

**FEDERAL TRANSIT ADMINISTRATION'S (FTA)  
DRUG AND ALCOHOL MIS INTERNET REPORTING  
INSTRUCTIONS**

To begin Internet reporting, go to the ONEDOT Drug and Alcohol MIS reporting web site (<http://damis.dot.gov>). This will bring you to the *Select a Sign-in Method* screen where you will be asked to choose a sign in method either *Secure Login-Recommended* or *Standard Login*, this will then bring you to the Sign-In Screen. If you are a grantee or State DOT, your user name and password will be provided by the Volpe Center. Once a grantee or State DOT has logged in a list of user names and passwords for all associated contractor or subrecipients will be accessible. You are able to download a word file with the user name and password to be provided to all individual contractors or subrecipients. If you are a contractor or subrecipient, your grantee or State DOT will provide you with your user name and password. Click the "Log In" button at the bottom of the screen.

**Status Page**

You are now on the Status Screen. The status of your data will be displayed in the Status column. The table below provides status descriptions of a company's MIS data.

**Note:** If you are a grantee or State DOT, you will see your own company as well as any contractors or subrecipients that you have.

<b>Status</b>	<b>Description</b>
No Data Has Been Entered	The company has not begun entering their data.
Data is Incomplete	The company has begun entering their data, but has not finished.
Signed, Pending Grantee Review	The company has finished entering their data and has digitally signed their submission. The grantee has not yet reviewed the data.
Signed, Accepted by Grantee	The company has finished entering their data and has digitally signed their submission. The grantee has reviewed and accepted their data.
Rejected by Grantee	The grantee has found a problem with the data. The company and the grantee must discuss the problem, then the company must correct any problems and re-sign their data, and the grantee must review it again.

To begin entering data click [Enter or Edit Your Data](#). If you have already entered data and would like to view it, click [View Your Data \(Read Only\)](#). You may also download your completed data and view it in Adobe Reader as it would appear on a U.S. DOT Drug and Alcohol Testing MIS Data Collection form by clicking [Download Data in Adobe PDF Format](#).

### **Helpful Hints:**

- ❑ Context-related help can be accessed by clicking any underlined item.
- ❑ After 20 minutes of inactivity, your browser will time out and you will be required to log in again to continue entering your data. All data entered prior to timing out will be saved.
- ❑ If you have questions about the Internet reporting process or any regulatory questions, please call the FTA Drug and Alcohol MIS Project Office at (617) 494-6336 or email [FTA.DAMIS@volpe.dot.gov](mailto:FTA.DAMIS@volpe.dot.gov).

### **Employer Information**

Read each item carefully and enter the appropriate data in the fields provided. Ensure that all data is complete and accurate. Please note that most fields are required and must be populated before a section is considered complete. Once you have completed this section, advance to the next section by clicking the *Covered Employees* tab at the top of the page, or the *Covered Employees* button at the bottom of the page.

**Note:** *When a section is complete, a green check mark (√) will appear on the section tab at the top of the page.*

**Tip:** *You can navigate to any section at any time by clicking on one of the corresponding tabs at the top of the screen.*

### **Covered Employees**

Enter the total number of covered employees who worked in safety-sensitive positions and were subject to testing during 2006. For assistance in determining the number of covered employees who should be accounted for, click on [Total Number of Employees in this Category](#) or see the explanation in the U.S. Department of Transportation Drug and Alcohol Testing MIS Data Collection Form Instruction Sheet for further information (this instruction sheet has been included in your guidance package). Once this section has been completed, advance to the next section by clicking the *Drug Testing Data* tab at the top of the page, or the *Drug Testing Data* button at the bottom of the page.

## **Drug Testing Data**

Enter all drug testing data for each test type (Pre-Employment, Random, Reasonable Suspicion/Cause, Return-to-Duty, and Follow-Up) performed during 2006 for each employee category.

**Note:** Zeros entered in the **Covered Employees** section will automatically fill into the testing fields for that employee category. You must still proceed to each employee category to accept.

Begin with Column 2 (Column 1 is the sum of columns 2, 3, 9, 10, 11, and 12, and will be totaled automatically). If a test was performed for a testing category, results should be entered in the fields provided. If your company did not perform a particular test, enter zero (0) in the appropriate fields. A value must be entered into each field in order to complete this section.

*Tip:* There are three buttons at the bottom of the drug testing data table: **Undo Changes**, **Clear All**, and **Set Blanks to Zero**. Clicking **Undo Changes** will revert all fields to their original values. Clicking **Clear All** will completely clear all fields on the screen, leaving them blank. Clicking **Set Blanks to Zero** will enter a zero (0) in any blank field.

Once each field has been completed for an employee category, advance to the next employee category by clicking the appropriate radio button at the top of the page or by clicking the employee category button at the bottom of the page.

If testing results are not entered into a field, a red asterisk will appear next to the test type indicating that the table has not been completed.

After completing every field for each employee category in the drug testing section, advance to the next section by clicking the *Alcohol Testing Data* tab at the top of the page, or the *Alcohol Testing Data* button at the bottom of the page.

## **Alcohol Testing Data**

The **Alcohol Testing Data** section is similar to the **Drug Testing Data** section. The same directions apply for entering data on each of the five test types conducted for each of the five employee categories.

**Reminder:** Zeros entered in the **Covered Employees** section will automatically fill into the testing fields for that employee category. You must still proceed to each employee category to accept.

**Note:** You must enter a value in each field in order to complete this section

Once each field has been completed for an employee category, advance to the next employee category by clicking the appropriate radio button at the top of the page or by clicking the employee category button at the bottom of the page.

After completing every field for each employee category in the alcohol testing section, advance to the next section by clicking the *Wrap Up* tab at the top of the page, or the *Wrap Up* button at the bottom of the page.

### **Wrap Up**

Upon entering the **Wrap Up** section, several validation checks will be run against the data you have entered. If any section is incomplete, the following message will be displayed: **You have not finished entering your data. Please click the following button(s) to return to any incomplete section(s).**

The software will flag any obvious data errors with a red error message. Similarly, any data items that have possible problems will be flagged with a warning message. A button to the right of each error or warning message will link directly back to the section in which the data was entered.

**ERRORS:** Any data errors must be corrected before you can electronically sign your data.

**WARNINGS:** Please review all “questionable” data that triggers a warning message. Correct the data if it was entered incorrectly. If the data entered is correct, you do not need to change it.

When each section has been completed and all errors and warnings have been addressed, you must electronically sign your submission by clicking the *Electronically Sign* button at the bottom of the page. The date and time you signed your submission will appear.

**Note:** Check the *Email Confirmation* box if you would like to receive an email confirming your data has been submitted.

You may download your completed data and view it in Adobe Reader as it would appear on a U.S. DOT Drug and Alcohol Testing MIS Data Collection form by clicking Download Data in Adobe PDF Format. You can log out by clicking the orange “Logout” button at the top right hand corner of the screen.

**If you are a contractor or subrecipient, you should notify your grantee that you have submitted your data. Your grantee is responsible for reviewing your data, and either accepting or rejecting it.** You should sign back in periodically to review the status of your submission. If your grantee rejects your data, you must correct any problems, electronically sign it again, and notify your

grantee. The grantee will then review your data again. Once your data has been accepted by your grantee, your submission will be complete.

**Note:** You may sign back in at any time. This gives you the opportunity to view or edit your submission, and to download it in Adobe PDF format. If you choose to edit your data, you must return to the Wrap Up section and sign your submission again.

**\*\*REMINDER\*\***

Help files can be accessed at any time by clicking on any underlined topic.

Thank you for reporting your drug and alcohol results using the U.S. DOT's Drug and Alcohol Testing MIS online reporting application. If you have any questions about the Internet reporting process, please call (617) 494-6336 or email [FTA.DAMIS@volpe.dot.gov](mailto:FTA.DAMIS@volpe.dot.gov).