

## REQUESTING OCTA EMPLOYEE DOT DRUG AND ALCOHOL RECORDS

This information is for external parties requesting employee drug and alcohol records in accordance with DOT Regulation 49 CFR Part 40, Section 40.25.

**DO NOT FAX / DO NOT CALL**

Email requests to: [DAPM@octa.net](mailto:DAPM@octa.net)

You must attach the employee's "specific written consent" (a release or authorization) in Portable Document Format (PDF) to your email. For security reasons, we do not accept emails containing links to external documents or websites.

Per 49 CFR 40.321, "specific written consent" means the document must state that the employee gives permission to the Orange County Transportation Authority (OCTA) to release their Department of Transportation regulated drug and alcohol testing records. The consent must include the employee's wet signature.

49 CFR 40.321 prohibits "blanket releases," in which an employee agrees to a release of a category of information (e.g., all test results) or to release information to a category of parties, such as "previous employers."

Please note:

- If the employee worked for an OCTA contractor, you must contact that contractor directly.
- The FTA regulates OCTA employees under 49 CFR Part 655 (not FMCSA).
- OCTA does not provide driving records, accident history, nor any other information not specifically required by 49 CFR Part 40.
- **For employment verification only, please call 1-800-367-2884. OCTA's employer code is 13107.**

Please direct questions, via email, to: [DAPM@octa.net](mailto:DAPM@octa.net)

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