DRUG TESTING CODES

To support safety in the workplace, the State of Georgia uses pre-employment and random drug testing programs for safety-sensitive and high-risk positions. When an agency wishes to add a position to a pre-employment and/or random drug testing program, a Position Analysis[i] is submitted to DOAS/HRA for review and approval.

Once a position is approved for a testing program, the agency enters the appropriate drug testing code in TeamWorks HCM (PeopleSoft).

Below are descriptions of each of the Drug Testing Codes found in PeopleSoft. All codes, except "P" and "N," place a position in a random testing pool. The chart identifies the annual percentage of positions within each random pool that will be selected for testing.

Code	Code Description	Annual Test Percentage
A	The A Code is used for P.O.S.T. Certified positions that routinely involve high-risk work.	30% drug tested
B	The B Code signifies that positions are federally-regulated transportation positions.	50% drug tested; 10% alcohol tested
C	When agencies have positions that are not P.O.S.T. Certified, but regularly engaged in high-risk work, the agency may choose the percentage of positions tested using either the C or D codes.	50% drug tested
D	When agencies have positions that are not P.O.S.T. Certified, but regularly engaged in high-risk work, the agency may choose the percentage of positions tested using either the C or D codes.	25% drug tested
E	The E Code is used for non-federally regulated transportation positions.	50% drug tested; 10% alcohol tested

F	The F Code was previously used for Federal Aviation Administration (FAA) regulated positions. This code should not be used at this time because current State positions do not meet the criteria.	n/a
G	The G Code is used for United States Coast Guard (USCG)-regulated transportation positions.	25% drug tested; 10% alcohol tested
P	The P Code is used for positions requiring high-risk work, but not on a routine basis. Positions with this code are subject to pre-employment drug testing, but not placed in a random testing pool.	n/a
N	The N Code is used for positions not requiring high-risk or safety-sensitive work. Positions with this code are not subject to pre-employment or random testing.	n/a

If you have additional questions regarding how to submit a Position Analysis or the drug testing codes, you may contact Gail Stowers by email at Gail.Stowers@doas.ga.gov or by telephone at 404-463-7060.

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[i] To access a Position Analysis, click here to access the Substance Abuse Resource page and click on the box titled "Position Analysis Form."