***A**merican **S**ubstance **A**buse **P**rofessional Drug Solutions*
Corporate Office: 455 E. Carson Plaza Drive, Carson, CA 90746
Phone #: (562) 624-2720 Fax #: (562) 624-2724

Regional Offices: Houston, TX (713) 526-2727
Martinez. CA (925) 335-5000

Summary of NASAP Drug and Alcohol Program

NASAP PROGRAM REQUIREMENTS (DRUG & ALCOHOL= TEST)	Section of the Program	**Special Instructions for Contractor Employee Representative (CER) NASAP CER must have a secure fax line & should have e-mail**	Consequences of 1st non-negative drug or alcohol test (inactive status) (Alcohol positive = 0.04 or higher)
PRE-ENROLLMENT	4.1	Fax 'New Employee Consent Form' to ASAP (562) 628-9396. Employee to report to collection site for urine collection drug test and alcohol test. Negative test = 'Active' status and eligible to work.	6 month 'Inactive' status, Substance Abuse Professional (SAP) evaluation and completion of rehabilitation (rehab.).
PRE-ACCESS (Inactive Re-Test status)	4.2	'Inactive Re-Test' status. Employee must take a drug and alcohol test; and must report for testing within 60 minutes plus travel time after being directed to do so by the employer. Negative test= 'Active' status and eligible to work.	SAP evaluation and completion of rehab.
REASONABLE SUSPICION/ FOR-CAUSE	4.3	Refer to criteria for testing. Employee must be accompanied to collection site; arrangements made for employee's safe transportation home and must be removed from owner sites until negative test result is reported. Supervisor/s to document reasons for testing and 2nd responsible person is to substantiate the request.	SAP evaluation and completion of rehab.
RANDOM	50%, 4.4	CER has nine (9) 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, CER must submit 'Refusal to Test' form. If random is not completed within nine (9) days, employee status changes to 'Inactive Re-Test'.	SAP evaluation and completion of rehab.
POST-ACCIDENT/INCIDENT	4.5	Refer to criteria for testing. Employee must be tested as soon as reasonably possible after accident/incident. 'Active' status pending results. Access may be restricted at owner sites. Employee must be removed from the worksite pending the MRO review of a laboratory non-negative result.	SAP evaluation and completion of rehab.
RETURN-TO-WORK	4.6	Employee eligible to test only after SAP evaluation, successful completion of rehabilitation, and after agreement to comply with all return-to-work/follow-up provisions. 'Inactive-Retest' status pending results.	3 year 'Inactive' status, SAP evaluation and completion of rehab.
FOLLOW-UP	4.7	Unannounced testing after return to work for a period of up to 5 years of cumulative (Active) status. Employee remains in Company random pool.	3 year 'Inactive' status, SAP evaluation and completion of rehab.
SELF-IDENTIFICATION	5.7	Self-ID can be exercised only once without being counted toward a "non-negative" test. Status will be 'Inactive' until SAP/rehabilitation is completed. Second and subsequent self-identification – Consequences same as a 'non-negative' test.	SAP evaluation and completion of rehab.
ALCOHOL concentration 0.04 OR HIGHER	Appendix III – F,G	Non-negative test. Employee shall be immediately removed from owner sites, prohibited from performing safety-sensitive duties, arrangements shall be made for employee's safe transportation home, and employee will be subject to rehabilitation procedures (Appendix IV).	Depends on ' test-type' taken
ALCOHOL concentration 0.02 – 0.039	Appendix III – H	Employee shall be immediately removed from the owner work site and prohibited from performing safety-sensitive duties until a subsequent test yields a result of less than 0.02%.	No rehab required.

1. 'Inactive' status may include: Non-negative D/A Test, refusal to test, and failure to comply with collection procedures and/or adulterating/substituting a specimen.
2. Two (2) or more non-negative tests = 3 year 'Inactive' status and must be evaluated by SAP and complete approved rehabilitation program (Section 6.0).
3. If any employee does not work for a company, CER must 'Deactivate/Remove' the employee from company roster to avoid selection of these employees for random testing and non-compliance.
4. **SUPERVISOR TRAINING (**10.1) REQUIRED BY NASAP PROGRAM for Reasonable Suspicion/For Cause Testing (60 minutes). Contact: ASAP
5. **CER TRAINING** (10.3) Review procedures of NASAP drug/alcohol testing program. Contact: Valerie Marrder 713-526-2727
6. **EMPLOYEE EDUCATION (**10.2) Employee to receive a copy or summary of the NASAP Program - review with employee the NASAP program and any additional substance abuse program requirements of the particular work site.
7. USE OF SPOUSE/ or 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.