



# Office of Civilian Human Resources CG-121

## EMERGENCY RESPONSE FOR POST-ACCIDENT/INCIDENT OR REASONABLE SUSPICION DRUG AND/OR ALCOHOL TESTING

In order to schedule emergency response drug and/or alcohol tests regardless of day or time, Drug Program Coordinators (DPCs) or Alternates must call the Emergency Response toll-free telephone numbers.

1. Call the Forensic Drug & Alcohol Testing (FD&AT) Emergency Services Coordinator on **1-888-844-1119** and follow the prompts to select your region:
  - 1 - New England
  - 2 - Jacksonville, FL
  - 3 - Reno, NV
  - 4 - Greater Alaska Area
  - 5 - All other regions
  - 6 - FD&AT On-Call Supervisor
2. Enter the phone/pager number where you can be reached.
3. When the Coordinator responds to your page, provide the following information:
  - a. Your name and indicate that you are a DPC or Alternate
  - b. Provide Account Identification Number (**285570002**) and Coast Guard Employer ID Number (**203815**). Specify **non-FAA test**.
  - c. Reason for your call, i.e. urine collection and/or breath alcohol test for **post-accident or reasonable suspicion**.
  - d. State whether the person(s) to be tested are Commercial Driver's License holders. This is necessary in order for the Breath Alcohol Technician (BAT) to use the proper testing form.
  - e. The number of persons to be tested.
  - f. Gender of person(s) to be tested. For urine collection, a Collector of the same gender of the individual being tested is required. A Collector of either gender can be used for breath alcohol testing.
  - g. The specific address of the testing site and special access instructions, if any.
  - h. Telephone number (and/or pager number if applicable) where you can be reached.
4. The Emergency Services Coordinator will contact the closest available Collector/BAT and dispatch the Collector/BAT to the testing site. **You must remain accessible by phone.**
5. The Emergency Services Coordinator will contact you within 15 minutes with/for the following information:

- a. Will provide the name and originating location of the Collector/BAT and the approximate arrival time at site.
  - b. Will confirm the testing site address/instructions.
  - c. You will provide additional contact name(s) and phone number(s), e.g. site coordinator or facility manager.
6. It is required that a site coordinator be readily available throughout the testing process.
  7. Contact Ron Coleman, Coast Guard Drug Program Coordinator on (703) 872-6265 or via e-mail at [ron.b.coleman@uscg.mil](mailto:ron.b.coleman@uscg.mil) to inform him that a Post-Accident/Incident or Reasonable Suspicion test has been scheduled, providing details (name, social security number, date of collection/testing and type of testing done<sup>1</sup>).

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<sup>1</sup> Post-Accident/Incident or Reasonable Suspicion, Drug and/or Alcohol test (alcohol testing is for Commercial Drivers License holders only).