

**CONTROLLED SUBSTANCE/ALCOHOL TESTING  
FOR COMMERCIAL MOTOR VEHICLES  
MEMORANDUM AND CERTIFICATE OF RECEIPT**

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Federal law 49 CFR § 382 requires all employees and applicants for positions whose duties include driving commercial motor vehicles to be subject to mandatory controlled substance and alcohol testing.

Your signature below acknowledges:

Receipt of OP-110601 entitled "Controlled Substances and Alcohol Use and Testing Procedures for Drivers of Commercial Motor Vehicles", or addendums to this procedure, and responsibility for reading the content which includes prohibited conduct, circumstances under which testing is required, controlled substance and alcohol testing procedures, and sanctions and consequences for violations. (5-ACI-1C-16 b#1, b#2, b#3, b#5, 4-ACRS-7C-02 b#1, b#2, b#3, b#5, 4-APPFS-3C-01 b#1, b#2, b#3, b#5)

Information concerning the effects of alcohol and controlled substances use, the symptoms of an alcohol or controlled substances problem, and available methods of intervention and treatment is available through the EAP program. (5-ACI-1C-16 b#4, 4-ACRS-7C-02 b#4, 4-APPFS-3C-01 b#4)

Any questions regarding controlled substance and alcohol testing of drivers of commercial motor vehicles may be directed to:

**Administrator of Human Resources  
Oklahoma Department of Corrections  
3400 Martin Luther King Avenue  
P.O. Box 11400  
Oklahoma City, OK 73136-0400  
(405) 425-2511**

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Signature

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Date

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Printed Name

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Six-Digit ODOC Employee ID  
Number

Distribution: Original to personnel file  
Copy to employee