

# Drug & Alcohol Program Record Retention Requirements

As indicated by 49 CFR Part 40

## 5 years:

- Records of alcohol test results indicating an alcohol concentration of 0.02 or greater;
- Records of verified positive drug test results;
- Documentation of refusals to take required alcohol and/or drug tests (including substituted or adulterated drug test results);
- Documentation of any removals from safety-sensitive work
- SAP reports
- All follow-up tests and schedules for follow-up tests.

## 3 years:

- Consent to release previous history forms to/from employers
  - including documented attempts to obtain information if not returned by past employer within 30 days

## 2 years:

- Records of the inspection, maintenance, and calibration of EBTs, for two years.
- Records of negative and cancelled drug test results

## 1 year:

- alcohol test results with a concentration of less than 0.02 for one year

Also must maintain:

- Copy of each month's random list – usually two years worth
- Completed Applicant Notification Forms
- Training records
  - Employee Initial Training
  - Supervisor Initial Training
  - Supervisor Recurrent Training

## NOTES:

- You must maintain the records in a location with controlled access.
- A service agent may maintain these records for you. However, you must ensure that you can produce these records at your principal place of business in the time required by the DOT agency. For example, when a Federal inspector requests your records, you must ensure that you can provide them within two business days.
- If you store records electronically, where permitted by this part, you must ensure that the records are easily accessible, legible, and formatted and stored in an organized manner. If electronic records do not meet these criteria, you must convert them to printed documentation in a rapid and readily auditable manner, at the request of DOT agency personnel.