



**FEDERAL RAILROAD ADMINISTRATION (FRA)  
DRUG AND ALCOHOL MANAGEMENT INFORMATION SYSTEM (DAMIS)  
INTERNET REPORTING USER MANUAL  
ISSUED FEBRUARY 2024**

49 CFR Part 219 Subpart I – Annual Report - Who is required to report FRA drug and alcohol MIS data:

Each railroad that has a total of 400,000 or more employee hours (including hours worked by all employees of the railroad, regardless of occupation, not only while in the United States, but also while outside the United States), must submit to FRA by March 15 of each year a report covering the previous calendar year (January 1–December 31), summarizing the results of its alcohol misuse and drug abuse prevention program.

In addition, a contractor who establishes an independent alcohol and drug testing program that meets the requirements of this part and is acceptable to the railroad, must comply with this subpart if it has 200 or more regulated employees.

**Start Here:**

Sign into <https://Damis.dot.gov>

United States  
Department of Transportation

2020 Drug & Alcohol Testing Management Information System

Welcome to Drug & Alcohol Testing Management Information System

If you have an activation code, please register first.

Register

If you have a registered DAMIS account, login on Login.Gov

Login

Click here to obtain an account or if you have any questions.

WARNING: You are accessing a U.S. Government information system. This information system, including all related equipment, networks, and network devices, is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system is prohibited, and may result in civil and criminal penalties, or administrative disciplinary action. The communications and data stored or transiting this system may be, for any lawful Government purpose, monitored, recorded, and subject to audit or investigation. By using this system, you understand and consent to such terms.

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Paperwork Reduction Act Notice  
(as required by 5 CFR 1320.21)

First time users will click “Register” (for reporting year 2023, everyone will need to register a DAMIS account with Login.gov). Enter the activation code from the notification letter or invitation email.

### Login

First time login

Enter your one-time code:

Submit

Existing DAMIS users: [Go to Login.gov](#)

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Once the code is entered, click “Submit”. This will bring you to the <https://Login.gov> screen.

If you already have a Login.gov account, choose “Sign in”. Once you have signed into your Login.gov account, you will be brought back to your DAMIS company page where you may start entering your data.

If you do not have a Login.gov account, click “Create an account” and follow the steps below.



**Drug and Alcohol MIS** is using Login.gov to allow you to sign in to your account safely and securely.

[Sign in](#)

[Create an account](#)

## Create an account for new users

Enter your email address

### Select your email language preference

Login.gov allows you to receive your email communication in English, Spanish or French.

Once an account is created, you will see the following screen directing you to check your email for the confirmation code. This email will be from Login.gov.

## Check your email

We sent an email to **felicity.shanahan@dot.gov** with a link to confirm your email address. Follow the link to continue creating your account.



Didn't receive an email? [Resend](#)

Or, [use a different email address](#)

You can close this window if you're done.

The confirmation email will look similar to the screenshot below.



## Confirm your email

Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.

**Confirm email address**

[https://idp.int.identitysandbox.gov/sign\\_up/email/confirm?\\_request\\_id=f127a571-e61b-4c0b-9870-972361008413&confirmation\\_token=AzGjCxVSym\\_LGhHYSN8U](https://idp.int.identitysandbox.gov/sign_up/email/confirm?_request_id=f127a571-e61b-4c0b-9870-972361008413&confirmation_token=AzGjCxVSym_LGhHYSN8U)

Please do not reply to this message. If you need help, visit [login.gov/help/](https://login.gov/help/)

Once the email is confirmed, you will be asked to create a password for Login.gov.

✔ You have confirmed your email address

## Create a strong password

Your password must be **12 characters** or longer. Don't use common phrases or repeated characters, like abc or 111.

Password

Confirm password

Show password




**Continue**

After your password is set, you will be asked to select a second authentication method. Follow prompts depending on the method chosen.

\*\*If you choose "Backup Codes" as your validation method, be aware that once this list of 10 codes has been exhausted, you will no longer have access to your Login.gov account. Your account will need to be deactivated and reactivated by Login.gov and you will need to re-register your account with DAMIS. You may request an additional list of "Backup Codes" from Login.gov before you use the last code.

## Authentication method setup

Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least two different options in case you lose one of your methods.

-  **Authentication application**  
 Download or use an authentication app of your choice to generate secure codes.
-  **Text or voice message**  
 Receive a secure code by (SMS) text or phone call.
-  **Backup codes**  
 A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind



### Security key

A physical device, often shaped like a USB drive, that you plug in to your device.



### Government employee ID

PIV/CAC cards for government and military employees. Desktop only.

**Continue**

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[Cancel account creation](#)

You may choose to add an additional authentication method, or you may skip this and set it up later.





## Continue to Drug and Alcohol MIS

We'll share your information with **Drug and Alcohol MIS** to connect your account.

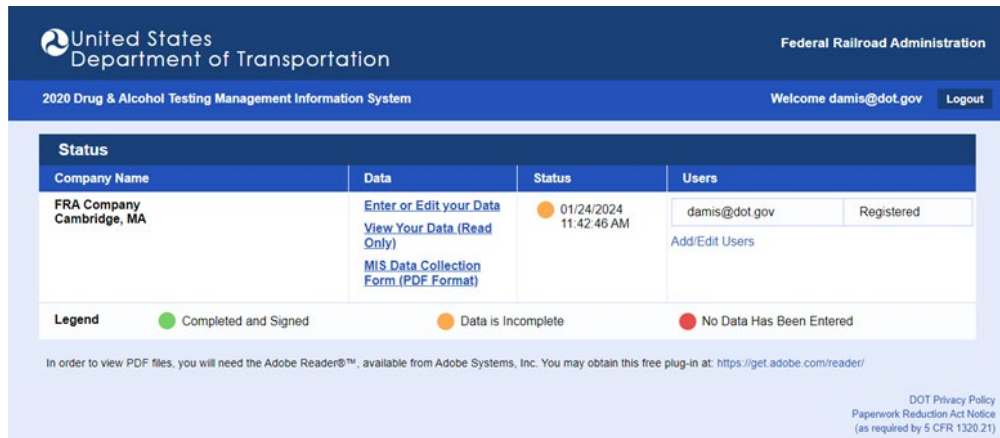
✓ **Email addresses on your account**  
 felicity.shanahan@dot.gov

⚠ [Add a second authentication method.](#) You will have to delete your account and start over if you lose your only authentication method.

**Agree and continue**

After you click “Agree and continue”, you will be redirected to your company reporting page in DAMIS.

**Note: If you are an FRA regulated Railroad or Railroad Contractor required to report to DAMIS, FRA will provide your 32-digit activation code in a letter sent to the “Certifying Official” as provided in the previous year’s MIS.**



## Status Page


You are now on the **Status** page. The status column shows the standing of your data submission. The table below provides status descriptions of an employer’s MIS data.

Below is the list of options under the “Data” column and a description of each option.

Data Column	Description
<b>Edit or Enter Your Data</b>	Click to begin entering data
<b>View Your Data (Read Only)</b>	Select to view data previously entered
<b>MIS Data Collection Form (PDF Format)</b>	Download completed data on the U.S. DOT Drug and Alcohol Testing MIS Data Collection Form
<b>Notification Letter</b>	Download a copy of your notification letter (once you have used the 32-digit activation code to register your account, it is no longer valid).

To start entering your data, click on “Edit or Enter Your Data”.

### **Helpful Hints:**

- ❑ Context-related help is accessible by clicking on the  icon.
- ❑ After 15 minutes of inactivity, your browser will time out and you will be required to log in again to continue entering your data. Prior to timing out, all data entered is saved.
- ❑ If you have questions about the Internet reporting process or any regulatory questions, please call the FRA Drug and Alcohol Program Specialist at (615) 719-2951 or email [sam.noe@dot.gov](mailto:sam.noe@dot.gov).

## Employer Information

Enter or edit the appropriate information in the fields provided.

**Note:** An asterisk marks a required field; a section is complete once you populate all required fields. When a section is complete, a green check mark (✓) will appear on the section tab at the top of the page.

To advance to the next section, click the Covered/Regulated Employees tab at the top or bottom of the page.

The screenshot displays the '2020 Drug & Alcohol Testing Management Information System' interface. At the top, it identifies the user as 'damis@dot.gov' and provides a 'Logout' option. The main navigation bar includes tabs for 'Employer Information', 'Covered Employees', 'Drug Testing Data', 'Alcohol Testing Data', and 'Wrap Up'. The 'Employer Information' tab is currently active, showing a form titled 'I. Employer'. The form contains several required fields (marked with an asterisk) for entering company and contact information, including Company Name, Address, City, State, Zip Code, Email, and Name of Certifying Official. A 'Covered Employees >>' button is located at the bottom of the form. A small box at the bottom right of the form area indicates the user is reporting MIS data to 'FRA - Railroad' and provides a field for the 'Total Number of observed/documente d Part 219 Rule G Observations for covered employees'. A 'Back to Status' button is also visible in the top right corner of the form area.


### ***Helpful Hint:***

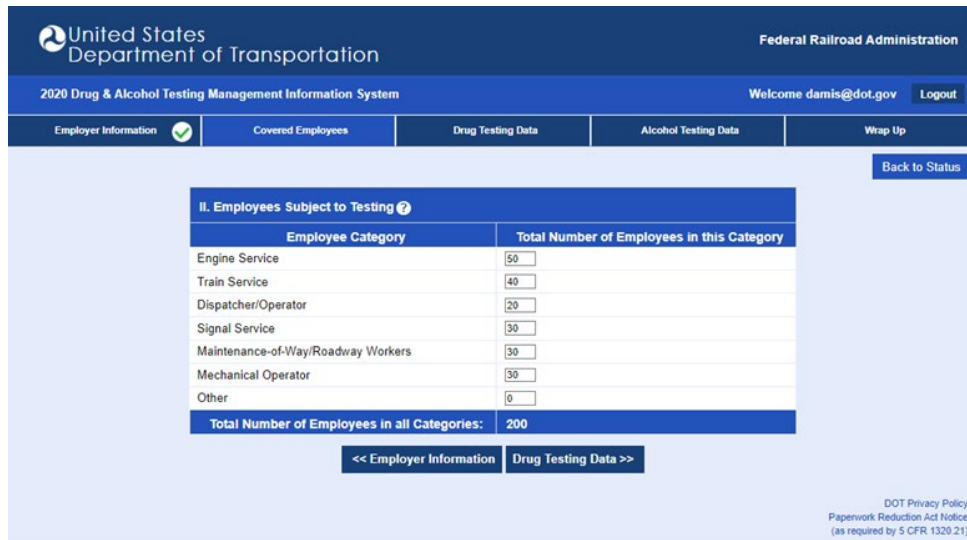
- *You can navigate to any section at any time by clicking on one of the corresponding tabs at the top of the screen.*

## Covered/Regulated Employees

Enter the number of covered/regulated employees in the appropriate employee category. Determine the number of covered/regulated employees by averaging the number of the employers' covered/regulated employees in the random testing pool for the calendar-reporting year. (Example: If you perform monthly random selections, add the number of your employees in the random testing pool for each of the 12 months and divide by 12). You must enter a zero for any employee category for which you did not have covered/regulated employees in order to complete the section.

### ***Helpful Hint:***

- ❑ Click the  icon next to "II. Employees Subject to Testing" for assistance in determining the number of covered/regulated employees.



Employee Category	Total Number of Employees in this Category
Engine Service	50
Train Service	40
Dispatcher/Operator	20
Signal Service	30
Maintenance-of-Way/Roadway Workers	50
Mechanical Operator	30
Other	0
<b>Total Number of Employees in all Categories:</b>	<b>200</b>

To advance to the next section, click the *Drug Testing Data* tab at the top or bottom of the page.

## Drug Testing Data

Begin with Column 2 (Column 1 is the sum of columns 2, 3, 9, 10, 11, and 12, and will be automatically totaled). Enter data in the appropriate testing categories provided.

United States Department of Transportation Federal Railroad Administration  
 2020 Drug & Alcohol Testing Management Information System Welcome damis@dot.gov Logout

Employer Information Covered Employees Drug Testing Data Alcohol Testing Data Wrap Up

Back to Status

COMPLETE INCOMPLETE COMPLETE COMPLETE COMPLETE COMPLETE COMPLETE COMPLETE  
 Engine Service Train Service Dispatcher/Operator Signal Service Maintenance-of-Way/Roadway Workers Mechanical Operator Other

III. Drug Testing Data : Train Service

Type of Test	1	2	3	4	5	6	7	8	9	10	11	12	13
	Total Number of Test Results [Should equal the Sum of Columns 2,3,9,10,11 & 12]	Verified Negative Results	Verified Positive Results "For One or More Drugs"	Positive for Marijuana	Positive for Cocaine	Positive for PCP	Positive for Opioids	Positive for Amphetamines	Adulterated	Substituted	"Shy Bladder" with No Medical Explanation	Other Refusals to Submit to Testing	Cancelled Results
Pre-Employment	0	0	0	0	0	0	0	0	0	0	0	0	0
Random	10	10	0	0	0	0	0	0	0	0	0	0	0
Reasonable Suspicion/Cause	0	0	0	0	0	0	0	0	0	0	0	0	0
Return-to-Duty	0	0	0	0	0	0	0	0	0	0	0	0	0
Follow-up	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total:</b>	<b>10</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Set blanks to zero Clear all Undo

<< Engine Service Dispatcher/Operator >>

<< Covered Employees Alcohol Testing Data >>

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

Advance to the next employee category by clicking the appropriate tab at the top of the page, or by clicking the employee category button near the bottom of the page.

You must enter a value in each field to complete this section.

United States Department of Transportation Federal Railroad Administration

2020 Drug & Alcohol Testing Management Information System Welcome damis@dot.gov Logout

Employer Information Covered Employees Drug Testing Data Alcohol Testing Data Wrap Up

Back to Status

COMPLETE	COMPLETE	COMPLETE	COMPLETE	INCOMPLETE	COMPLETE	COMPLETE
Engine Service	Train Service	Dispatcher/Operator	Signal Service	Maintenance-of-Way/Roadway Workers	Mechanical Operator	Other

IV. Alcohol Testing Data : Maintenance-of-Way/Roadway Workers

Type of Test	1	2	3	4	5	6	7	8	9
Type of Test	Total Number of Screening Test Results (Should equal the Sum of Columns 2,3,7 & 8)	Screening Tests With Results below 0.02	Screening Tests with Results 0.02 or greater	Number of Confirmation Tests Results	Confirmation Tests with Results 0.02 through 0.039	Confirmation Tests with Results 0.04 or greater	"Shy Lung"--with No Medical Explanation	Other Refusals to Submit to Testing	Cancelled Results
Pre-Employment	0	0	0	0	0	0	0	0	0
Random	25	25	0	0	0	0	0	0	0
Reasonable Suspicion/Cause	0	0	0	0	0	0	0	0	0
Return-to-Duty	0	0	0	0	0	0	0	0	0
Follow-up	0	0	0	0	0	0	0	0	0
<b>Total:</b>	<b>25</b>	<b>25</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Set blanks to zero Clear all Undo

<< Signal Service Mechanical Operator >>

<< Drug Testing Data Wrap Up >>

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### Helpful Hints:

- 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.
- Zeros entered in the **covered/regulated Employees** section will automatically fill into the testing fields for that employee category. You must still proceed to each employee category to accept.



To advance to the next section, click the *Alcohol Testing Data* tab at the top or bottom of the page.

United States Department of Transportation Federal Railroad Administration

2020 Drug & Alcohol Testing Management Information System Welcome damis@dot.gov Logout

Employer Information Covered Employees Drug Testing Data Alcohol Testing Data Wrap Up

Back to Status

Your data has passed all validation checks.

You have not yet signed and submitted your data. Print and/or Save a copy of your MTD submission.

I, Robert Smith, certify that the information provided on this FRA - Railroad Drug and Alcohol MTD web site is, to the best of my knowledge and belief, true, correct, and complete for the period stated.

Sign and Submit

<< Alcohol Testing Data

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## Alcohol Testing Data

The **Alcohol Testing Data** section is similar to the **Drug Testing Data** section. The same directions apply for entering data for each of the six test types conducted for each of the five employee categories. You must enter a value in each field in order to complete this section.

United States Department of Transportation Federal Railroad Administration

2020 Drug & Alcohol Testing Management Information System Welcome damis@dot.gov Logout

Employer Information Covered Employees Drug Testing Data Alcohol Testing Data Wrap Up

Back to Status

	COMPLETE	COMPLETE	COMPLETE	COMPLETE	INCOMPLETE	COMPLETE	COMPLETE		
	Engine Service	Train Service	Dispatcher/Operator	Signal Service	Maintenance-of-Way/Roadway Workers	Mechanical Operator	Other		
<b>IV. Alcohol Testing Data : Maintenance-of-Way/Roadway Workers</b>									
Type of Test	1	2	3	4	5	6	7	8	9
	Total Number of Screening Test Results [Should equal the Sum of Columns 2,3,7 & 8]	Screening Tests With Results below 0.02	Screening Tests with Results 0.02 or greater	Number of Confirmation Tests Results	Confirmation Tests with Results 0.02 through 0.039	Confirmation Tests with Results 0.04 or greater	Refusal Results		Cancelled Results
							"Shy Lung"--with No Medical Explanation	Other Refusals to Submit to Testing	
Pre-Employment	0	0	0	0	0	0	0	0	0
Random	25	25	0	0	0	0	0	0	0
Reasonable Suspicion/Cause	0	0	0	0	0	0	0	0	0
Return-to-Duty	0	0	0	0	0	0	0	0	0
Follow-up	0	0	0	0	0	0	0	0	0
<b>Total:</b>	<b>25</b>	<b>25</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Set blanks to zero Clear all Undo

<< Signal Service Mechanical Operator >>

<< Drug Testing Data Wrap Up >>

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

To advance to the next section, click the *Wrap Up* tab at the top or bottom of the page.

## Wrap Up

### *Helpful Hint:*

- ❑ *Incomplete sections will prompt the following message: **You have not finished entering your data. Please click the following button(s) to return to any incomplete section(s).***

The screenshot shows a light blue bordered box containing a warning message. At the top left is a red triangle icon with an exclamation mark. The text reads: "You have not finished entering your data. Please click the following button(s) to return to any incomplete section(s)." Below this text is a blue button labeled "Alcohol Testing Data". A horizontal line separates this from the bottom section. The bottom section contains the text: "To receive a confirmation email, verify your email address and click 'Send' button." Below this is an email input field containing "Test@Test.gov", a checkbox labeled "Include PDF", and a blue "Send" button. At the bottom of the box is another blue button labeled "<< Alcohol Testing Data".

Validation checks run against the data entered. Items flagged by the validation checks will have a button to the right of each error or data check message linking directly back to that section.

Validation Checks	Description
<b>ERROR</b>	You must correct any data <b>Error</b> before electronically signing your data.
<b>DATA CHECK</b>	Review all “questionable” data that triggers a <b>Data Check</b> message. Verify the data entered and make corrections if the information is incorrect. If the data entered is correct, you do not need to change it.



Clicking the *Sign and Submit* button at the bottom of the page will complete the reporting process.

### Helpful Hints:

- ❑ Confirm the email address listed and click the “Send” button to receive an email confirmation of your data submission. Check off the “Include PDF” box to include a PDF attachment with the confirmation email.
- ❑ To 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, click Print and/or save a copy of your MIS submittal.

***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 reporting process, please call (615) 719-2951 or email [sam.noe@dot.gov](mailto:sam.noe@dot.gov).***

***Note:*** Be sure to print/save a copy of your submission. You are required to retain copies of your annual MIS reports for at least five years.

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