

MINIMUM COMPETENCY

A minimally competent Substance Abuse Program Administrator (SAPA):

- Possesses a working knowledge of laws and regulations, at the federal, state, and local level, relating to the testing for the use of illegal and unauthorized substances and for the misuse of alcohol
- Has an in-depth knowledge of DOT regulations
- Knows the names and general characteristics of all of the federal modes
- Has the ability to identify the regulations associated with each mode
- Knows and follows the standards of practice relating to the testing of alcohol and controlled substances
- Knows and understands the urine specimen collection process, including regulations, standard of practice, what constitutes fatal flaws, and documentation (forms)
- Knows and understands the DOT training requirements for each service agent involved in the processes associated with alcohol and controlled substances testing programs
- Has a working knowledge of laboratory procedure, processes, and protocol
- Knows and understands the roles, responsibilities, and authorities of the Medical Review Officer (MRO)
- Knows and understands the roles, responsibilities, and authorities of the Substance Abuse Professional (SAP)
- Has a general knowledge of non-DOT regulations
- Knows how to locate and determine regulations for non-DOT programs
- Understands the processes and the regulations related to recordkeeping
- Knows, understands, and follows ethical standards of practice