

Research and Special Programs Administration (RSPA) 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 Sign-In Screen. Enter the user name and password that has been provided to you by RSPA. (Click the “Reset” button if you enter the wrong User Name or Password and would like to start over.) Click the “Log In” button at the bottom of the screen.

Status Page

You are now on the Status Screen. 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.

The current status of your data will be displayed in the Status column. The table below provides status descriptions of a company’s MIS data.

Status	Description
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.
Completed and Signed	The company has finished entering their data and has digitally signed their submission.

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 need help specific to Internet reporting, please call (617) 494-6336. If questions are of a regulatory nature, please contact your representative at RSPA.

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. At the bottom of this page you must select the appropriate check box for the type of gas or liquid being transported, gathered, or distributed via pipeline within your

agency's jurisdiction. 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 Operation/Maintenance/Emergency Response covered employees who worked in safety-sensitive positions and were subject to testing during 2003. For assistance in determining the number of covered employees that should be entered, click Total Number of Employees in this Category. Once the total number of covered employees has been entered, 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, Post-Accident, Reasonable Cause, Return-to-Duty, and Follow-Up) performed during 2003 for the Operation/Maintenance/Emergency Response employee category.

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.*

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

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.

Once all of the fields in the drug testing data table have been completed, 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 six test types.

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

After completing every field 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 warning 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.

You have now completed your submission. 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.

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.