

AVAILIA™

316 West Boone Avenue - Suite 669 - Spokane, Washington 99201

Phone - (509) 495-1222 Fax – (509) 254-5024 INFO@AVAILIA.COM

DOT Substance Abuse Professional Services

If you are reading this, you have been referred for a DOT Substance Abuse Professional evaluation following a workplace drug or alcohol program violation. That may feel overwhelming. This packet is here to help you understand what comes next and what to expect from working with Availia.

The SAP process is federally regulated and required before you can return to safety-sensitive duties. It is not a punishment and it is not designed to work against you. The SAP's role is defined by federal law, to evaluate, recommend, and monitor. Nothing more.

At Availia, you will be treated with professionalism and respect from the moment you reach out. Our goal is to help you move through this process as clearly and efficiently as possible, with your dignity intact.

This packet contains everything you need to understand the process, prepare for your appointment, and know your rights under federal law.

You can learn more about us on our website at [availia.com], or contact us with any questions:

Email: info@availia.com Fax: 509-254-5024 Phone: 509-495-1222

*Duncan True, BA · SUDP · NCACI · NCSE · DOT-Qualified SAP
Administrator, Availia TeleHelp PLLC*

This document contains information related to a DOT-mandated Substance Abuse Professional (SAP) evaluation conducted pursuant to 49 CFR Part 40. Disclosure of this information is governed by federal DOT regulations and is limited to those authorized to receive it under 49 CFR Part 40. Unauthorized review, use, disclosure, or distribution is strictly prohibited. If you have received this document in error, please notify us immediately and destroy all copies.

AVAILIATM

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What is Happening

Federal DOT regulations require completion of a Substance Abuse Professional evaluation process following specific drug and alcohol program violations in safety-sensitive transportation industries. Until this process is complete, an employee may not return to safety-sensitive duties.

The process moves forward as follows. A SAP evaluation is conducted first. Based on that evaluation, a recommendation for education and/or treatment is issued. Once the recommendation has been completed and compliance has been demonstrated, a follow-up evaluation is conducted. If compliance is confirmed, a return-to-duty report is issued to the employer.

The decision to return an employee to safety-sensitive duties belongs to the employer. The SAP's role is limited to evaluation, recommendation, follow-up evaluation, and follow-up testing plan development.

Steps Outlined:

1. SAP Assessment (& SAP's Recommendation)
2. Complete SAP's Recommendation (SUD Counseling / Treatment)
3. Follow-up SAP Evaluation
4. Return-to-Duty Report

AVAILIA is here to help you move through every step of this process.

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Your Rights Under Federal Law

The DOT SAP process is governed by federal regulation. The following rights are guaranteed to you under 49 CFR Part 40.

No release authorization required. You are not required to sign any consent, release, waiver of liability, or indemnification agreement in connection with this process. Federal law prohibits it under 49 CFR § 40.355(a).

You have the right to a copy of your SAP reports. You may request a copy of any SAP report issued about you. Requests must be made in writing. Copies are provided within 10 business days. Your follow-up testing schedule will be removed from any copy provided to you — federal law prohibits disclosing it to you.

You cannot seek a second SAP evaluation. Federal law prohibits seeking a second SAP evaluation to obtain a different recommendation under 49 CFR § 40.295. If obtained, your employer cannot rely on it. Only the original SAP may update the recommendation based on new clinical information.

The SAP does not advocate for or against you. The SAP's function is to protect public safety. The SAP does not take positions on employment decisions, disciplinary actions, or the merits of the underlying violation.

The MRO may be consulted without your consent. For drug-related violations, the SAP may consult the Medical Review Officer who verified the test result. This may occur without your consent. The MRO is required by law to cooperate.

If you have questions about any of these rights, contact Availia before your appointment.

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Before your Appointment

What to Bring

Valid photo ID is required. Please also bring your employer name and contact information, and your DER name and contact information if known.

Format

Your evaluation will be conducted in person at our Spokane office or remotely by secure video. A phone call alone is not sufficient under federal regulation. If conducted remotely, you must be physically located in Washington State and in a private location for the assessment's duration.

What to Expect

The evaluation involves a clinical interview covering your psychosocial history, substance use history, and current mental status or concerns. Be prepared for an in-depth and open conversation. The evaluation is conducted on an individualized basis and your recommendations will be specific to your individual circumstances.

Payment

SAP evaluation fees are due at time of service. The initial evaluation is \$350 and the follow-up evaluation is \$150, for a total of \$500 if paid separately. A bundled rate of \$450 covers both evaluations when paid in full at the time of the initial appointment. Payment is accepted by card or cash. Contact us in advance if you have questions about payment or financial accessibility.

Scheduling

To schedule your evaluation, contact us directly. Prompt scheduling is in your best interest as you cannot return to safety-sensitive duties until the process is complete.

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DOT SAP Evaluation — Informed Consent & Disclosure

Client Name: _____ DOB: _____ Date: _____

1. PURPOSE OF THIS DOCUMENT

This document applies only to DOT Substance Abuse Professional (SAP) Evaluations. It describes your rights and the limits of confidentiality specific to this service. Read it carefully before signing.

2. WHAT A SAP EVALUATION IS — AND IS NOT

- The SAP is not your treating provider and does not provide therapy, counseling, or case management.
 - The SAP does not advocate for you or your employer.
 - The SAP's role is defined by federal regulation: evaluate, recommend, and monitor.
 - The SAP's function is to protect public safety — not to support any particular employment outcome.
-

3. THE VERIFIED TEST RESULT IS CONCLUSIVE

Federal law (49 CFR § 40.293(g)) requires the SAP to treat your verified positive result as conclusive.

This means:

- No explanation you offer can change the evaluation outcome.
 - This includes claims of legal prescription, hemp oil, CBD, secondhand exposure, test inaccuracy, or any other explanation.
 - Statements you make about the incident will be documented as clinical observations relevant to your assessment. They cannot be used to challenge the test result.
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4. CONFIDENTIALITY LIMITS

Standard clinical confidentiality does not prevent the following, which are required by federal regulation:

- The SAP report is sent directly to your Designated Employer Representative (DER). You cannot prevent this.
 - If your employer uses a C/TPA, the report may also be sent to the C/TPA simultaneously.
 - SAP records may be disclosed to DOT agency representatives conducting audits or safety investigations.
 - SAP records may be disclosed to the National Transportation Safety Board (NTSB) in an accident investigation.
 - None of the above require your consent.
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5. YOUR RIGHT TO A COPY OF THE REPORT

- You may request a copy of any SAP report issued about you.
- Requests must be in writing. Copies are provided within 10 business days.
- Your follow-up testing schedule will be removed before the copy is provided. Federal law prohibits disclosing it to you.
- A fee limited to the cost of preparation and reproduction may apply.

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6. NO SECOND EVALUATION

- Federal law (49 CFR § 40.295) prohibits you from seeking a second SAP evaluation to obtain a different recommendation.
- If you obtain one, your employer cannot rely on it.
- Only the SAP who conducted your evaluation may update the recommendation, and only based on new clinical information.

7. MRO CONSULTATION

For drug-related violations, the SAP may consult the Medical Review Officer (MRO) who verified your test result. This may occur without your consent. The MRO is required by law to cooperate.

8. NO WAIVER REQUIRED

You are not required to sign any waiver of liability, release, or indemnification agreement in connection with this evaluation. Federal law (49 CFR § 40.355(a)) prohibits it. This document does not contain one.

9. REMOTE EVALUATION

If your evaluation is conducted by video:

- You must be physically located in Washington State at the time of the evaluation.
- A live video and audio connection is required. A phone call alone is not sufficient.
- You are responsible for ensuring a private location on your end.
- If connection quality is insufficient at any point, notify the SAP immediately. The evaluation will pause or reschedule rather than continue on a degraded connection.
- If you are not in Washington State, notify the SAP before the session begins.

10. QUESTIONS

Duncan True, SUDP, SAP, NCAC-I, NCSE

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ACKNOWLEDGMENT

By signing below, I confirm I have read and understood this Informed Consent and Disclosure, including the role of the SAP, the limits of confidentiality, and my rights under 49 CFR Part 40.

Client Signature: _____ **Date:** _____

SAP: Duncan True, SUDP, SAP, NCAC-I, NCSE; Signed: _____ **Date:** _____

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