

**CENTRAL ILLINOIS BUILDERS-AGC,
GREATER PEORIA CONTRACTORS
& SUPPLIERS ASSOCIATION,
CENTRAL ILLINOIS MASONRY
CONTRACTORS ASSOCIATION**

&

**OPERATIVE PLASTERS AND CEMENT MASONS LOCAL
UNIONS 18 AND 143, DISTRICT COUNCIL 58
& BRICKLAYERS AND ALLIED CRAFTS LOCAL UNION 8
JOINT LABOR MANAGEMENT
SUBSTANCE ABUSE TESTING FUND**

PROCEDURES

EFFECTIVE: January 1, 2008

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EMPLOYER AND UNION INSTRUCTIONS

The following forms need to be completed by the employer and union and returned to CDS by fax or e-mail prior to testing employees:

EMPLOYER / UNION REGISTRATION

EXHIBIT B

COMMUNICATOR AUTHORIZATION AND SETUP

EXHIBIT H

**CIB-AGC, GPCSA, CIMCA & OPCM LOCAL UNIONS 18 AND 143,
DISTRICT COUNCIL 58 and BAC LOCAL UNION 8
JOINT LABOR MANAGEMENT SUBSTANCE ABUSE TESTING FUND**

I. PROGRAM OBJECTIVE

The Central Illinois Builders of AGC, the Greater Peoria Contractors & Suppliers Association, the Central Illinois Masonry Contractors Association and other participating employers who do not bargain through the aforementioned employer associations (Employers) and the OPCM Local Unions 18 and 143, District Council 58 and BAC Local Union 8 (Union) are committed to establishing and maintaining a drug free workplace for every employee, both those covered under the Collective Bargaining Agreement (CBA) and those employees not under the CBA. As such, the objective of this Joint Labor Management Substance Abuse Testing Fund (Program) is to provide consistent, fair, and manageable procedures for drug and alcohol screening of employees that will be accepted by participating employers and job site Owners, and to maintain a central database of participating individuals in order to expedite their employment and access to the Owner's job site.

The Program seeks to provide uniformity in drug and alcohol testing procedures for Employers, Customers and Employees. The purpose of the Program is to increase on-the-job safety and ensure high quality services and productivity to Customers by denying job site presence to individuals whose abilities are impaired by drugs or alcohol. The types of testing conducted under this Program will involve pre-employment, pre-access, random, post accident/incident, reasonable cause/suspicion, periodic, return to work, and probationary status/follow-up testing. This program will:

1. Help produce a safe, healthful and drug-free work place for all employees;
2. Educate employers and employees on the signs, symptoms and consequences of substance abuse;
3. Improve work place safety and reduce substance abuse-related injuries and property damage;
4. Reduce substance abuse-related absenteeism and tardiness;
5. Refer employees with substance abuse problems to Substance Abuse Professionals;
6. Deter individuals from bringing, possessing, using, distributing or having in their systems alcohol or other drugs on work time or premises;
7. Improve the image of our industry;
8. Improve productivity and service quality.

The Substance Abuse Testing Program does not provide or pay for any treatment or care for substance abuse or any other kind of medical services related to the drug testing. The Program does not provide medical benefits and/or benefits in the event of sickness. The Program does not provide substance abuse counseling or care in

connection with the drug and alcohol testing that is described herein. The Program does not employ counselors.

II. DEFINITIONS

As used in this Program, the following terms shall have the following meaning:

1. **“Accident”** – Any event resulting in injury to a person requiring outside medical care or treatment or property damage to which an employee contributed as a direct or indirect cause.
2. **“Adulterated Test Result”** - The donor has tainted the specimen with a foreign contaminate, such as bleach, to prevent the detection by the laboratory of an illegal or controlled substance. An adulterated sample is considered an administrative positive and has the same consequences as a confirmed positive test result.
3. **“Alcohol”** – The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl and isopropyl alcohol.
4. **“Applicant”** – Any individual who will perform work and has been referred for hire by a local union or a person selected through a direct hire process. As a condition of employment, applicant must meet the applicable conditions of this policy prior to employment.
5. **“Breath Alcohol Technician”** – A person trained to proficiency and certified in the use of Evidential Breath Testing device (EBT) in a DOT course.
6. **“Communicator”** – An Employer and/or Union Representative(s) designated by the Employer and/or Union to preserve the confidentiality of employee’s drug testing information.
7. **“Customer”** - A buyer of construction services from an employer.
8. **“Diluted Test Result”** - A diluted test result means that the specific gravity of the specimen is 1.003 or less and the creatinine level is less than 20 mg/dl. The following are some of the causes for a diluted sample and the related procedures:

Causes

- a. Dialysis or chemotherapy
- b. A kidney or pancreas disorder requiring medical attention.
- c. The individual is attempting to flush out their system of illegal substances. This requires an enormous amount of water to be consumed over approximately twenty-four (24) hours prior to providing a sample. The normal consumption of liquids or consuming liquids prior to testing will not cause a sample to be diluted.

Procedures

- a. A diluted specimen with a creatinine level of less than 20 mg/dl but greater than 5 mg/dl will require the employee to provide another sample.
 - b. A diluted specimen with a creatinine level greater than or equal to 2 mg/dl, but less than or equal to 5 mg/dl will require the employee to provide another specimen under direct observation
 - c. A diluted specimen with a creatinine level of less than 2 mg/dl will be ruled as a substituted specimen and will have the same consequences as a positive test result.
9. **“Employee”** – Any individual employed by the Employer or subcontractor who directly or indirectly performs work for a Customer.
 10. **“Employer** – An entity who pays wages and benefits to an employee to directly or indirectly perform work for a Customer.
 11. **“Employer Premises or Property”** – Any and all property, facilities, land, parking lots, structures, and vehicles owned, leased, used or under the control of the Employer, and any job site to which the Employer assigns any Employee.
 12. **“Illegal/Unauthorized Drugs”** – Any drug that is illegal and/or the use of a controlled substance by an individual other than the individual for whom the controlled substance was prescribed or the abuse of a controlled substance by the individual for whom it was prescribed.
 13. **“Incident”** - An event which has all the attributes of an accident, except that no apparent or perceived harm was caused to person or property.
 14. **“Legal/Controlled Drugs”** – Any prescribed or over-the-counter drug, which has been legally prescribed/obtained and is being used for the purpose for which it was prescribed/manufactured.
 15. **“Medical Review Officer (MRO)”** - All urine samples confirmed, as non-negative by the laboratory shall be referred to a Medical Review Officer for interpretation and final confirmation. The MRO is a licensed physician who has knowledge of substance abuse disorders and has received the appropriate medical training to interpret and evaluate an individual’s positive test result as it relates to the Employee’s medical history and any other biomedical condition. The Union and Employers have mutually chosen the MRO for this program.
 16. **“Negative Test Result”** - A negative result indicates that the alcohol level is below .04 BAC and/or an illegal/unauthorized substance below the levels as described in this Program, has not been detected in the person’s specimen by the laboratory.
 17. **“Not Consistent With Human Urine or Substituted Test Result”** - This test result is self-explanatory and is determined by the laboratory. A not consistent with human urine or substituted test result has the same consequences as a confirmed positive test result.

18. **“Positive Test Result”** - A positive test result indicates that the alcohol level is .04 BAC or above and/or the laboratory and MRO have confirmed an illegal/unauthorized drug(s) in the person’s system as described in this Program.
19. **“Possession”** - Actual or constructive care, custody, control or immediate access to illegal or unauthorized drugs.
20. **“Prohibited Substances and Items”** include:
 - a) Illegal or legal drugs that have not been legally prescribed for the individual and controlled substances, “look-alike”, designer and synthetic drugs and mood or mind altering substances;
 - b) Prescribed drugs used in a manner inconsistent with the prescription;
 - c) Alcoholic beverages; and
 - d) Substance paraphernalia in the possession of or being used by an employee on the job, excluding any substance or paraphernalia prescribed by a physician and being used in a manner consistent with the prescription.
21. **“Reasonable Cause”** – An employee’s excessive tardiness, excessive absenteeism, poor job performance, and erratic behavior such as noticeable imbalance, incoherence, and disorientation. This definition is only illustrative and would lead a trained person to suspect that an employee is “under the influence” of intoxicating liquor or illegal (or misused prescription) drugs requiring an objective criteria be used per Exhibit E – Reasonable Cause/Suspicion Documentation.
22. **“Reasonable Suspicion”** - A belief based on objective and articulated written facts sufficient to lead a supervisor, who has received the proper training, to suspect that drugs or alcohol might influence an individual’s behavior. Exhibit E, Reasonable Cause/Suspicion Documentation, should be utilized when an Employee is suspected of alcohol and / or drug use by actions, appearance or conduct, which constitutes a major change in the person's appearance and/or behavior. Employees testing for reasonable suspicion shall have the right to have their job steward present during written documentation and testing.
23. **“Safety Sensitive”** - A predictable exposure to operations where failure could result in serious harm to public or employee well being, Employer Property, or the environment. Supervisors of Employer personnel are included.
24. **“Substance Abuse Professional (SAP)”** – A Substance Abuse Professional is a licensed physician or certified counselor who has received the appropriate training in substance abuse disorders to provide rehabilitation, assistance and recommendations to individuals who have a drug and/or alcohol problem.
25. **“Substance Testing”** – Drug and alcohol analysis by means of breath, urine, blood, and/or saliva.
26. **“Third Party Administrator” (TPA)** – Construction Data Services (CDS) is an independent third party professional organization that will implement and monitor the Program and its contents, including, but not limited to, pre-access testing; collection sites; random selection; random testing; auditing of program integrity; and updating

and maintaining the Program to keep pace with current and developing trends in the field of substance abuse and screening.

27. **“Under the Influence”** - The presence of a **PROHIBITED SUBSTANCE** in body fluids or breath that affects the individual in any detectable manner. The symptoms of influence may be, but are not limited to, slurred speech or difficulty in maintaining balance. Under the Influence for alcohol refers to a breath alcohol content of .04 or greater.
28. **“Unsuitable Test Result”** - The laboratory determines that the specimen contains a foreign contaminate or the individual has ingested fluids to mask the illegal/unauthorized drug but the levels are not in the range to legally determine if the specimen is adulterated or substituted. An unsuitable test result will require the individual to provide another sample under observation.
29. **“Union”** – an organization that is signatory to a collective bargaining agreement with an Employer that is participating in the Program.
30. **"Employee Status"** - CDS will maintain a database of employees indicating their current status in the Program. An employee's status shall indicate his /her compliance or non-compliance with the Program's terms and conditions as follows:
 - a.) **Active Status:** employees who have been subject to and have complied with the Program's terms and who therefore are eligible for immediate placement without having to take another drug test.
 - b.) **Inactive Status:** employees who have had a diluted or unsuitable test result and need to be re-tested. Also includes an employee's temporary inclusion in the database pending the receipt of a post-accident or reasonable suspicion test result.
 - c.) **Pending Status:** employees who have provided a specimen but the final results have not been received from the laboratory and/or MRO. **An Employer cannot refuse a referred employee based on that employee being listed in “Pending Status” when the pending status is the result of a random test.**
 - d.) **Random Status:** employees who have been selected for a random drug/alcohol testing and have not yet been tested. **An Employer cannot refuse a referred employee based on that employee being listed in “Random Status”.**
 - e.) **Reinstate Status:** employees who have been suspended for violation of the Policy and must complete the reinstatement requirements prior to being returned to Active status.

III. PROGRAM STATEMENT

1. This is to notify all employees that the use, abuse, or reporting to work under the influence, bringing onto the worksite, the unlawful manufacture, distribution, possession, transfer, storage, concealment, transportation, promotion or sale of illegal and unauthorized drugs, controlled substances, alcoholic beverages or drug related paraphernalia by employees is strictly prohibited and is a violation of

this Program and subject to disciplinary action, up to and including immediate termination.

2. Each employee must acknowledge in writing their acceptance of the Program and provide consent to be tested for drugs and alcohol and authorize release of the results to CDS (the Third-Party Administrator), communicators, the clinic, the laboratory, the MRO and the Union. An example of such consent form is attached, though any form chosen by CDS may be used.

IV. PROGRAM ADMINISTRATION AND AUDIT

The development, implementation and overall responsibility of this Program shall be the joint responsibility of the Employers and the Union.

The Central Illinois Construction Trades Substance Abuse Testing Fund and Program are administered by the Board of Trustees. The Board of Trustees, in its sole discretion, may amend the scope and/or terms and conditions of the Program and/or terminate the Program at any time. The Board of Trustees further reserve the right to expand, reduce, and/or cancel the scope of testing provided herein, at any time and in its sole discretion. The Board of Trustees may also, at any time and in its discretion, amend or change the eligibility requirements or the hourly contribution rates required for Employers and Unions to participate in the Program.

CDS will provide the daily administration and management of the Program. CDS shall make testing records available so as to meet the requirements of federal, state and local agencies, the contractual requirements of Employers and upon request to the parties of a grievance initiated by the employee or union.

V. EMPLOYEE ASSISTANCE

Each employee is responsible for seeking help before an alcohol or drug problem leads to disciplinary action. The employee's decision to seek assistance (Self-Referral) prior to a violation of the Program will not be used as a basis for disciplinary action and will not be used against the employee in any disciplinary proceeding. Employees are encouraged to contact their Health and Welfare Program for assistance.

The Substance Abuse Testing Program does not provide or pay for any treatment or care for substance abuse or any other kind of medical services related to the drug testing.

VI. TRAINING AND EDUCATION

1. Designated employees of the employer and/or union ("Communicators") will be provided training and education in their responsibilities and administration of the Program.
2. CDS will provide training and education to supervisory personnel responsible for determining whether an employee must be tested based on reasonable cause/suspicion. Training shall cover the specific, contemporaneous physical, behavioral and performance indicators of drug and alcohol abuse.

VII. SUBSTANCE ABUSE TESTING PROTOCOLS

Employees will be required to undergo substance abuse testing to determine the use of any illegal or unauthorized drug, alcohol or substances prohibited by the Program.

A. CONFIDENTIALITY: An employee's expectation of privacy and confidentiality is a top priority of this Program. Accordingly, all testing records will be considered confidential and will only be released upon written consent of the employee, except that such information will be released, regardless of consent, upon issuance of a subpoena compelling release of such information from a duly situated and authorized administrative or judicial forum, the parties of a grievance initiated by the employee or union in which the test results are a material issue or to workers compensation carriers and the Unemployment Compensation Commission when required by law.

B. SAMPLE COLLECTIONS: Certified Collection Specialists and Breath Alcohol Technicians will collect all samples, utilizing Substance Abuse & Mental Health Services Administration (SAMHSA) procedures to insure both proper chain of custody protocols and employee confidentiality. All samples will be collected with concern for each employee's personal privacy, dignity, and confidentiality. CDS will provide the following three (3) options for drug screening collections:

1. **Mobile On-Site Collections:** Certified collectors may be available to conduct the substance abuse collections at the job site or the employer's office. A minimum of twenty-five (25) drug and alcohol collections will be required to perform mobile on-site collections at the employer's office, Union hall or job-site. **Call the CDS office to arrange for on-site collections.**

2. **Clinical Collections:** CDS has made arrangements with clinical collection sites throughout the Central Illinois area for testing of employees. These collection sites consist of Quest Diagnostics Laboratory facilities, hospitals and occupational medicine facilities. **(See Exhibit C – Approved Testing Locations).**

a. Prior to sending an employee to a clinical collection site, the employer needs to provide notification to the Program Administrator of the employee being tested **(See Exhibit D – Substance Abuse Testing Notification).**

b. The employee needs to complete the **EMPLOYEE NOTICE OF POLICY AND CONSENT (EXHIBIT A),** which should be faxed to the Program Administrator.

c. **Union / Employer members, who have a preference for a clinical collection site that is not on the list, should contact the Program Administrator to request that the collection facility be added to the list.**

3. **CDS Office Collections:** If practical and feasible, CDS will consider establishing an office in the Central Illinois area, which would provide another option for testing of employees.

C. TYPES OF TESTING TO BE CONDUCTED:

The following types of testing will be conducted by use of urine, blood, saliva or breath:

1. **Implementation Testing:** It is the goal of the Employers and the Union to have every covered employee tested for illegal drugs within three (3) years of the Program's implementation date of January 1, 2008. Therefore, active members who have not been tested within the initial three year period will be required to take a drug test at the end of the three year period. Any employee who is tested pursuant to any of the types of drug testing provided in this policy (pre-employment, random, post-accident reasonable suspicion/cause) will have that test counted as their Implementation test.
2. **Pre-employment Testing:** New prospective employees are subject to drug and alcohol screening to ascertain whether an applicant is capable of safely performing the duties and meeting the prerequisites of the employment offered.
3. **Pre-Access Testing:** Employees shall remain subject to the testing requirements of the Customer for which they are working unless otherwise excluded by the Customer.
4. **Grandfathering:** The Employer can "grandfather in" employees who provided a negative drug and/or alcohol test within the previous ninety (90) days when the previous negative drug and alcohol test result meets or exceeds the standards of this Program as verified by CDS.
5. **Random Testing:** Employees shall be subject to unannounced random drug testing. Random selections will be made twelve times a year at an annualized rate of twenty-five (25) percent. Random selections will be made by use of a computer generated numerical program designed to ensure that no employee can be singled out. A random test will be required of individuals who have not been tested within a thirty-six (36) month period from the last test date. Upon notification of employees selected for random testing, communicators shall have forty-eight (48) hours to complete the random testing requirement. Employees must report for random testing as directed by the communicator. **The communicator must not allow the employee more than 24 hours notice to report for testing.**
6. **Post-Accident/Incident Testing:** Employees shall be required to take a drug and alcohol test after having been involved in, or after causing, an accident or incident, which caused or could have caused personal injury or damage to equipment or property. Testing of employees will be consistently/equally applied to all employees. Drug and alcohol testing by use of blood will only be used for post-accident/incident testing and only when the employee is unable to provide a normal urine drug and/or breathe screen.

If testing under this policy is ever required of an employee who is in need of medical attention, necessary medical attention will not be delayed in order to collect the specimen. However, such an employee shall promptly, upon request, provide the necessary authorization for obtaining hospital reports and records and any other information at the time the need for medical attention and/or testing arose.

The Employer will make transportation arrangements for any employee to be tested following the mandatory guidelines of the Department Health and

Human Services (DHHS). The potentially affected employee should not be allowed to proceed alone to or from the collection site. In addition to the safety concerns for the employee, accompanying the employee also assures that there is no opportunity enroute to the collection site for the employee to ingest anything that could affect the results.

7. **Reasonable Suspicion/Cause Testing:** Employees will be subject to a drug and alcohol test based on reasonable and articulated belief that an employee is using or has recently abused drugs, alcohol or substances prohibited by this Program. A decision to test will be based on specific physical, behavioral or performance indicators and documented by a supervisor who has received training in the detection of possible symptoms of drugs and alcohol use and must be witnessed by a second supervisor. **(Exhibit E – Reasonable Cause Documentation)**

During the process of establishing reasonable cause for testing, the employee has the right to request his on-site representative to be present.

The Employer will make transportation arrangements for any Employee to be tested following the mandatory guidelines of DHHS. The potentially affected employee should not be allowed to proceed alone to or from the collection site. In addition to the safety concerns for the employee, accompanying the employee also assures that there is no opportunity enroute to the collection site for the employee to ingest anything that could affect the results.

8. **Periodic Testing:** A test will be required of individuals who have not been tested within a thirty-six (36) month period.
9. **Return To Work, Post Treatment, Rehabilitation Testing:** Employees shall be required to successfully pass a drug and alcohol test upon release from an approved rehabilitation and/or assessment program prior to being returned to work.
10. **Probationary Status/Follow-up Testing:** Individuals who have previously tested positive for drugs and/or alcohol and upon completion of the Reinstatement Requirements of the Program will be subject to additional random testing for a period of up to twenty-four (24) months at an annualized rate of fifty (50) percent.
11. **Retest:** Individuals receiving a confirmed positive test result shall have the right to request that their original sample be retested by a SAMHSA certified laboratory of their choice. The request must be made to the MRO within twenty-four (24) hours of the notification of a confirmed positive test. The employee requesting the retest shall pay the initial cost for a retest in advance to the MRO.

In the event that said retest should prove to be negative, the employee shall be reimbursed for the cost of the test, paid any back wages lost, and made re-eligible for hire if work is available or reinstated as an employee provided work is available with the employer.

12. **Federally Mandated Testing:** Any employee, for whom testing is mandated under a Federal Substance Abuse Testing Program, will remain subject to such testing notwithstanding the requirements of this Program.

D. SPECIMEN ANALYSIS: All samples collected under this program will be analyzed by a SAMHSA certified laboratory, and shall include an initial Enzyme Multiplied Immunoassay Screening Test (EMIT) and, when necessary, confirmed by a Gas Chromatography/Mass Spectrometry (GC/MS) Confirmation Test. Said testing must screen, at a minimum, for the following substances and below the following levels to result in a negative test:

<u>Drugs Tested</u>	(EMIT) Initial Test Cut-Off Level (ng/ml)	(GC/MS) Confirmation Test Cut-Off Level (ng/ml)
Amphetamines	1000	500
Barbiturates	300	200
Benzodiazepines	300	200
Cannabinoids (Marijuana - THC)	50	15
Cocaine Metabolite	300	150
Methadone	300	200
Opiates	2000	2000
Phencyclidine (PCP)	25	25
Propoxyphene	300	200
Breath/Blood Alcohol Content (BAC)	.04%	.04%

1. The Program shall have the right to change the drugs tested, the cut-off levels and the analysis procedures as new technology in substance abuse testing warrants.
2. Employees who provide two (2) subsequent diluted test results under this Program will be referred to seek medical assistance. The third (3rd) or remaining diluted tests (if necessary) will be at the individual's expense; unless the Employee provides a medical explanation from a physician.
3. Any employee who provides an unsuitable test result will be required to have subsequent drug tests observed.
4. Blood, saliva or breath screen tests are acceptable for alcohol testing.
5. Saliva screening for alcohol will utilize the QED-A150, which gives a quantitative reading (a range of alcohol from 0 – 150 mg/dl). If the QED-A150 registers any level equal to or greater than 20 md/dl (.02%), then a Breath Alcohol Test will be performed. A screening level less than 20 md/dl (.04%) is considered negative.
6. To allow new/prospective employees to immediately go to work, employers can perform an instant drug screen in addition to the laboratory urinalysis drug test. The

employer will be allowed to use any instant drug screen of their choice or can purchase the instant drug screen directly from the program administrator (CDS). The cost of the instant drug screen shall be borne by the employer.

E. RECORD KEEPING: Hard copy testing results shall be maintained by the TPA for the following specified periods:

Negative test results will be maintained for one (1) year

Positive test results will be maintained for five (5) years

Rehabilitation records will be maintained for five (5) years.

VIII. POLICY VIOLATIONS

An employee's failure to comply with any provisions of the Program shall be cause for disciplinary action, up to and including immediate termination.

A. Determination for Violation of Policy:

1. A confirmed positive drug or alcohol test result.
2. Failure or refusal to sign Notice of Policy and Consent to be tested.
3. Failure to contact the Medical Review Officer as directed.
4. Failure to report as directed for testing.
5. The use, possession, sale or distribution of alcohol or a controlled illegal or unauthorized substance, or the presence of any employee in the work place with such ingested substances for non-medical reasons.
6. Working, reporting to work, being in the work place, or in a Customer/Employer owned, leased or rented vehicle while Under The Influence Of Alcohol (.04 BAC or greater).
7. Switching, adulterating, or attempting to tamper with any sample submitted for drug or alcohol testing, or otherwise interfering or attempting to interfere with the testing process.
8. Refusal to submit a specimen for testing will be viewed as a positive test and will carry with it the same consequences as specimens tested and confirmed as positive.
9. The use of a controlled substance by an individual other than the individual for whom the controlled substance was prescribed or the abuse of a controlled substance by the individual for whom it was prescribed.

B. Confirmed Positive Test Results:

1. Medical Review Officer Notification (MRO)

After the reporting of a non-negative test by the laboratory, it will be necessary for the MRO to speak with the employee to allow the individual the opportunity to provide documentation for any legal/controlled drug(s). Employees who fail to contact the MRO within 2 days of their notification will be reported as a non-contact positive, and

will carry the same consequences as a confirmed positive test. **(See Exhibit F – Medical Review Officer Procedures)**

2. ILLEGAL AND/OR CONTROLLED SUBSTANCES

Any employee who receives a confirmed positive test result for a substance prohibited by the Program will be subject to disciplinary action, up to and including immediate termination.

3. ALCOHOLIC OR INTOXICATING BEVERAGES

The following actions of an employee that involve alcoholic beverages are prohibited by the Program and any violation thereof and the employee will be subject to disciplinary action, up to and including, immediate termination:

- a. The consumption, manufacture, distribution, possession, use, sale, or storage of any alcoholic beverage while on or in the work place is prohibited.
- b. The performance or attempted performance of any job function or the operation of any Customer and/or Employer Property or equipment while Under the Influence of Alcohol.
- c. An alcohol screening and confirmation result of .04 BAC or greater.

C. Reinstatement Requirements:

An individual with a confirmed positive test result cannot return to work until all of the following conditions are satisfied and if work is available:

1. A Substance Abuse Professional (SAP) notifies CDS in writing that the individual has completed or is actively participating in a drug and/or alcohol assessment, treatment, and/or counseling program listed under the Center for Substance Abuse Treatment at <http://csat.samhsa.gov/> or approved by the Unions' Health and Welfare Fund and that the individual is released to return to duty.
2. The employee agrees prior to returning to work to submit a drug and alcohol test through CDS to determine the existence of foreign substances and alcohol within the system and such screening tests is negative. The individual must pay for this test in advance.
3. The individual agrees in writing to CDS to continue the prescribed treatment, counseling or rehabilitation as required by the SAP. If the individual does not complete the required treatment, he/she will be subject to disciplinary action, up to and including immediate termination.
4. The individual agrees to be subject to Probationary Status/Follow-up Testing. **(See Exhibit G – Reinstatement Requirements)**

D. Probationary Status/Follow-up Testing:

Upon completion of the reinstatement requirements, individuals will be subject to additional random testing at an annualized rate of fifty (50) percent for a period of up to twenty-four (24) months. During this period, the Program has the right to conduct up to six of these additional random tests in the first twelve (12) months.

IX. GRIEVANCE

All aspects of this policy and program shall be subject to the grievance procedure of the applicable collective bargaining agreement.

X. COST OF COLLECTION AND TESTING

1. The Program will pay the cost of all specimen collections and testing, unless explicitly excluded in this Program. The monies collected by the appropriate fund pursuant to the provisions of the collective bargaining agreement will be used for payment of collections and testing.
2. Employers agree that employees shall be paid for actual time lost, but not to exceed two (2) hours unless there are extenuating circumstances requiring additional time to provide the test, at the straight time rate, including benefits, when required or notified to provide a Drug and/or Alcohol test.
3. The employer shall receive and be paid for actual time lost by the "Fund", but not to exceed two (2) hours unless there are extenuating circumstances requiring additional time for the employee to provide a test. Reimbursement for lost time above two (2) hours must be approved by the Trustees. This reimbursement will be paid to the Employers from the Fund on an annual basis upon proper invoicing from the Employer.
4. It is the Employer's obligation to prove extenuating circumstances. The Board of Trustees shall determine, in its sole discretion, whether the circumstances are extenuating.
5. Employers failing to require an employee to report for a test when so notified shall be liable for a payment equal to twice the current reimbursement, payable to the drug and alcohol fund. Thus the employer is charged four (4) hours of the employee's normal wage and benefit rate.
6. The cost of the instant drug screen will be borne by the employers.
7. Employers will be allowed to have all of their employees submit to a drug and alcohol test prior to being selected by the program administrator at the employers' expense.

XI. COMMUNICATOR (See Exhibit H – Communicator Authorization and Setup)

The following forms must be completed by the employer/union and returned to CDS by fax or e-mail prior to testing employees:

EMPLOYER/UNION REGISTRATION

EXHIBIT B

COMMUNICATOR AUTHORIZATION AND SETUP

EXHIBIT H

Each employer/union member assigned access rights shall be required to designate a primary and alternate communicator. Each communicator will be provided with an access code and password. The communicators will be the only persons allowed to request or receive testing results.

Employer Communicators

Employer Communicators' duties include:

- a. Completion of Communicator and Reasonable Cause Training.
 1. CDS will provide training workshops for newly designated communicators, employers and union representatives prior to implementation of the program. After implementation, CDS will offer such training regularly to ensure that confidentiality and program policies and procedures are maintained.
 2. CDS will provide reasonable cause training to communicators, employers and union representatives prior to implementation and thereafter, on an as needed basis.
 3. Communicator and Reasonable Suspicion Training are also available by DVD and/or through the CDS website for communicators who wish to purchase the training products.

- b. MRO contact person (See Exhibit F – MRO Procedures)

The communicator is responsible for notifying the employee to contact the MRO when a non-negative test result is received by CDS from the laboratory. CDS will contact the communicator immediately when the laboratory reports the non-negative test result. After the employee discusses the test results with the MRO, CDS will notify the communicator of the MRO's ruling, whether the results are positive or negative

- c. Administering the random selection list

Communicators will have forty eight (48) hours to make arrangements to have their randomly selected employees tested at a clinical location. Once the communicator notifies the employee, the employee should report for testing as directed, but the communicator must not allow the employee more than 24 hours notice to report for testing. At the time the employee is notified, the communicator informs the employee of the location to be tested. The communicator provides the employee with a chain-of-custody form unique to the program and informs the employee of the clinic to be tested at. The chain-of-custody forms can be housed at each clinical collection facility.

The procedures for communicators to obtain their random selections are as follows:

- a. Upon generating the random selections from the active pool in our Substance Abuse Testing Information System (SATIS), communicators will automatically be notified via email that their current random selections are available on-line.

- b. The employer communicator will login, using their secure access code and password, to the CDS website to obtain their random selections. Once the communicator has selected the proper program, the following menu will be provided:

Communicator Update – provides explanation of new enhancements to SATIS.

My Profile – allows communicators to update their E-mail address and password.

Random Selection List – provides the random selections. Communicators can only view the random selections for their own employees. Only communicators with proper authorization, based on their access code, can view the Random Selection Sheet on-line. Communicators who do not have proper authorization can only perform inquiries and will not have access to view the Random Selection List.

Current Workers – allows communicators to view the employees assigned to the employer along with the employee's identification number, eligibility status and last date of test. Communicators can also select employees that are no longer working for the employer, which will delete the employee from the employer's list of employees.

Approved Collection Sites – Allows communicators to locate a collection site throughout the United States and Internationally from our list of more than 7,000 sites by name, city, state and/or zip code and whether a drug and/or alcohol test collection is available. Upon entering the necessary information and selecting "Search," a list of collection sites by name and address will appear. To obtain the phone number, hours of operation, testing type and directions to the site, click on the applicable collection site name. To obtain directions to the collection site, select map and you will be redirected to Google Map for entering your address. CDS has negotiated the cost of drug test collections with approximately 7,500 collection sites nationwide.

Check Pool Status – allows communicators to perform inquiries on an employee's eligibility status.

- c. Upon selecting "Random Selection List" from the menu, communicators can view and complete the Random Selection Sheet on-line, indicating whether the employee is no longer working and the collection method for employees still working. This on-line process is interfaced real-time with SATIS.
- d. As employees are randomly tested, they will fall off the random selection list.
- e. Communicators, who do not complete or have only partially completed their on-line Random Selection Sheet and who have not had their employees tested, will automatically be reminded via E-mail, seven (7) days after the random selection date, to complete their Random Selection Sheet and to have their employees randomly tested. CDS will begin calling the communicators seven (7) days after the random selection as a courtesy reminder to complete their random selection list and to have their employees randomly tested. Employees that are marked as no longer working for the employer will automatically be removed from the employer's random selection list.
- f. Communicators, who do not have internet access, will receive the Random Selection List by secure fax following telephone notification from CDS.

Making Inquiries

Communicators are required to make an inquiry at the time of hire or placement to ascertain the status of an employee. Inquiries can be made by:

A. **Internet Access** – Communicators are allowed secure confidential Internet access to SATIS.

1. The communicator will login, using their secure access code and password, to the CDS website to perform an inquiry. Once the communicator has selected the proper Program, the communicator selects “Check Pool Status” from the main menu.

2. The communicator enters the following information:

a. The proper Substance Abuse Testing Program.

Whether the individual being inquired upon is a “Hired Employee,” “Borrowed Employee” from another employer or if you are a “GC Inquiring on Sub Employee.” If the communicator selects “Hired Employee,” the employee will be assigned to the employer making the Inquiry.

b. The communicator enters the Social Security Number or Union Card Number.

c. The employee’s eligibility status (Active, Inactive, Pending, Random or Reinstate) can be viewed on screen or printed.

B. **Phone** – Communicators can inquire on an employee by phone by calling the Program Administrator. The communicator’s access code and password must be provided.

C. **Fax** – Communicators can inquire on employees by fax (See Exhibit I – Pool Status Inquiry).

Passage is protected by a series of access codes and passwords. No information will be released without the proper security clearance.

Union Communicators

The union communicator will login, using their secure access code and password and the following menu will be provided:

Communicator Update – Provides a description of enhancements to SATIS along with the implementation date of the latest enhancements.

My Profile – Allows communicators to update/change their E-mail address and Password.

Current Members – Allows communicators to view all the union members in the applicable Substance Abuse Testing Program that are in SATIS along with their eligibility status and last date of test and allows Communicators to assign members to employers. To assign members to employers, select the box next to the member’s name. A pop up window will open with a list of employers signatory to the Substance Abuse Testing Program. Upon selecting the appropriate member(s) and employer(s),

click on "Submit" to assign the members. Members that are no longer in the trade should be assigned to "Assignable." An e-mail will be sent to the applicable employer's communicator and CDS notifying both parties that a member has been assigned.

Check Pool Status – Allows union communicators to inquire on members without reassigning the member to the Union. Upon performing an inquiry, the member's name, identification number, craft, employer and eligibility status will be provided. To print the results of the inquiry, select "View and Print Inquiry Details." Several inquiries can be performed and selecting "View and Print ALL Inquiries" can print the results of all inquiries.

Approved Collection Sites – Allows communicators to locate a Collection Site throughout the United States and Internationally from our list of more than 7,500 sites by name, city, state and/or zip code and whether a drug and/or alcohol test collection is available. Upon entering the required information and selecting "Search," a list of collection sites by name and address will appear. To obtain the phone number, hours of operation and directions to the site, click on the applicable collection site name. To obtain directions to the collection site, select map and you will be redirected to Google Map for entering your address.