

INSERT:
COMPANY NAME
ADDRESS
CITY, STATE ZIP CODE

SAMPLE
DOT/FAA Mandated
Drug and Alcohol Testing
Policy

(Insert Company Name) complies with the drug and alcohol testing regulations of the Department of Transportation (DOT) (49 CFR part 40) and the Federal Aviation Administration (FAA) (14 CFR part 120). (Insert Company Tolerance Policy, e.g., "Any employee who tests positive on a drug or alcohol test, or refuses to submit to testing, will be terminated.")

Employee Categories Subject To Testing. All persons performing any of the following safety-sensitive functions are subject to the DOT/FAA drug and alcohol testing program:

- Flight crewmember
- Flight attendant
- Flight instruction
- Aircraft dispatch
- Aircraft maintenance/preventive maintenance
- Ground security coordinator
- Aviation screening
- Air traffic control
- Operations Control Specialist

For More Information About DOT and FAA Requirements or our Company Policy, contact (Insert Program Manager/DER Name and Title) at (Insert telephone number).

For more information relating to the FAA/DOT program requirements, visit the following Web sites:

For FAA: <http://www.faa.gov/go/drugabatement>

For DOT: <http://www.dot.gov/ost/dapc/>

TESTING INFORMATION for DOT/FAA DRUG TESTING

Community Service Hotline. If you have any personal problems or questions concerning drug abuse and need to confide in an employee assistance professional, you are encouraged to contact:

Name: _____ Telephone: _____

Consequences of Using Drugs While Performing Safety-Sensitive Functions

An employee who has engaged in prohibited drug use during the performance of a safety-sensitive function will be immediately removed from performing safety-sensitive functions and is permanently precluded from performing that safety-sensitive function for any FAA-regulated employer.

Consequences of a Verified Positive Drug Test

A covered employee who receives one (1) verified positive drug test result on a FAA required test will be immediately removed from safety-sensitive duties. An employee who has a positive FAA drug test cannot return to the performance of safety-sensitive functions until and unless the employee successfully completes the return-to-duty process outlined in 49 CFR Part 40, Subpart O.

A covered employee who receives a second verified positive drug test on a FAA required test will be immediately removed from performing safety-sensitive functions and is permanently prohibited from performing that safety-sensitive function for any FAA-regulated employer.

Consequences of Refusing to Submit to a Required Drug Test

A covered employee who refuses to submit to a required drug test or who receives a verified adulterated or substituted drug test result must be immediately removed from performing safety-sensitive functions. The employee may not return to the performance of safety-sensitive duties until and unless the employee successfully completes the return-to-duty process outlined in 49 CFR Part 40, Subpart O.

(Insert Company Name) must ensure that their Medical Review Officer reports to the FAA within 2 working days any employee who holds an airman medical certificate issued under 14 CFR Part 67 and has a verified positive drug result on a FAA/DOT test. In addition, any employee who holds an airman certificate under 14 CFR Part 61, Part 63, or Part 65 and who has refused to submit to a FAA required drug test will be reported to the FAA.

Performing a safety-sensitive function: an employee is considered to be performing a safety-sensitive function during any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

ALCOHOL MISUSE PREVENTION POLICY (AMPP) for DOT/FAA ALCOHOL TESTING

Functions and Period of the Work Day Employees are Covered by the AMPP

Any employee performing a safety-sensitive function is subject to alcohol testing and must refrain from consuming any alcohol (not just alcoholic beverages) whenever they are performing, ready to perform, or immediately available to perform these functions.

Conduct Prohibited by the AMPP

Alcohol and Alcohol Use

- Alcohol is defined as the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl or isopropyl alcohol.
- Alcohol use is defined as the consumption of any beverage, mixture, or preparation, including any medication (prescribed or over-the-counter, intentional or unintentional), containing alcohol.

Alcohol Concentration

- Covered employees may not report for duty or remain on duty in a position requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater.

Pre-Duty Use

- Employees may not perform flight crewmember, flight attendant, or air traffic controller duties within 8 hours after consuming alcohol.
- Employees may not perform flight instruction, aircraft dispatcher, aircraft maintenance or preventive maintenance, ground security coordinator, or aviation screening duties within 4 hours after consuming alcohol.

On-Duty Use

- Covered employees may not consume alcohol in any form while performing safety-sensitive functions.
- This prohibition also applies to covered employees who are at work and immediately available to perform safety-sensitive functions.

Use After an Accident

- Covered employees with knowledge of an accident involving an aircraft for which they performed a safety-sensitive function at or near the time of the accident may not use alcohol for 8 hours after the accident unless they have been given a post-accident test, or (Insert Company Name) has determined that their performance could not have contributed to the accident.

- Accident is defined as an occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and the time that all such persons have disembarked, and in which any person suffers death or serious injury or in which the aircraft receives substantial damage.

Refusal to Submit to Testing

- Covered employees may not refuse to submit to a post-accident, random, reasonable suspicion, return-to-duty, or follow-up alcohol test. (Insert Company Name) will not permit an employee who refuses to submit to such a test to perform or continue to perform safety-sensitive functions.
- Refusal to submit to a pre-employment test is not a violation of the FAA AMPP rule, but a refusal will preclude any person from being hired for a safety-sensitive function, unless he or she completes the SAP and return-to-duty processes.

Circumstances Under Which a Covered Employee will be Tested for Alcohol

Covered employees are subject to the following federally mandated alcohol tests. It is an employer's option whether to require alcohol pre-employment testing. If a company elects to do so, all applicants/employees must be subject to testing after a contingent offer of employment is made or the employee is transferred and prior to the first performance of safety-sensitive function

Post-Accident

- As soon as practicable following an accident, each covered employee must be alcohol tested if that employee's performance either contributed to the accident or cannot be discounted as a contributing factor to the accident.
- A covered employee who is subject to post-accident alcohol testing will remain readily available for testing or may be deemed by (Insert Company Name) to have refused to submit to testing.
- Attempts to conduct post-accident alcohol testing will cease 8 hours after the accident, even if no alcohol test has been conducted.

Random

- Covered employees will be selected for random alcohol testing through a scientifically valid method.
- Random tests will be spaced throughout the year and will be unannounced.
- Employees notified of selection for random testing must proceed immediately to the testing site.
- Random tests will be conducted while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing safety-sensitive functions.

Reasonable Suspicion

- A covered employee must submit to an alcohol test if (Insert Company's Name) has determined that reasonable suspicion exists that the employee has violated the alcohol misuse prohibitions.
- This determination must be based on a trained supervisor's specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee.
- Even if an alcohol test cannot be administered, no employee who is under the influence of or impaired by alcohol, as shown by behavioral, speech, or performance indicators of alcohol misuse, should report for duty or remain on duty requiring the performance of safety-sensitive functions until a test can be administered and the results are below 0.02 or until the commencement of the employee's next duty period if at least 8 hours has elapsed.
- Similarly, even if an alcohol test cannot be administered, (Insert Company's Name) will not permit any employee who is under the influence of or impaired by alcohol, as shown by behavioral, speech, or performance indicators of alcohol misuse, to report for duty or remain on duty requiring the performance of safety-sensitive functions until a test can be administered and the result is below 0.02 or until the commencement of the employee's next duty period if at least 8 hours has elapsed.
- A supervisor who identifies an employee for a reasonable suspicion test cannot conduct the alcohol test as the breath alcohol technician for that employee.

Return-to-Duty

- Before a covered employee returns to duty in a safety-sensitive function after engaging in prohibited conduct, he or she will undergo a return-to-duty test.
- The employee cannot perform a safety-sensitive function until a result indicating an alcohol concentration of less than 0.02 is obtained.

Follow-Up

- Each covered employee who has been identified by a substance abuse professional (SAP) as needing assistance in resolving a problem with alcohol misuse and who has returned to duty performing a safety-sensitive function will be subject to follow-up testing.
- Follow-up tests will be unannounced.
- The schedule for follow-up alcohol testing is established by the SAP.

Retests

- If (Insert Company's Name) desires to permit an employee to perform a safety-sensitive function within 8 hours following administration of an FAA-mandated alcohol test indicating an alcohol concentration of 0.02 or greater but less than 0.04, (Insert Company's Name) will first retest the employee.
- The employee may return to the safety-sensitive function if the retest result indicates an alcohol concentration of less than 0.02.

PROCEDURES THAT WILL BE USED TO TEST FOR THE PRESENCE OF ALCOHOL; PROTECTING THE EMPLOYEE AND THE INTEGRITY OF THE BREATH TESTING PROCESS;

SAFEGUARDING THE VALIDITY OF THE TEST RESULTS; AND ENSURING THAT THOSE RESULTS ARE ATTRIBUTED TO THE CORRECT EMPLOYEE.

(Insert Company's Name) will be using (Insert BAT or Collection Site Name) to conduct alcohol testing. All tests will use one of the following procedures:

Preparation for Breath Alcohol Testing

- When the employee enters the alcohol testing location, the breath alcohol technician (BAT) /screening test technician (STT) will require the employee to provide positive identification (photo I.D. or identification issued by (Insert Company's Name)). On request, the BAT/STT will provide positive identification to the employee. The BAT/STT will explain the testing procedures to the employee.

Screening Tests

- The BAT/STT will complete Step 1 on the alcohol testing form (ATF), and the employee will then complete Step 2 on the form, signing the certification. Refusal by the employee to sign this certification will be regarded as a refusal to take the test.

Breath Tests

- An individually sealed mouthpiece will be opened in view of the employee and the BAT and will be attached to the evidential breath-testing device (EBT) in accordance with the manufacturer's instructions.
- The BAT will instruct the employee to blow forcefully into the mouthpiece for at least 6 seconds or until the EBT indicates that an adequate amount of breath has been obtained.
- If the EBT does not have a printer capable of generating a printed result showing a sequential test number, the manufacturer's name for the device, the device's serial number, and the time and date of the test, the BAT will record the displayed result, test number, testing device, serial number of the testing device, date, time and quantified result in Step 3 of the form. The BAT will then complete the rest of Step 3 in its entirety.
- If the EBT provides a printed result, but does not print the results directly onto the form, the BAT will show the employee the result displayed on the EBT. The BAT will then affix the test result printout to the breath alcohol test form (ATF) in the designated space, using a method that will provide clear evidence of removal (e.g., tamper-evident tape).
- If the EBT prints the test results directly onto the form, the BAT will show the employee the result displayed on the EBT and on the alcohol test form (ATF).
- In any case in which the result of the screening test is a breath alcohol concentration of less than 0.02, the BAT will date the form and sign the certification in Step 3 of the form.
- If a test result printed by the EBT does not match the displayed result, the BAT will note the disparity in the remarks section. Both the employee and the BAT will initial or sign the notation. The test is then invalid and (Insert Company's Name) and the employee will be so advised.
- No further testing is authorized. The BAT will transmit the result of less than 0.02 to (Insert Company's Name) in a confidential manner and (Insert Company's Name) will receive and store the information so as to ensure that confidentiality is maintained as required.

Saliva Alcohol Screening Device (ASD)

- The BAT/STT will check the expiration date on the device or on the package containing the device and show it to the employee. A device must not be used after its expiration date.
- The BAT/STT will open an individually wrapped or sealed package containing the device in the presence of the employee.
- The BAT/STT will offer the employee the opportunity to use the device. The BAT/STT will instruct the employee to insert it into his/her mouth and use it in a manner described by the device's manufacturer.
- If the employee chooses not to use the device, or in all cases in which a new test is necessary because the device did not activate, the BAT/STT must insert the device into the employee's mouth and gather saliva in the manner described by the device's manufacturer.
- When the device is removed from the employee's mouth, the BAT/STT must follow the manufacturer's instructions regarding the necessary next steps to ensure that the device has activated.
- The BAT/STT must read the result displayed on the device no sooner than the device's manufacturer instructs. In all cases the result displayed must be read within 15 minutes of the test. The BAT/STT must then show the device and its reading to the employee and enter the result on the alcohol test form (ATF).
- The BAT/STT must note the fact that a saliva alcohol screening device (ASD) was used in Step 3 of the ATF.

Breath Tube Alcohol Screening Device (ASD)

- The BAT/STT will check the expiration date on the detector device and the electronic analyzer or on the package containing the device and the analyzer and show it to the employee. A device or the analyzer must not be used after their expiration date. The BAT/STT must not use an analyzer which is not specifically pre-calibrated for the device being used in the collection.
- The BAT/STT will remove the device from the package and secure an inflation bag onto the appropriate end of the device, as directed by the manufacturer on the device's instructions.
- The BAT/STT will break the tube's ampoule in the presence of the employee.
- The BAT/STT will offer the employee the opportunity to use the device. If the employee chooses to use the device, the BAT/STT will instruct the employee to blow forcefully and steadily into the blowing end of the device until the inflation bag fills with air (approximately 12 seconds).
- If the employee chooses not to hold the device, the Bat/STT must hold it and provide the use instructions.
- Once the employee completes the breath process, the BAT/STT will take the device from the employee, remove the inflation bag, and prepare the device to be read by the analyzer in accordance with the manufacturer's directions.
- After waiting the required amount of time directed by the manufacturer for the detector device to incubate, the BAT/STT must place the device in the analyzer in accordance with the manufacturer's directions. The result must be read from the analyzer no earlier than the required incubation time of the device. In all cases, the result must be read within 15 minutes of the test.

- The BAT/STT must follow the manufacturer's instructions for determining the result of the test. The BAT/STT must show the analyzer result to the employee and record the result on Step 3 of the alcohol test form (ATF).
- The BAT/STT must note the fact that a breath tube device was used in Step 3 of the ATF.

Confirmation Tests

- If the result of the screening test is an alcohol concentration of 0.02 or greater, a confirmation test will be performed. If a different BAT will conduct the confirmation test, the BAT who conducts the screening test will complete and sign step 3 of the alcohol test form (ATF). The BAT will provide the employee with Copy 2 of the form.
- In the presence of the employee, the BAT will conduct an "air blank" to ensure that the device is working correctly. You must show the reading to the employee. The air blank result must be 0.00. If the reading is greater than 0.00, the BAT will conduct one more air blank. If the reading is greater than 0.00, testing will not proceed using the instrument. However, testing may proceed on another instrument.
- The BAT will instruct the employee not to eat, drink, put any object or substance in his or her mouth, and, to the extent possible, not belch during a waiting period before the confirmation test. This time period begins with the completion of the screening test, and will not be less than 15 minutes. The BAT will explain to the employee the reason for this requirement (i.e., to prevent any accumulation of mouth alcohol leading to an artificially high reading) and the fact that it is for the employee's benefit. The BAT will also explain that the test will be conducted at the end of the waiting period, even if the employee has disregarded the instruction, the BAT will so note in the "Remarks" section of the ATF.
- If a BAT other than the one who conducted the screening test is conducting the confirmation test, the new BAT will initiate a new breath alcohol testing form. The BAT will complete step 1 on the form. The employee will then complete Step 2 on the form, signing the certification. Refusal by the employee to sign this certification will be regarded as a refusal to take the test. The BAT will note in the "Remarks" section of the form that a different BAT conducted the screening process.
- If the employee does not sign the certification in Step 4 of the form, it will not be considered a refusal to be tested. In this event, the BAT will note the failure to sign in the "Remarks" section of the form.
- A breath alcohol test is invalid under the following circumstances:
 - The EBT does not pass its next external calibration check (invalidates all test results of 0.02 or greater on tests conducted since the last valid external calibration test); this does not invalidate negative tests).
 - The breath alcohol technician does not observe the minimum 15-minute waiting period prior to the confirmation test.
 - The breath alcohol technician does not perform an air blank on the EBT before a confirmation test, or such an air blank does not result in a reading of 0.00.
 - The breath alcohol technician does not sign the form.
 - An EBT fails to print a confirmation test result.
 - The sequential test number or alcohol concentration displayed on the EBT is not the same as the sequential test number or alcohol concentration on the printed result.
- Employee records pertaining to alcohol testing will be maintained in a secure location with controlled access.

- These records will be promptly released to the employee, or a person identified by the employee (including subsequent employers), upon written request of the employee. This release of information will not be contingent upon payment for records other than those specifically requested.
- These records must be released to Department of Transportation agency representatives upon request.
- These records may must be released to the National Transportation Safety Board when requested as part of an accident investigation.
- These records may be released to a Federal, state, or local safety agency with regulatory authority over the employer or the employee upon request.

REQUIREMENTS THAT A COVERED EMPLOYEE SUBMIT TO ALCOHOL TESTS

- The Federal Aviation Administration (FAA) Alcohol Misuse Prevention Program (AMPP) prohibits certain conduct by, and requires alcohol testing of persons who perform specified safety-sensitive functions. Persons who violate this regulation will be subject to consequences, including removal from safety-sensitive functions.

AN EXPLANATION OF WHAT CONSTITUTES A REFUSAL TO SUBMIT TO AN ALCOHOL TEST AND THE ATTENDANT CONSEQUENCES

- As a safety-sensitive employee, you are considered to have refused to take an alcohol test if you:
 1. Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer. This includes the failure of an employee (including an owner-operator) to appear for a test when called by a C/TPA (see 49 CFR Part 40.241(a));
 2. Fail to remain at the testing site until the testing process is complete; Provided, that an employee who leaves the testing site before the testing process commences (see 49 CFR Part 40.243(a)) for a pre-employment test is not deemed to have refused to test;
 3. Fail to provide an adequate amount of saliva or breath for any alcohol test required by this part or DOT agency regulations; Provided, that an employee who does not provide an adequate amount of breath or saliva because he or she has left the testing site before the testing process commences (see 49 CFR Part 40.243(a)) for a pre-employment test is not deemed to have refused to test;
 4. Fail to provide a sufficient breath specimen, and the physician has determined, through a required medical evaluation, that there was no adequate medical explanation for the failure (see 49 CFR Part 40.265 (c));
 5. Fail to undergo a medical examination or evaluation, as directed by the employer as part of the insufficient breath procedures outlined at 49 CFR Part 40.265(c);
 6. Fail to sign the certification at Step 2 of the ATF (see 49 CFR Part 40.241 (g) and 49 CFR Part 40.251(d); or
 7. Fail to cooperate with any part of the testing process.

- Any covered employee who holds an airman certificate issued under 14 CFR Part 61, Part 63, or Part 65 and refuses to submit to required random, post-accident, reasonable suspicion, or follow-up alcohol testing will be reported to the FAA's Drug Abatement Division.
- The attendant consequences are described in the following section.

THE CONSEQUENCES FOR COVERED EMPLOYEES FOUND TO HAVE VIOLATED THE PROHIBITIONS OF THE AMPP, INCLUDING THE REQUIREMENT THAT THE EMPLOYEE BE REMOVED IMMEDIATELY FROM PERFORMING SAFETY-SENSITIVE FUNCTIONS, AND THE PROCESS IN 49 CFR PART 40, SUBPART O:

Immediate Removal from Safety-Sensitive Functions

- Covered employees are prohibited from performing safety-sensitive functions if they have engaged in prohibited conduct under the FAA rule or another DOT agency's alcohol misuse rule (including refusal to submit to random, reasonable suspicion, post-accident, or follow-up testing). Any employee who has violated the rules of the AMPP will be immediately removed from performing safety-sensitive functions.

Permanent Prohibition From Service

- If a covered employee is determined to have violated the on-duty use of alcohol prohibition, he or she is permanently precluded from performing the safety-sensitive duties he or she performed before such a violation.
- If a covered employee is determined to have violated the prohibited alcohol-related conduct provision, other than on-duty use, two times after the employee becomes subject to the prohibitions, he or she is permanently precluded from performing the safety-sensitive duties he or she performed before such a violation.
- The bar on two-time violators will apply both to persons who go through rehabilitation and to those who, after evaluation by an SAP, are determined not to need treatment.

Notice to the Federal Air Surgeon

- Any covered employee who holds an airman medical certificate issued under 14 CFR Part 67 and violates the provisions of the rule will be reported to the Federal Air Surgeon.
- No covered employee who holds a Part 67 airman medical certificate will perform a safety-sensitive function after a violation unless and until, in addition to the required return-to-duty steps in 49 CFR Part 40, the Federal Air Surgeon has recommended that the employee be permitted to perform such duties.

Return to Duty Process and Follow Up Procedures (49 CFR Part 40, Subpart O)

- As an employee, when you have violated DOT drug and alcohol regulations, you cannot again perform any DOT safety-sensitive duties for any employer until and unless you

complete the SAP evaluation, referral, and education/treatment process set forth in 49 CFR Part 40, Subpart O and in applicable DOT agency regulations.

- A verified positive DOT drug test result, a DOT alcohol test with a result indicating an alcohol concentration of 0.04 or greater, a refusal to test (including by adulterating or substituting a urine specimen) or any other violation of the prohibition on the use of alcohol or drugs under a DOT agency regulation constitutes a DOT drug and alcohol regulation violation.
- An employer must provide to each employee (including an applicant or new employee) who violates DOT drug and alcohol regulation a listing of SAPs readily available to the employee and acceptable to the employer. The list of SAPs must include names, addresses, and telephone numbers. The employer cannot charge the employee any fee for compiling or providing this list.
- An employer is not required to provide a SAP evaluation or any subsequent recommended education or treatment for an employee who has violated a DOT drug and alcohol regulation. However, if an employer offers that employee an opportunity to return to a DOT safety-sensitive duty following a violation, the employer must, before the employee again performs that duty, ensure that the employee receives an evaluation by a SAP meeting the requirements of 40.281 and that the employee successfully complies with the SAPs evaluation recommendations. Payment for SAP evaluations and services is left for employers and employees to decide and may be governed by existing management-labor agreements and health care benefits.
- A SAP is charged with:
 1. Making a face-to-face clinical assessment and evaluation to determine what assistance is needed by the employee to resolve problems associated with alcohol and/or drug use;
 2. Referring the employee to an appropriate education and/or treatment program;
 3. Conducting a face-to-face follow-up evaluation to determine if the employee has actively participated in the education and/or treatment program and has demonstrated successful compliance with the initial assessment and evaluation recommendations;
 4. Providing the DER with a follow-up drug and/or alcohol testing plan for the employee; and
 5. Providing the employee and employer with recommendations for continuing education and/or treatment.
- If an employer decides to permit the employee to return to the performance of safety-sensitive functions, the employer must ensure that the employee takes a return-to-duty test (RTD).

This test cannot occur until:

1. The employee has been evaluated by a SAP to determine what education and/or treatment the employee needs to resolve problems related to alcohol use. A minimum of education is required;
2. The employee has successfully complied with the prescribed education and/or treatment;
3. The employee has been re-evaluated by the SAP to ensure that the employee has properly followed the education and/or treatment program.

- A SAP must establish a written follow-up testing plan for each employee who has committed a DOT drug or alcohol regulation violation and who seeks to resume the performance of safety-sensitive functions. The SAP does not establish this plan until after it is determined that the employee has successfully complied with the education and/or treatment recommendations. The SAP must present a copy of the follow-up testing plan directly to the employer's designated representative. The SAP is the sole determiner of the number and frequency of follow-up tests and whether these tests will be for drugs, alcohol, or both, unless otherwise directed by the appropriate DOT agency regulation. For example, if the employee had a positive drug test, but the SAP evaluation or the treatment program professionals determined that the employee had an alcohol problem as well, the SAP should require that the employee have follow-up tests for both drugs and alcohol. However, the SAP must, at a minimum, direct that the employee be subject to six (6) unannounced follow-up tests in the first 12 months of safety-sensitive duty following the employee's return to safety-sensitive functions. The SAP may require a greater number of follow-up tests during the first 12-month period of safety-sensitive duty. The SAP may also require follow-up tests during the 48 months of safety-sensitive duty following this first 12-month period. The SAP is not to establish the actual dates for the follow-up tests he/she prescribes. The decision on specific dates to test is the employer's. An employer must not impose additional testing requirements (e.g., under company authority) on the employee that go beyond the SAP's follow-up testing plan.

THE CONSEQUENCES FOR COVERED EMPLOYEES FOUND TO HAVE AN ALCOHOL CONCENTRATION OF 0.02 OR GREATER BUT LESS THAN 0.04

- If a covered employee is found to have an alcohol concentration of 0.02 or greater but less than 0.04, that employee will be immediately removed from performing safety-sensitive functions, until the employee is retested with a result below 0.02, or until the start of the employee's next regularly scheduled duty period, if it occurs at least 8 hours following administration of the test.

INFORMATION CONCERNING ALCOHOL

EFFECTS OF ALCOHOL MISUSE ON AN INDIVIDUAL'S HEALTH, WORK, AND PERSONAL LIFE:

- Alcohol is a central nervous system depressant. Taken in large quantities it causes not only the euphoria associated with "being drunk" but also adversely affects your judgment, your ability to think, and your motor functions. Drink enough alcohol fast enough and it can kill you.
- Long term overuse of alcohol can cause liver damage, heart problems, sexual dysfunction, and other serious medical problems.
- In some case, alcohol use can lead to physical and psychological dependence on alcohol. Alcoholism is a serious chronic disease. Left untreated it will inevitably get worse.
- Workers who use alcohol (and/or other drugs) affect everyone. Studies show that compared to alcohol and drug-free workers, substance abusers are far less

productive, miss more workdays, are more likely to injure themselves or someone else, and file more workers compensation claims.

- The measurable dollar costs of workplace substance abuse from absenteeism, overtime pay, tardiness, sick leave, insurance claims, and workers compensation can be substantial. However, the hidden costs resulting from diverted supervisory and managerial time, friction among workers, damage to equipment, and damage to the company's public image mean that workplace substance abuse can further cut profits and competitiveness.
- Alcohol can also destroy relationships, lead to serious problems with the law (e.g., drunk driving), and even cause harm to the people you love.
- If drinking affects your work life, it could lead to job loss and all of the financial problems that would follow.

SIGNS AND SYMPTOMS OF AN ALCOHOL PROBLEM

- Any one or more of the following signs may indicate a drinking problem:
 1. Family or social problems caused by drinking.
 2. Job or financial difficulties related to drinking.
 3. Loss of consistent ability to control drinking.
 4. "Blackouts" or the inability to remember what happened while drinking.
 5. Distressing physical and/or psychological reactions if you try to stop drinking.
 6. A need to drink increasing amounts of alcohol to get the desired effect.
 7. Marked changes in behavior or personality when drinking.
 8. Getting drunk frequently.
 9. Injuring yourself-someone else-while intoxicated.
 10. Breaking the law while intoxicated.
 11. Starting the day with a drink.

AVAILABLE METHOD OF EVALUATING AND RESOLVING PROBLEMS ASSOCIATED WITH THE MISUSE OF ALCOHOL

- Outpatient programs exist in a variety of settings:
 1. Community mental health centers.
 2. Family service agencies.
 3. Private physicians' and therapists offices.
 4. Occupational settings
 5. Specialized alcoholism treatment facilities.
- Inpatient services designed for those with more serious alcohol problems can be found in hospitals, residential care facilities, community halfway houses, and some alcoholism clinics.
- Your local phone directory will list helpful referral organizations such as:
 1. Local council on alcoholism.
 2. Alcoholics Anonymous.
 3. Community alcoholism or mental health clinic.
 4. Social services or human resources department.

5. County medical society.

INTERVENING WHEN AN ALCOHOL PROBLEM IS SUSPECTED, (INCLUDING CONFRONTATION, REFERRAL TO ANY AVAILABLE EMPLOYEE ASSISTANCE PROGRAM), AND/OR REFERRAL TO MANAGEMENT):

Why You Should Get Involved:

- Although (Insert Company's Name) may have a below average history of substance abuse problems, we recognize that alcoholism and alcohol misuse are problems throughout America.
- There are three good reasons why you should be concerned if any of your coworkers is using drugs or alcohol on the job:
 1. Your and your coworkers' health and safety may be at risk.
 2. Alcohol misuse costs you money.
 3. Alcohol creates a negative work environment.
- The U.S. Department of Labor has determined that drug and alcohol use on the job costs society an estimated \$102 billion a year. Since most of the costs is passed on to you in the form of higher health insurance rates or in the prices you pay for things, drug and alcohol use on the job costs you and your fellow workers.
- The U.S. Department of Labor has also determined that absenteeism among problem drinkers or alcoholics is 3.8 to 8.3 times greater than normal. If your fellow workers don't come to work, you may have to do their jobs in addition to your own.
- Workers who misuse alcohol don't function at their full potential. Not only is absenteeism a problem, when they are at work these employees may have reduced capabilities and productivity. Since our product is the safe transportation of the public, alcohol misuse is an especially serious issue.
- No matter what your position is in the organization, there are things that you can do to ensure that drug and alcohol use on the job never becomes a problem at (Insert Company's Name). Acceptance of any misuse puts you, this company, and the public at risk.