

Walker, David

From: Terri Paige <tpaige@rlsandassoc.com>
Sent: Monday, April 13, 2015 9:34 AM
To: tammy Bochard
Cc: Walker, David; Steele, Justin; Seech, Dave; Sean Oswald; Julie Schafer
Subject: Ohio DOT Drug & Alcohol Technical Assistance Review-Chillicothe Transit System
Attachments: Chillicothe D&A TAR visit Summary Report _4-10-2015.pdf; Chillicothe Transit System Drug and Alcohol Testing Policy 4-2015_RLS Draft 4-10-15.doc; Chillicothe Drug Alcohol Program Manager_Report 2-25-15.pdf; Chillicothe Records Management_Report 2-25-15.pdf; Chillicothe Breath Alcohol Technician_Report 2-25-15.pdf; Chillicothe Urine Collection_ReportFormat 2-25-15.pdf; Chillicothe Annual Random Spreadsheet Generator 2-25-15.xlsx

Hello Tammy,

1) Attached is the formal follow-up report (Chillicothe_Deficiency_Report_4.10.15) summarizing my findings and required action items from the Drug & Alcohol Technical Assistance Review (TAR) of Chillicothe Transit System and your collection site, ADENA, conducted on February 25, 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 10, 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. 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 Chillicothe Transit System 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

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