

## Frequently Asked MIS Questions

**1) Were my contractors and/or subrecipients sent this notification letter with their user names and passwords?**

No, each FTA grantee is notified and is responsible for notifying their safety-sensitive contractors and/or subrecipients of the requirement and reporting methods.

**2) How will my contractors and/or subrecipients receive their user names and passwords for online reporting?**

Each FTA grantee receives a user name and password and can access the list of their contractors' and/or subrecipients' user names and passwords by logging in at <https://DAMIS.dot.gov>.

**3) Will the user name and password that I used last year work this year?**

No, federal requirements stipulate that user names and passwords be revised each reporting year.

**4) What if I had new contractors and/or subrecipients in 2014 and they do not have an account already set up?**

The FTA grantee must call the FTA Drug and Alcohol Project Office at (617) 494-6336 or e-mail the Project Office at [fta.damis@dot.gov](mailto:fta.damis@dot.gov) and provide the following information: type of relationship (safety-sensitive contractor or subrecipient), and the names of the contractors and/or subrecipients being added.

**5) What if the contract of my safety-sensitive contractor went into effect mid-calendar year?**

Report and submit the total testing results the same as if the contractor had been under contract and performing safety-sensitive functions the entire calendar year.

Also, if the new contractor replaced a former contractor within the same calendar year, then report the calendar year testing results for the former contractor by submitting a completely separate MIS report. Do not combine the two contractor results in one submission. Instead, the reports must be submitted separately.

**6) What if I am a member of a consortium?**

This is an employer-based reporting requirement. Therefore, submissions must be by the employer, and not by consortia.

**7) Do I report the statistical summary provided semi-annually by the laboratory?**

No, the statistical summary reports are employer based reports and may include data for tests covered by multiple DOT agencies (e.g., an employer conducts testing under FTA and FMCSA). In addition, the statistical summary report details laboratory test results and may differ from the final test result verified by the MRO.

**8) Does a grantee have to submit a report even if it did not provide any safety-sensitive duties directly, and it did not conduct any FTA drug and alcohol testing?**

Yes. Even if the FTA grantee contracts out all services, the grantee should submit a report for their own entity and enter zeros for all employee categories and for all tests. It is important that FTA knows you exist, and we have your contact information if there are questions regarding your contractors. Your contractors will complete and submit their own separate reports.