



Department of Energy
Washington, DC 20585

May 20, 2015

MEMORANDUM FOR DISTRIBUTION

FROM:

MATTHEW B. MOURY 
ASSOCIATE UNDER SECRETARY FOR
ENVIRONMENT, HEALTH, SAFETY AND SECURITY

SUBJECT:

Clarification on the Drug Testing Custody and Control Form
for Department of Energy Contractors

Title 10, Code of Federal Regulations, part 707 (10 C.F.R. 707 or the rule), *Workplace Substance Abuse Programs at DOE Sites*, applies to Department of Energy (DOE) contractors. The 10 C.F.R. 707, section 7, requires DOE contractors to develop a written drug testing program that is consistent with the requirements of the rule and the U.S. Department of Health and Human Services' (HHS) *Mandatory Guideline for Federal Workplace Drug Testing Programs* (the Mandatory Guidelines). Both the Mandatory Guidelines and 10 C.F.R. 707 require the use of a custody and control form to document the security of the specimen from time of collection until receipt by the laboratory.

We learned from HHS that, in most cases, DOE contractors are using the *Federal Drug Testing Custody and Control Form* (Federal CCF), which offsets the results of the DOE Federal drug testing program for its Federal employees. This form is for use only when testing Federal employees and is not to be used when testing contractor employees. HHS and a representative from an HHS-certified laboratory stated that a form for non-Federal drug testing programs does exist. This form is called the *Forensic Drug Testing Custody and Control Form*, commonly known as the "look-a-like" form.

Effective immediately, please ensure that all DOE contractors use the *Forensic Drug Testing Custody and Control Form* (the look-a-like form) for their drug testing programs to comply with the requirements in 10 C.F.R. 707. This form is currently available at HHS-certified laboratories. A list of HHS-certified laboratories can be found at: <http://www.samhsa.gov/workplace/lab-list>. A copy of the form is attached for your information. To ensure that DOE contractors use the correct form, please distribute to your contractors a copy of this memorandum and the attachment.

Additional information regarding DOE contractor's workplace substance abuse programs can be found on the 10 C.F.R. 707 Web site, located at:
<http://www.energy.gov/ehss/contractor-workplace-substance-abuse-program-doe-sites-10-C.F.R.-707>.



If you have any questions or need further information regarding the use of the form, please contact Dr. Patricia R. Worthington, Director, Office of Health and Safety, within the Office of Environment, Health, Safety and Security, at (301) 903-5926; or you may contact Dr. Bill McArthur, Director, Office of Worker Safety and Health Policy, at (301) 903-9674.

Attachment

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Department of Energy Contractors**

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