§ 40.163 How does the MRO report drug test results?

(a) As the MRO, it is your responsibility to report all drug test results to the employer. 

(b) You may use a signed or stamped and dated legible photocopy of Copy 2 of the CCF to report test results.

(c) If you do not report test results using Copy 2 of the CCF for this purpose, you must provide a written report (e.g., a letter) for each test result. This report must, as a minimum, include the following information:

1. Full name, as indicated on the CCF, of the employee tested; 
2. Specimen ID number from the CCF and the donor SSN or employee ID number; 
3. Reason for the test, if indicated on the CCF (e.g., random, post-accident); 
4. Date of the collection; 
5. Date you received Copy 2 of the CCF; 
6. Result of the test (i.e., positive, negative, dilute, refusal to test, test cancelled) and the date the result was verified by the MRO; 
7. For verified positive tests, the drug(s)/metabolite(s) for which the test was positive; 
8. For cancelled tests, the reason for cancellation; 
9. For refusals to test, the reason for the refusal determination (e.g., in the case of an adulterated test result, the name of the adulterant); and 
10. The DOT Agency, if noted on the CCF.

(d) As an exception to the reporting requirements of paragraph (b) and (c) of this section, the MRO may report negative results using an electronic data file. 

1. If you report negatives using an electronic data file, the report must contain, as a minimum, the information specified in paragraph (c) of this