

## Summary of ASAPCC Drug and Alcohol Policy

ASAPCC POLICY REQUIREMENTS (DRUG & ALCOHOL= TEST)	Section of the Policy	Special Instructions for designated employer representative (DER) ASAPCC 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) and breath alcohol test. Negative test = 'Active' status and eligible to work. If employee has tested negative but 'Consent & Authorization' Form has not been submitted by DER, employee will need to re-submit to another test after 14 days.	6 month 'Inactive' status, substance abuse professional (SAP) evaluation and completion of rehabilitation (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.	Substance abuse professional evaluation and completion of rehabilitation
POST-ACCIDENT/INCIDENT	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. 'Active' status pending results. Access may be restricted at owner sites.	SAP evaluation and completion of rehab.
RANDOM	50%, 5.2	DER has seven (7) days 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 seven (7) days, employee status changes to 'Inactive Re-Test'.	SAP evaluation and completion of rehab.
REASONABLE SUSPICION/ FOR-CAUSE	5.4	Employee must be accompanied to collection site; and must be removed from owner sites until negative test result is reported. 'Inactive Pending' status pending results. Supervisor/s to document reasons for testing. (See Section 5.5 & Appendix 5.)	SAP evaluation and completion of rehab.
WALL TO WALL (OWNER INITIATED)	5.5	Employee's status remains 'Active'. Access may be restricted by the requesting owner.	SAP evaluation and completion of rehab.
RETURN-TO-DUTY	5.7	Observed collection. Employee eligible to test only after successful completion of rehabilitation (Section 6.0).	3 year 'Inactive' status, SAP evaluation and completion of rehab.
FOLLOW-UP	5.8	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, SAP evaluation and completion of rehab.
SELF-IDENTIFICATION	7.5	Self-ID can be exercised only once without being counted toward a "positive" test. Status will be 'Inactive-Pending' until SAP/rehabilitation is completed. Second and subsequent self-identification – consequences as for a 'positive' test.	SAP evaluation and completion of 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 8 hours ('Inactive-Retest' status) or 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 'Deactivate' the employee from company roster to avoid selection of these employees for random testing and non-compliance.
  - SUPERVISOR TRAINING** (13.2) REQUIRED BY ASAPCC POLICY for Reasonable Suspicion/For Cause Testing (60 minutes). Contact: Cynthia Perez, C-SAPA
  - DER TRAINING** (13.1) Review procedures of ASAPCC drug/alcohol testing program. Contact: Joelle Edmunds, C-SAPA
  - EMPLOYEE EDUCATION** (13.3) [See education materials - Appendices 6, 7, 8 and 9.] Employee to receive a copy or summary of ASAPCC Policy - review with employee
- USE OF SPOUSE/ANY OTHER PERSON'S MEDICATION IS PROHIBITED USE. Federal law prohibits the transfer of any controlled substance prescription to any person other than the patient for whom it was prescribed.