



1850 Gateway Blvd 7th Floor
Concord, Ca 94520

August 12, 2008

(FName), (LName)
(Address)
(City), (State) (Zipcode)

Dear (FName):

You are receiving this notice due to changes in the regulations issued by the Department of Transportation (DOT - CFR49 Part 40) for mandated Drug and Alcohol Testing programs. These changes will affect you. Effective August 31, 2009, all DOT Return-to-Duty and Follow-Up Drug tests must be observed. (Please see the enclosed attachments)

The new procedures for observed collections will now be required for all return-to-duty and follow-up testing. The Observer will have the employee raise and lower clothing, and then put it back into place for the observed collection. Observers must view the donor from the front when giving a specimen. The Observer will be of the same gender as the donor.

These provisions are intended to ensure accountability in the provision of the drug testing program.

A refusal to cooperate with these new procedures will constitute a positive test and will result in discipline or discharge.

If you have any questions or concerns, please notify the DOT Program Coordinator.

Sincerely,

Kathy Barquero

Kathy Barquero
HR DOT Program Coordinator
External: (925) 270-2944
Internal: 270-2944
Enclosures