



LACC POLICY REQUIREMENTS (DRUG & ALCOHOL= TEST)	Section of the Policy	Special Instructions for designated employer representative (DER) LACC DER <u>must</u> have a secure fax line & should have e-mail	Consequences of 1 <sup>st</sup> positive drug or alcohol test (inactive status) (Alcohol positive = 0.04 or higher)
PRE-EMPLOYMENT/ PRE-ENROLLMENT	5.1	Fax 'New Employee Activation' (NEA) Form to ASAP. Employee to report to collection site for urine collection (drug screen) <u>and</u> breath alcohol test. Negative test = 'Active' status and eligible to work. If employee does not show after 48 hours, DER must submit 'Refusal to Test' form. If employee has tested negative but 'NEA' Form has not been submitted by DER, employee will need to re-submit after 14 days.	12 month 'Inactive' status and SAP/rehab
PRE-ACCESS (Inactive Re-Test status)	5.3	'Inactive Re-Test' status. Employee must take a d/a test; and must report for testing immediately after being directed to do so by employer. Negative test = 'Active' status and eligible to work.	3 month 'Inactive' status and SAP/rehab
POST-ACCIDENT/INCIDENT (WITHIN 32HRS.)	5.6	If employee cannot have d/a test performed within 32 hours, DER must provide ASAP with written explanation. Employee must refrain from alcohol consumption for 8 hrs. following accident or until alcohol test can be performed, whichever is sooner. 'Inactive- Pending' status. Access may be restricted at owner sites.	2 year 'Inactive' status and SAP/rehab
MTR [Missed 3 (Consecutive) Random Tests] ('Inactive-Retest-MTR' status)	5.4	Employee has 48 hours to complete test & must report for testing immediately after being directed to do so. Failure to show within 48 hrs – 'Inactive-MTR' status. DER must submit in writing the reason the MTR test was not completed. If failure to test is not the employee's fault; employee must report for testing immediately and will remain Inactive-MTR until a negative test result and 'Active' status is obtained. Additional fees for this type of test.	2 year 'Inactive' status and SAP/rehab
RANDOM	50%, 5.2	DER has 72 hours to complete random(s); employee must report for testing immediately after being directed to do so. If employee does not report within reasonable time, DER must submit 'Refusal to Test' form. If random is not completed within 72 hours, employee status changes to 'Inactive Re-Test'.	3 month 'Inactive' status and sap/rehab
REASONABLE SUSPICION/ FOR-CAUSE	5.5	Employee must be accompanied to collection site; and must be removed from owner sites until negative test result is reported. 'Inactive Pending' status. Supervisor/s to document reasons for testing. (See Section 5.5 & Appendix 5.)	2 year 'Inactive' status and SAP/rehab
WALL TO WALL (OWNER INITIATED)	5.7	Employee's status remains 'Active'. Access may be restricted by the requesting owner.	2 year 'Inactive' status and SAP/rehab
RETURN-TO-DUTY	5.8	Observed collection. Employee eligible to test only after successful completion of rehabilitation (Section 6.0).	3 year 'Inactive' status and SAP/rehab
FOLLOW-UP	5.9	Observed collection. Unannounced testing after return-to-duty for a period of up to 5 years. Employee remains in Company random pool.	3 year 'Inactive' status and SAP/rehab
SELF-IDENTIFICATION	7.5	Self-ID can be exercised once without exclusion from owner sites. Status will be 'Inactive-Pending' until SAP/rehab completed. First and second self-identification – not counted as 'positive test'. Third and subsequent time – consequences as for a 'positive' test.	1 <sup>st</sup> time - No exclusion period but must have SAP/rehab. 2 <sup>nd</sup> time – 3 month 'Inactive-Pending' and SAP/rehab. 3 <sup>rd</sup> – 2-year 'Inactive' status and SAP/rehab.
ALCOHOL concentration 0.04 OR HIGHER	3.7	Positive test. Employee shall be immediately removed from owner sites, prohibited from performing safety-sensitive duties and subject to rehabilitation procedures (Section 3.7, 6.0 and Appendix 3).	Depends on ' test-type' taken
ALCOHOL concentration 0.02 – 0.039	3.7	Employee shall be immediately removed from owner sites and prohibited from performing safety-sensitive duties for a minimum of 24 hours ('Inactive-Retest' status). Employee cannot enter owner sites until a subsequent pre-access test (drug and alcohol) documents negative test results (alcohol concentration less than 0.02).	

- 'Inactive' status may include: Positive D/A Test, refusal to test, and failure to comply with collection procedures and/or adulterating/substituting a specimen (Section 7.1).
- Two (2) or more positive tests = 3 year 'Inactive' status and must be evaluated by SAP and complete approved rehabilitation program (Section 6.0).
- If any employee does not work for a company, DER must 'remove' the employee from company roster to avoid selection of these employees for random testing and non-compliance.
- SUPERVISOR TRAINING** (13.2) REQUIRED BY LACC POLICY for Reasonable Suspicion/For Cause Testing (120 minutes). Contact: Cynthia Perez, C-SAPA
- DER TRAINING** (13.1) REQUIRED BY LACC POLICY. Review procedures of LACC drug/alcohol testing program. Monthly class. Contact: Cynthia Perez,, C-SAPA
- EMPLOYEE EDUCATION** (13.3) [See education materials - Appendices 6, 7, 8 and 9.] Employee to receive a copy or summary of LACC Policy - review with employee
- All DERs must be in random pool.
- Federal law prohibits the transfer of any controlled substance prescription to any person other than the patient for who it was prescribed-USE OF SPOUSE'S MEDICATION IS PROHIBITED USE.