

## Walker, David

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**From:** Terri Paige <tpaige@rlsandassoc.com>  
**Sent:** Thursday, April 23, 2015 10:58 AM  
**To:** AT&T Log-In Alert  
**Cc:** Walker, David; Steele, Justin; Seech, Dave; Sean Oswald  
**Subject:** Ohio DOT Drug & Alcohol Technical Assistance Review-Monroe County Public Transportation  
**Attachments:** Monroe County\_Deficiency\_Report\_4.10.2015.pdf; Monroe County Policy\_Manual\_Review\_Interview\_Report 3-4-15.pdf; Monroe County Drug Alcohol Program Manager\_Report 3-4-15.pdf; Monore County Records Management\_Report 3-4-15.pdf; Monroe County Annual Random Spreadsheet Generator\_ 3-4-15.pdf; Monroe County Breath Alcohol Technician\_Report 3-4-15.pdf; Monroe County Urine Collection\_Report 3-4-15.pdf; Monroe Zero Tolerance Policy 2011(KimWhite)\_RLS Revisions 4.10.2015sko.doc; COMBINED SAMPLE FORMS.pdf

Hello Denise,

1) Attached is the formal follow-up report (Monroe County\_Deficiency\_Report\_4.10.2015) summarizing my findings and required action items from the Drug & Alcohol Technical Assistance Review (TAR) of Monroe County Public Transportation system and your collection site, Work Pro Southeastern Medical, conducted on March 4, 2015. Please read this letter for an explanation of the required follow-up actions.

2) With follow-up technical assistance provided, you will have an initial 60-day response period to address the findings and send the required corrective actions to RLS & Associate, Inc. **Therefore, the initial completion date to respond to all items is June 23, 2015.** Please send all corrective action items to Terri Paige at RLS & Associates, Inc. When at all possible, provide these items to Ms. Paige via email at [tpaige@rlsandassoc.com](mailto:tpaige@rlsandassoc.com). If you are unable to send items via email, hard copies can be sent to 3131 S. Dixie Hwy, Suite 545, Dayton OH 45439.

3) The burden of compliance for both you and your applicable service agents, ultimately lands on Monroe County Public Transportation as the employer. You must be attentive and persistent in the proper management of the substance abuse program and all service agents. The US Department of Transportation's number one priority is the safety of our transportation network. A cornerstone of that priority is ensuring covered providers employ operators who are 100 percent drug and alcohol free. A fully compliant FTA drug and alcohol program is key in accomplishing that goal.

I understand that our review has placed upon all involved an additional management effort that will entail a significant amount of time and planning. I appreciate your cooperation, patience, and hospitality thus far and look forward to providing any needed technical follow-up assistance.

Sincerely,

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**Terri Paige**

**RLS & Associates, Inc.**

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