally signed their submission.

**Helpful Hints:**

- Clicking any underlined item will allow you to access context-related help.
- After 20 minutes of inactivity, your browser will time out and you will be required to log in again to continue entering your data. All data entered prior to timing out will be saved.

After signing-in to enter either PPO OpID or contractor/subcontractor BTIN MIS data, employer profile information must be entered in the “employer profile data entry screen” see **Figure 12**). The information required is as follows:

1. Enter the company’s name to include, when applicable, your “doing business as” name; current address, city, state, and zip code; (❶) and an e-mail address (❷), if available. **Note:** Please enter the address of the certifying official or preparer for receiving future MIS correspondence.
2. Enter the printed name and complete telephone number of the company official certifying the accuracy of the report and the date that person certified the report as complete (❸).
3. If someone other than the certifying official completed the MIS form, enter that person’s name and phone number on the appropriate lines provided (❹).
4. If a Consortium/Third Party Administrator (C/TPA) performs administrative services for your drug and alcohol program operation, enter its name and phone number on the appropriate lines provided (see line after the number “❹” indicator).
5. OPS Transportation Type Information: Check any applicable additional fields or lines indicating all the types of transportation (e.g., Gas Transmission, Gas Distribution, etc.) that the PPO or associated operator is engaged in; which the submitted MIS report will cover (❺).

Click on the “covered employees” button (❻) to proceed to the next dialogue section.

**Instructions**  
 Please enter your data in each of the five sections below. Completed sections will be denoted with a check mark on the section tab. Navigate to different sections by clicking the section tab, or by clicking the button(s) at the bottom of the screen.

[Employer Information](#)
[Covered Employees](#)
[Drug Testing Data](#)
[Alcohol Testing Data](#)
[Wrap Up](#)

**I. Employer**

Company Name:	<input type="text" value="Operator XYZ (PPO)"/>
Doing Business As (DBA) Name (if applicable):	<input type="text"/>
Address:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text" value=""/>
Zip Code:	<input type="text"/>
E-Mail:	<input type="text"/>
Name of Certifying Official: *	<input type="text"/>
Phone (and extension): *	<input type="text"/>
Prepared by (if different):	<input type="text"/>
Phone (and extension):	<input type="text"/>
Consortium/Third Party Administrator (C/TPA) (if applicable):	<input type="text"/>
Phone (and extension):	<input type="text"/>

You are reporting MIS data to: **PHMSA - Pipeline**

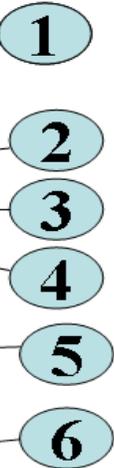
\* You must select at least one of the following checkboxes:

GAS Gathering     
  GAS Transmission     
  GAS Distribution  
 Transport Hazardous Liquid     
  Transport Carbon Dioxide

\*:Not finished.

[» Covered Employees](#)

[Privacy Policy](#)



**Figure 12: Employer Profile Data Entry Screen**

## **Section II. Covered Employees**

### **Overview:**

Enter the total number of **Operation/Maintenance/Emergency Response** covered employees who worked in safety-sensitive positions and were subject to testing during the previous year. For assistance in determining the number of covered employees that should be entered, click Total Number of Employees in this Category. Once the total number of covered employees has been entered, advance to the next section by clicking the *Drug Testing Data* tab at the top of the page, or the *Drug Testing Data* button at the bottom of the page.

### **Covered Employee Guidance:**

With reference to **Figure 13**, enter the **total number of covered employees** (i.e., employees performing DOT regulated safety-sensitive duties, which for PHMSA is “operations, maintenance or emergency-response”) **who work directly for your company (1)** (i.e., operators, contractors/subcontractors would report only the covered employees subject to testing under their company’s, respective, drug and alcohol testing program). The DAMIS database will calculate or replicate this entry and populate the total number of covered employees (2). Then click on “drug testing” button to proceed to the next section.

***TIP*** ~ To calculate the total number of covered employees, add the total number of covered employees eligible for testing during each random testing selection period for the year and divide that total by the number of random testing periods. (However, no company will need to factor the average number of employees more often than once per month). For instance, a company conducting random testing quarterly needs to add the total of covered employees they had in the random pool when each selection was made; then divide this number by 4 to obtain the yearly average number of covered employees. It is extremely important that you place all eligible employees into these random pools. [As an example, if Company A had 1500 employees in the first quarter random pool, 2250 in the second quarter, 2750 in the third quarter; and 1500 in the fourth quarter;  $1500 + 2250 + 2750 + 1500 = 8000$ ;  $8000 / 4 = 2000$ ; the total number of covered employees for the year would be reported as, “2000”.

*If you conduct random selections more often than once per month (e.g., you randomly select daily, weekly, bi-weekly), you do not need to compute this total number of covered employees rate more than on a once per month basis. Therefore, employers need not compute the covered employees’ rate more than 12 times per year.]*

**Note:** If you have employees, some of whom perform duties under one DOT agency and others of whom perform duties under another DOT agency, enter only the number of those employees performing duties under the DOT agency for whom you are submitting the form. **If you have covered employees who perform multi-DOT agency functions (e.g., an employee drives a commercial motor vehicle and performs pipeline maintenance duties for you), count the employee only on the MIS report for the DOT agency regulating more than 50 percent of the employee's safety sensitive function.**

U.S. Department of Transportation | 2009 Drug & Alcohol Testing Management Information System | PHMSA Pipeline and Hazardous Materials Safety Administration

Status Logout

**Instructions**  
Please enter the total number of employees in each employee category below. Enter a zero for any employee category for which you have no employees.

Employer Information | **Covered Employees** | Drug Testing Data | Alcohol Testing Data | Wrap Up

**II. Employees Subject to Testing:**

Employee Category	Total Number of Employees in this Category ?
Operation/Maintenance/Emergency Response *	<input type="text"/>
<b>Total Number of Employees in this Category:</b>	<input type="text" value="0"/>

\*:Not finished.

Employer Information << | >> Drug Testing Data

**Figure 13: Covered Employees Data Entry Screen**

### **Section III. Drug Testing Data**

#### **Overview:**

Enter all drug testing data for each test type (Pre-Employment, Random, Post-Accident, Reasonable Cause, Return-to-Duty, and Follow-Up) performed during the previous year for the Operation/Maintenance/Emergency Response employee category.

***Note:** Zeros entered in the **Covered Employees** section will automatically fill into the testing fields for that employee category. You must still proceed to each employee category to accept.*

Begin with Column 2 (Column 1 is the sum of columns 2, 3, 9, 10, 11, and 12, and will be totaled automatically). If a test was performed for a testing category, results should be entered in the fields provided. If your company did not perform a particular test, enter zero (0) in the appropriate fields. A value must be entered into each field in order to complete this section.

***Tip:** There are three buttons at the bottom of the drug testing data table: **Undo Changes**, **Clear All**, and **Set Blanks to Zero**. Clicking **Undo Changes** will revert all fields to their original values. Clicking **Clear All** will completely clear all fields on the screen, leaving them blank. Clicking **Set Blanks to Zero** will enter a zero (0) in any blank field.*

***Reminder:** You must enter a value in each field in order to complete this section*

If testing results are not entered into a field, a red asterisk will appear next to the test type indicating that the table has not been completed.

Once all of the fields in the drug testing data table have been completed, advance to the next section by clicking the *Alcohol Testing Data* tab at the top of the page, or the *Alcohol Testing Data* button at the bottom of the page.

#### **\*\*REMINDER\*\***

Help files can be accessed at any time by clicking on any underlined topic.

#### **Drug Testing Guidance:**

With reference to **Figure 14 and the “❶” identifier**, this section summarizes the drug testing results for all covered employees (to include applicants). 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 Suspicion / Reasonable Cause; Return-to-Duty, and Follow-Up.

The categories of type of results are: Total Number of Test Results [excluding cancelled tests and blind specimens]; 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” with No Medical Explanation, and Other Refusals to Submit to Testing; and Cancelled Results.

***TIP*** ~ Do not enter data on blind specimens submitted to laboratories. Be sure to enter all pre-employment testing data regardless of whether an applicant was hired or not. You do not need to separate reasonable suspicion and reasonable cause drug testing data on the MIS form. [Therefore, if you conducted only reasonable suspicion drug testing (i.e., FMCSA and FTA), enter that data; if you conducted only reasonable cause drug testing (i.e., FAA, PHMSA, and USCG); or if you conducted both under FRA drug testing rules, simply enter the data with no differentiation.] Finally, you may leave blank any row or column in which there were no results, or you may enter “0” (zero) instead. Please note that cancelled tests are not included in the “total number of test results” column.

**Section III, Column 1. Total Number of Test Results ~ Nothing is entered in this column by the preparer or certifying official.** This column is computed by the DAMIS database based the total number of test results in each testing category during the entire reporting year. DAMIS will count the number of test results as the number of testing events resulting in negative, positive, and refusal results. It will not count cancelled tests and blind specimens in this total.

[Example: A company that conducted fifty pre-employment tests would enter “50” on the Pre-Employment row. If it conducted one hundred random tests, “100” would be entered on the Random row. If that company did no post-accident, reasonable suspicion, reasonable cause, return-to-duty, or follow-up tests, those categories will be left blank or zeros entered.]

**Section III, Column 2. Verified Negative Results ~** This column requires a count of the number of tests in each testing category that the Medical Review Officer (MRO) reported as negative. Do not count a negative-dilute result if, subsequently, the employee underwent a second collection; the second test is the test of record.

[Example: If forty-seven of the company’s fifty pre-employment tests were reported negative, “47” would be entered in Column 2 on the Pre-Employment row. If ninety of the company’s one hundred random test results were reported negative, “90” would be entered in Column 2 on the Random row. Because the company did no other testing, those other categories would be left blank or zeros entered.]

**Section III, Column 3. Verified Positive Results ~ For One Or More Drugs** ~ This column requires a count of the number of tests in each testing category that the MRO reported as positive for one or more drugs. When the MRO reports a test positive for two drugs, it would count as one positive test.

[Example: If one of the fifty pre-employment tests was positive for two drugs, “1” would be entered in Column 3 on the Pre-Employment row. If four of the company’s one hundred random test results were reported positive (three for one drug and one for two drugs), “4” would be entered in Column 3 on the Random row.]

**Section III, Columns 4 through 8. Positive** (for specific drugs) ~ These columns require entry of the by-drug data for which specimens were reported positive by the MRO.

[Example: The pre-employment positive test reported by the MRO was positive for marijuana, “1” would be entered in Column 4 on the Pre-Employment row. If three of the four positive results for random testing were reported by the MRO to be positive for marijuana, “3” would be entered in Column 4 on the Random row. If one of the four positive results for random testing was reported positive for both PCP and opiates, “1” would be entered in Column 6 on the Random row and “1” would be entered in Column 7 of the Random row.]

***TIP*** ~ *Column 1 should equal the sum of Columns 2, 3, 9, 10, 11, and 12. Remember you have not counted specimen results that were ultimately cancelled or were from blind specimens. So, Column 1 = Column 2 + Column 3 + Column 9 + Column 10 + Column 11 + Column 12. Certainly, double check your records to determine if your actual results count is reflective of all negative, positive, and refusal counts.*

*An MRO may report that a specimen is positive for more than one drug. When that happens, to use the company example above (i.e., one random test was positive for both PCP and opiates), the positive results should be recorded in the appropriate columns – PCP and opiates in this case. There is no expectation for Columns 4 through 8 numbers to add up to the numbers in Column 3 when you report multiple positives.*

**Section III, Columns 9 through 12. Refusal Results** ~ The refusal section is divided into four refusal groups – they are: Adulterated; Substituted; “Shy Bladder” ~ With No Medical Explanation; and Other Refusals To Submit to Testing. The MRO reports two of these refusal types – adulterated and substituted specimen results – because of laboratory test findings.

When an individual does not provide enough urine at the collection site, the MRO conducts or causes to have conducted a medical evaluation to determine if there exists a medical reason for the person's inability to provide the appropriate amount of urine. If there is no medical reason to support the inability, the MRO reports the result to the employer as a refusal to test: Refusals of this type are reported in the "Shy Bladder" ~ With No Medical Explanation category.

Finally, additional reasons exist for a test to be considered a refusal. Some examples are: the employee fails to report to the collection site as directed by the employer; the employee leaves the collection site without permission; the employee fails to empty his or her pockets at the collection site; the employee refuses to have a required shy bladder evaluation. Again, these are only four examples: there are more.

**Section III, Column 9. Adulterated** ~ This column requires the count of the number of tests reported by the MRO as refusals because the specimens were adulterated.

[Example: If one of the fifty pre-employment tests was adulterated, "1" would be entered in Column 9 of the Pre-Employment row.]

**Section III, Column 10. Substituted** ~ This column requires the count of the number of tests reported by the MRO as refusals because the specimens were substituted.

[Example: If one of the 100 random tests was substituted, "1" would be entered in Column 10 of the Random row.]

**Section III, Column 11. "Shy Bladder" ~ With No Medical Explanation** ~ This column requires the count of the number of tests reported by the MRO as being a refusal because there was no legitimate medical reason for an insufficient amount of urine.

[Example: If one of the 100 random tests was a refusal because of shy bladder, "1" would be entered in Column 11 of the Random row.]

**Section III, Column 12. Other Refusals To Submit To Testing** ~ This column requires the count of refusals other than those already entered in Columns 9 through 11.

[Example: If the company entered "100" as the number of random specimens collected, however, it had five employees who refused to be tested without submitting specimens: two did not show up at the collection site as directed; one refused to empty his pockets at the collection site; and two left the collection site rather than submit to a required directly observed collection. Because of these five refusal events, "5" would be entered in Column 12 of the Random row.]

***TIP*** ~ Even though some testing events result in a refusal in which no urine was collected and sent to the laboratory, a “refusal” is still a final test result. Therefore, your overall numbers for test results (in Column 1) will equal the total number of negative tests (Column 2); positives (Column 3); and refusals (Columns 9, 10, 11, and 12). Do not worry that no urine was processed at the laboratory for some refusals; all refusals are counted as a testing event for MIS purposes and for establishing random rates.

**Section III, Column 13. Cancelled Tests** ~ This column requires a count of the number of tests in each testing category that the MRO reported as cancelled. You must not count any cancelled tests in Column 1 or in any other column. For instance, you must not count a positive result (in Column 3) if it had ultimately been cancelled for any reason (e.g., specimen was initially reported positive, but the split failed to reconfirm).

[Example: If a pre-employment test was reported cancelled, “1” would be entered in Column 13 on the Pre-Employment row. If three of the company’s random test results were reported cancelled, “3” would be entered in Column 13 on the Random row.]

**TOTAL Line. Columns 1 through 13** ~ On this line, DAMIS will compute and post the totals based on the numbers in each column. Consequently, the preparer should not attempt to enter any information in the total lines.

**Set Blanks to Zero:** It is very important to click on the “set to zero” button (🔴) for DAMIS to fill in the blanks with zeros and use this information in its computations. This will move the process to the next section

**\*\*REMINDER\*\***

Help files can be accessed at any time by clicking on any underlined topic.

**Instructions**

Please enter drug testing data for each employee category even if you have no employees in a category. All fields must be completed.

TIP: Click 'Set blanks to zero' to fill all empty fields with a zero.

Employer Information Covered Employees **Drug Testing Data** Alcohol Testing Data Wrap Up

**Employee Categories:**

**YOU MUST FILL IN EACH CATEGORY TO COMPLETE THIS PORTION OF THE REPORTING.**

A green check mark will appear next to the category name when it has been completed.

Incomplete  Operation/Maintenance/Emergency Response

**III. Drug Testing Data: [ Operation/Maintenance/Emergency Response ]**

Type of Test	1	2	3	4	5	6	7	8	Refusal Results				Cancelled Results
	Total Number Of Test Results (Should equal the sum of Columns 2,3,9,10, 11 & 12)	Verified Negative Results	Verified Positive Results - For One Or More Drugs	Positive For Marijuana	Positive For Cocaine	Positive For PCP	Positive For Opiates	Positive For Amphetamines	Adulterated	Substituted	"Shy Bladder" - With No Medical Explanation	Other Refusals To Submit To Testing	
Pre-Employment *													
Random *													
Post-Accident *													
Reasonable Cause *													
Return-to-Duty *													
Follow-up *													
<b>Total</b>													

1

2

**Figure 14: Drug Testing Data Entry Screen**

## **Section IV. Alcohol Testing Data**

### **Overview:**

The **Alcohol Testing Data** section is similar to the **Drug Testing Data** section. The same directions apply for entering data on each of the six test types.

***Reminder:** Zeros entered in the **Covered Employees** section will automatically fill into the testing fields for that employee category. You must still proceed to each employee category to accept.*

***Reminder:** You must enter a value in each field in order to complete this section*

After completing every field in the alcohol testing section, advance to the next section by clicking the *Wrap Up* tab at the top of the page, or the *Wrap Up* button at the bottom of the page.

### **\*\*REMINDER\*\***

Help files can be accessed at any time by clicking on any underlined topic.

### **Alcohol Testing Guidance:**

With reference to **Figure 15 and the “●” identifier**, this section summarizes the alcohol testing conducted for all covered employees (to include applicants). The table in this section requires alcohol test data by test type and by result. The categories of test types are: Pre-Employment; Random; Post-Accident; Reasonable Suspicion / Reasonable Cause; Return-to-Duty, and Follow-Up.

The categories of results are: 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” with No Medical Explanation, and Other Refusals to Submit to Testing; and Cancelled Results.

***TIP*** ~ Be sure to enter all pre-employment testing data regardless of whether an applicant was hired or not. Of course, for most employers, pre-employment alcohol testing is optional, so you may not have conducted this type of testing. You do not need to separate “reasonable suspicion” and “reasonable cause” alcohol testing data on the MIS form. [Therefore, if you conducted only reasonable suspicion alcohol testing (i.e., PHMSA), enter that data; or if you conducted both reasonable suspicion and reasonable cause alcohol testing, simply enter the data with no differentiation.] PHMSA does not authorize “random” testing for alcohol. Finally, you may leave blank any row or column in which there were no results, or you may enter “0” (zero) instead. Please note that USCG-regulated employers do not report alcohol test results on the MIS form: Do not fill-out Section IV if you are a USCG-regulated employer.

**Section IV, Column 1. Total Number of Screening Test Results** ~ This column requires a count of the total number of screening test results in each testing category during the entire reporting year. Count the number of screening tests as the number of screening test events with final screening results of below 0.02, of 0.02 through 0.039, of 0.04 or greater, and all refusals. Do not count cancelled tests in this total.

[Example: A company that conducted twenty pre-employment tests would enter “20” on the Pre-Employment row. If it conducted fifty random tests, “50” would be entered. If that company did no post-accident, reasonable suspicion, reasonable cause, return-to-duty, or follow-up tests, those categories will be left blank or zeros entered.]

**Section IV, Column 2. Screening Tests With Results Below 0.02** ~ This column requires a count of the number of tests in each testing category that the BAT or STT reported as being below 0.02 on the screening test.

[Example: If seventeen of the company’s twenty pre-employment screening tests were reported as being below 0.02, “17” would be entered in Column 2 on the Pre-Employment row. If forty-four of the company’s fifty random screening test results were reported as being below 0.02, “44” would be entered in Column 2 on the Random row. Because the company did no other testing, those other categories would be left blank or zeros entered.]

**Section IV, Column 3. Screening Tests With Results 0.02 Or Greater** ~ This column requires a count of the number of screening tests in each testing category that BAT or STT reported as being 0.02 or greater on the screening test.

[Example: If one of the twenty pre-employment tests was reported as being 0.02 or greater, “1” would be entered in Column 3 on the Pre-Employment row. If four of the company’s fifty random test results were reported as being 0.02 or greater, “4” would be entered in Column 3 on the Random row.]

**Section IV, Column 4. Number of Confirmation Test Results** ~ This column requires entry of the number of confirmation tests that were conducted by a BAT as a result of the screening tests that were found to be 0.02 or greater. In effect, all screening tests of 0.02 or greater should have resulted in confirmation tests. Ideally the number of tests in Column 3 and Column 4 should be the same. However, we know that this required confirmation test sometimes does not occur. In any case, the number of confirmation tests that were actually performed should be entered in Column 4.

[Example: If the one pre-employment screening test reported as 0.02 or greater had a subsequent confirmation test performed by a BAT, “1” would be entered in Column 4 on the Pre-Employment row. If three of the four random screening tests that were found to be 0.02 or greater had a subsequent confirmation test performed by a BAT, “3” would be entered in Column 4 on the Random row.]

**Section IV, Column 5. Confirmation Tests With Results 0.02 Through 0.039** ~ This column requires entry of the number of confirmation tests that were conducted by a BAT that led to results that were 0.02 through 0.039.

[Example: If the one pre-employment confirmation test yielded a result of 0.042, Column 5 of the Pre-Employment row would be left blank or zeros entered. If two of the random confirmation tests yielded results of 0.03 and 0.032, “2” would be entered in Column 5 of the Random row.]

**Section IV, Column 6. Confirmation Tests With Results 0.04 Or Greater** ~ This column requires entry of the number of confirmation tests that were conducted by a BAT that led to results that were 0.04 or greater.

[Example: Because the one pre-employment confirmation test yielded a result of 0.042, “1” would be entered in Column 6 of the Pre-Employment row. If one of the random confirmation tests yielded a result of 0.04, “1” would be entered in Column 6 of the Random row.]

***TIP*** ~ *Column 1 should equal the sum of Columns 2, 3, 7, and 8. The number of screening tests results should reflect the number of screening tests you have no matter the result (below 0.02 or at or above 0.02, plus refusals to test), unless of course, the tests were ultimately cancelled. So, Column 1 = Column 2 + Column 3 + Column 7 + Column 8. Certainly, double check your records to determine if your actual screening results count is reflective of all these counts.*

*There is no need to record MIS confirmation tests results below 0.02: That is why we have no column for it on the form. [If the random test that screened 0.02 went to a confirmation test, and that confirmation test yielded a result below 0.02, there is no place for that confirmed result to be entered.] We assume that if a confirmation test was completed but not listed in either Column 5 or Column 6, the result was below 0.02. In addition, if the confirmation test ended up being cancelled, it should not have been included in Columns 1, 3, or 4 in the first place.*

**Section IV, Columns 7 and 8. Refusal Results** ~ The refusal section is divided into two refusal groups – they are: Shy Lung ~ With No Medical Explanation; and Other Refusals To Submit to Testing. When an individual does not provide enough breath at the test site, the company requires the employee to have a medical evaluation to determine if there exists a medical reason for the person’s inability to provide the appropriate amount of breath. If there is no medical reason to support the inability as reported by the examining physician, the employer calls the result a refusal to test: Refusals of this type are reported in the “Shy Lung ~ With No Medical Explanation” category.

Finally, additional reasons exist for a test to be considered a refusal. Some examples are: the employee fails to report to the test site as directed by the employer; the employee leaves the test site without permission; the employee fails to sign the certification at Step 2 of the ATF; the employee refuses to have a required shy lung evaluation. Again, these are only four examples; there are more.

**Section IV, Column 7. “Shy Lung” ~ With No Medical Explanation** ~ This column requires the count of the number of tests in which there is no medical reason to support the employee’s inability to provide an adequate breath as reported by the examining physician; subsequently, the employer called the result a refusal to test.

[Example: If one of the 50 random tests was a refusal because of shy lung, “1” would be entered in Column 7 of the Random row.]

**Section IV, Column 8. Other Refusals To Submit To Testing** ~ This column requires the count of refusals other than those already entered in Columns 7.

[Example: The company entered “50” as the number of random specimens collected, however it had one employee who did not show up at the testing site as directed. Because of this one refusal event, “1” would be entered in Column 8 of the Random row.]

***TIP*** ~ Even though some testing events result in a refusal in which no breath (or saliva) was tested, there is an expectation that your overall numbers for screening tests (in Column 1) will equal the total number of screening tests with results below 0.02 (Column 2); screening tests with results 0.02 or greater (Column 3); and refusals (Columns 7 and 8). Do not worry that no breath (or saliva) was tested for some refusals; all refusals are counted as a screening test event for MIS purposes and for establishing random rates.

**Section IV, Column 9. Cancelled Tests** ~ This column requires a count of the number of tests in each testing category that the BAT or STT reported as cancelled. Do not count any cancelled tests in Column 1 or in any other column other than Column 9. For instance, you must not count a 0.04 screening result or confirmation result in any column, other than Column 9, if the test was ultimately cancelled for some reason (e.g., a required air blank was not performed).

[Example: If a pre-employment test was reported cancelled, “1” would be entered in Column 9 on the Pre-Employment row. If three of the company’s random test results were reported cancelled, “3” would be entered in Column 13 on the Random row.]

**TOTAL Line. Columns 1 through 13** ~ On this line, DAMIS will compute and post the totals based on the numbers in each column. Consequently, the preparer should not attempt to enter any information in the total lines.

**Set Blanks to Zero:** It is very important to click on the “set to zero” button (🔴) for DAMIS to fill in the blanks with zeros and use this information in its computations. This will move the process to the next section

**Instructions**

Please enter alcohol testing data for each employee category even if you have no employees in a category. All fields must be completed.

TIP: Click 'Set blanks to zero' to fill all empty fields with a zero.

Employer Information   Covered Employees   **Drug Testing Data**   Alcohol Testing Data   Wrap Up

**Employee Categories:**

**YOU MUST FILL IN EACH CATEGORY TO COMPLETE THIS PORTION OF THE REPORTING.**

A green check mark will appear next to the category name when it has been completed.

Incomplete    **Operation/Maintenance/Emergency Response**

**IV. Alcohol Testing Data: [ Operation/Maintenance/Emergency Response ]**

Type of Test	1	2	3	4	5	6	7		8	9
	Total # Of Screening Test Results [Should equal the sum of Columns 2, 3, 7 and 8]	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	"Shy Lung" - With No Medical Explanation	Other Refusals To Submit To Testing	Cancelled Results	
Post-Accident *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Reasonable Cause *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Return-to-Duty *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Follow-up *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>Total</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Undo Changes   Clear All   Set Blanks to Zero

\*:Not finished.

Drug Testing Data <<   >> Wrap Up

[Privacy Policy](#)



**Figure 15: Alcohol Testing Data Entry Screen**

## **Wrap Up**

Upon entering the **Wrap Up** section, several validation checks will be run against the data you have entered. If any section is incomplete, the following warning message will be displayed:

**“You have not finished entering your data. Please click the following button(s) to return to any incomplete section(s). “**

**Important PPO Validation Notice: It is important to note that only the contractor/subcontractor MIS data must be validated (i.e., approved, rejected or not reviewed) by the PPO. Otherwise, it will appear as incomplete data until the PPO performs this step through the PPO status page. The PPO utilizes the “change status” column to select and authorize the validation for each row of listed contractor/subcontractor.**

The software will flag any obvious data errors with a red error message. Similarly, any data items that have possible problems will be flagged with a warning message. A button to the right of each error or warning message will link directly back to the section in which the data was entered.

**ERRORS:** Any data errors must be corrected before you can electronically sign your data.

**WARNINGS:** Please review all Aquestionable@ data that triggers a warning message. Correct the data if it was entered incorrectly. If the data entered is correct, you do not need to change it.

When each section has been completed and all errors and warnings have been addressed, you must electronically sign your submission by clicking the *Electronically Sign* button at the bottom of the page. The date and time you signed your submission will appear.

**Note:** *Check the Email Confirmation box if you would like to receive an email confirming your data has been submitted. Make sure you have entered an e-mail address.*

You have now completed your submission. You may download your completed data and view it in Adobe Reader as it would appear on a U.S. DOT Drug and Alcohol Testing MIS Data Collection form by clicking Download Data in Adobe PDF Format. You can log out by clicking the orange ALogout@ button at the top right hand corner of the screen.

**Note:** You may sign back in at any time. This gives you the opportunity to view or edit your submission, and to download it in Adobe PDF format. If you choose to edit your data, you must return to the Wrap Up section and sign your submission again.