

APPENDIX D SUBSTANCE ABUSE POLICY (NON-SAFETY SENSITIVE)

The purpose of this policy is to clearly define North Tahoe Public Utility District (Employer) Policy on non-safety sensitive employee and applicant drug and alcohol use, abuse, drug testing, and related matters as it applies to employment and to protect our employees and the public from risks posed by the use of alcohol and controlled substances.

NORTH TAHOE PUBLIC UTILITY DISTRICT recognizes that the use of alcohol and/or controlled substances, including marijuana and cannabis, in the workplace is not conducive to safe working conditions. In order to promote a safe, healthy and productive work environment for all employees, it is the objective of the District to have a work force that is free from the influence of alcohol and controlled substances. This policy defines prohibited conduct, testing requirements and procedures, and rehabilitation and return-to-work requirements.

A. APPLICABILITY

This policy applies to all non-safety-sensitive employees of the District and applicants for such positions. It applies to off-site lunch periods and breaks when a non-safety-sensitive employee is scheduled to return to work. Applicants are governed by this policy while on District premises, and they will not be permitted to conduct business if found to be in violation of this policy.

A non-safety-sensitive employee is defined as any employee not having nor using a Class "A" or Class "B" commercial driver's license as required by their job description. Class "A" or Class "B" commercial drivers are subject to Appendix C – Substance Abuse Policy (Safety Sensitive).

This policy does not apply to Seasonal Employees. Seasonal Employees are subject to the District's Seasonal Employee Drug and Alcohol Testing Policy.

B. PROHIBITED SUBSTANCES

"Prohibited substances" addressed by this policy include the following:

Drugs:

Amphetamines, opiates, phencyclidine (PCP), cocaine, and Marijuana (psychoactive metabolites only).

Alcohol:

The use of beverages or substances, including any medication, containing alcohol such that it is present in the body at a level in excess of 0.05 while actually performing, ready to perform, or immediately available to perform any District business is prohibited. "Alcohol" is defined as: the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol, including methyl or isopropyl alcohol.

C. PROHIBITED CONDUCT

Manufacture, Trafficking, Possession, and Use

Any employee engagement in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol on District premises, in District vehicles or while conducting District business off the premises is absolutely prohibited. Violation will result in removal from duty and referral to a Substance Abuse Professional (SAP), as well as potential disciplinary action. Applicant engagement will automatically exclude them from the applicant process and individual will not be considered for District employment.

Impaired/Not Fit for Duty

Any employee who is reasonably suspected of being impaired, under the influence of a prohibited substance, or not fit for duty shall be removed from job duties and be required to undergo a reasonable suspicion controlled substance or alcohol test. Employees failing to pass this reasonable suspicion controlled substance or alcohol test shall remain off duty and be referred to a SAP. A controlled substance or alcohol test is considered positive (failed) if the individual is found to have a quantifiable presence of a prohibited substance in the body above the minimum thresholds defined in this policy.

Alcohol Use

No employee may report for duty or remain on duty when his/her ability to perform assigned functions is adversely affected by alcohol or when his/her breath alcohol concentration is 0.05 or greater. No employee shall use alcohol while on duty or while performing functions. No employee shall consume alcohol within four hours of reporting for duty nor during hours that he/she is on call. Violation of this provision is prohibited and will subject the employee to removal from duty and referral to a SAP, as well as potential disciplinary action.

Compliance with Testing Requirements

All employees and applicants are subject to controlled substance testing and breath alcohol testing. Any employee who refuses to comply with a request for testing, who provides false information in connection with a test or who attempts to falsify test results through tampering, contamination, adulteration, or substitution shall be removed from duty immediately and be referred to a SAP. Refusal to submit to a test can include an inability to provide a urine specimen or breath sample without a valid medical explanation, as well as a verbal declaration, obstructive behavior or physical absence resulting in the inability to conduct the test. Any applicant who engages in such conduct shall be excluded from consideration for employment for 12 months.

Treatment/Rehabilitation Program

An employee with a controlled substance and/or alcohol problem will be afforded an opportunity for treatment in accordance with the following provisions:

1. Positive Controlled Substance and/or Alcohol Test: A positive test subjects an employee to discipline up to and including termination. However, a rehabilitation program with a Return-to-Work Agreement is available for employees who have tested positive for a prohibited substance on one occasion or who receive a second verified positive test result more than five years after the first occurrence. Employees who receive a second verified positive test within five years of an initial verified positive test result will be terminated. The duration of any Return-to-Work Agreement shall be concurrent with any program recommended by a SAP, and shall not exceed five (5) years. Rehabilitation program costs and the cost of subsequent controlled substance and/or alcohol testing recommended by the SAP will be paid by the employee (via employee's health insurance coverage, if available, or out-of-pocket). In addition, the District may require "on demand" testing during the period of a Return-to-Work Agreement at District expense, and shall not exceed ten "on demand" tests per calendar year, unless recommended by the SAP. Participation in and completion of any rehabilitation program recommended by the SAP is mandatory for consideration of a Return-to-Work Agreement. Failure of an employee to attend and/or complete a prescribed program or violation of the terms of a Return to Duty agreement, will result in termination from employment. Prior to return-to-duty testing, an employee must follow the rehabilitation program recommended by the SAP and agree to and sign a SAP Agreement. The duration and frequency of follow-up testing will be determined by the SAP but will not be shorter than one year or longer than five

years.

2. Voluntary Admittance: All employees who feel they have a problem with controlled substances and/or alcohol may request leave for voluntary admission to a rehabilitation program administered by a SAP. Requests must be submitted to an Administrator or his/her designee for review. Program costs and subsequent controlled substance and/or alcohol testing costs will be paid by the employee (via employee's health insurance coverage, if available, or out-of-pocket). An employee failing to complete the program as recommended by the SAP will be subject to removal from their position, which may include termination from employment. An employee completing an SAP recommended rehabilitation program must agree to and sign a Return-to-Duty agreement, pass a return-to-duty controlled substance and/or alcohol test and be subject to up to six (6) unannounced follow-up tests for 24 months following return to duty. A positive result on the return-to-duty test or on the unannounced follow-up tests within a 24-month period will result in termination from employment.

Employees who take leave to participate in a rehabilitation program may use accumulated sick leave, vacation, and compensatory time, if any. For those employees who are eligible, such leave will be designated as leave under applicable statutory medical leave programs (e.g. FMLA, CFRA, ADA/FEHA), and such leaves shall be provided pursuant those programs' requirements where applicable (e.g. benefit continuation, return-to-work certifications, etc.).

D. NOTIFYING THE DISTRICT OF CRIMINAL DRUG CONVICTION

Pursuant to the "Drug Free Workplace Act of 1988" any employee who fails to immediately notify the District of any criminal controlled substance statute conviction shall be subject to disciplinary action, up to and including termination of employment.

E. PROPER APPLICATION OF THE POLICY

The District is dedicated to assuring fair and equitable application of this Substance Abuse Policy. Therefore, supervisors are required to administer all aspects of the policy in an unbiased and impartial manner. Any supervisor who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy with respect to his/her subordinates shall be subject to disciplinary action, up to and including termination.

F. TESTING FOR PROHIBITED SUBSTANCES

Controlled substance and/or alcohol testing will be conducted on employees for reasonable suspicion, following an accident, and prior to employment (applicant testing). In addition, all employees will be tested prior to returning to duty after failing a controlled substance and/or alcohol test. Employees who have returned to duty will be subject to unannounced follow-up tests, as determined by a SAP, and on-demand as part of any Return-to-Work Agreement, which shall not exceed five years duration.

Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the Department of Health and Human Services (DHHS).

The controlled substances that will be tested for include marijuana (psychoactive metabolites only), cocaine, opiates, amphetamines, and phencyclidine (PCP). The test will be considered positive if the controlled substance levels present are above the minimum thresholds set forth below. California laws permitting various uses of marijuana may affect test procedures.

Tests for alcohol concentration will be conducted utilizing an approved Evidential Breath

Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). If the initial test indicated an alcohol concentration of 0.05 or greater, a confirmation test will be performed to confirm the result of the initial test. An employee who has a confirmed alcohol concentration of 0.05 or greater will be removed from his/her position for at least twenty-four hours unless a retest results in an alcohol concentration less than 0.05. An alcohol concentration of 0.05 or greater will be considered a positive alcohol test and in violation of this policy.

Any employee who has a confirmed positive controlled substance or alcohol test will be removed from his/her position, informed of educational and rehabilitation program available, and evaluated by a Substance Abuse Professional (SAP).

The District affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process.

Employees may be tested under any of the following circumstances:

Pre-Employment Testing

All applicants for year-round classifications shall undergo urine controlled substance testing. Receipt of a satisfactory test result is required prior to employment and failure of a controlled substance test will disqualify the applicant from further consideration for employment for a period of 12 months.

Reasonable Suspicion Testing

All employees will be subject to urine and/or breath testing when there is a reason to believe that controlled substances or alcohol use is adversely affecting job performance. A reasonable suspicion referral for testing will be made on the basis of documented objective, contemporaneous facts and circumstances concerning the appearance, behavior, speech, and body odors of the employee which are consistent with the effects of substance abuse.

The following may constitute reasonable cause to believe that an employee is under the influence of drugs or alcohol:

- 1) Incoherent, slurred speech;
- 2) Odor of alcohol on the breath;
- 3) Staggering gait, disorientation, or loss of balance;
- 4) Red and watery eyes, if not explained by environmental causes;
- 5) Paranoid or bizarre behavior;
- 6) Unexplained drowsiness;
- 7) Occurrence of a serious or potentially serious accident.

Reasonable suspicion determinations will be made by a supervisor who is trained to detect the signs and symptoms of controlled substance and alcohol use and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to prohibited substance abuse or misuse.

Supervisors are required to document their observations and submit them to Human Resources or the General Manager (or designee) prior to transporting the employee to the collection site. Employees subject to a reasonable suspicion test shall be transported to the collection site by designated management personnel. When possible, a second supervisory employee will be present to confirm the reasonable suspicion observations.

Post-Accident Testing

Employees will be required to undergo controlled substance and/or breath alcohol testing if they are involved in an accident with a District vehicle that results in a fatality.

This includes all employees who are on duty in the vehicles and any other whose performance could have contributed to the accident. In addition, a post-accident test will be conducted if an accident results in injuries requiring transportation to a medical treatment facility; or where one or more vehicles incurs disabling damage that requires towing from the site; or if the employee receives a citation under State or local law for a moving traffic violation arising from the accident.

Following an accident, the employee will be tested as soon as possible, but not to exceed eight hours for alcohol and 32 hours for controlled substances. Any employee who leaves the scene of the accident without appropriate authorization prior to submission to controlled substance and alcohol testing will be considered to have refused the test and subject to termination. Post-accident testing of employees will include not only the operation personnel, but any other covered employees whose performance could have contributed to the accident.

Return-to-Duty Testing

All employees who previously tested positive on a controlled substance or alcohol test must test negative and be evaluated and released to duty by the SAP before returning to duty. Employees will be required to undergo unannounced follow-up-controlled substance and/or alcohol breath testing following returning to duty. The duration and frequency will be determined by the SAP and the terms of any Return-to Work-Agreement and in any event shall be no longer than five years following return to duty.

Employee Requested Testing (Split Sample)

Any employee who questions the result of a required controlled substance test may request that an additional test be conducted. This additional test may be conducted at the same laboratory or at a different DHHS certified laboratory. The test must be conducted on the split sample that was provided at the same time as the original sample. All costs for such testing are to be paid by the employee unless the second test invalidates the original test. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in this policy. The employee's request for a retest must be made to the Medical Review Officer (MRO) within 72 hours of notice of the initial test result. Requests after 72 hours will only be accepted if the delay was due to documentable facts that were beyond the control of the employee.

G. EMPLOYEE ASSESSMENT

Any employee who tests positive for the presence of controlled substances or whose breath alcohol concentration is above the minimum thresholds set forth in this policy will be assessed by a SAP. A SAP is a licensed physician, psychologist, social worker, employee assistance professional, or addiction counselor with knowledge of and clinically experienced in the diagnosis and treatment of alcohol related disorders. The SAP will evaluate each employee to determine what assistance, if any, the employee needs in resolving problems associated with prohibited substance abuse or misuse. An employee who has tested positive for controlled substances or alcohol and who refuses to meet with the SAP for evaluation, or to participate in any rehabilitation recommended by the SAP, shall be subject to immediate termination.

If an employee is returned to duty following rehabilitation, they must agree to and sign an SAP agreement (and where applicable, a Return to Work Agreement), pass a return-to-duty controlled substance and/or alcohol test and be subject to unannounced follow-up tests for a period of one to five years, as determined by the SAP. The cost of any rehabilitation and subsequent controlled substance and/or alcohol testing recommended by the SAP is borne by the employee, except as may be covered by the Employee's group health insurance, if available. Costs of additional District ordered "on demand" testing as part of a Return-to-Work Agreement shall be borne by the District. An Employee will be immediately terminated

on the occurrence of a second verified positive test result within five years of an initial verified positive test result. Employees may use available protected leaves (e.g. FMLA, CFRA, ADA/FEHA) to participate in the prescribed rehabilitation program and may utilize accumulated sick leave, vacation, and compensatory time off, if any, as wage replacement during such leave. Employees who exhaust leave balances shall be placed on an approved leave of absence without pay.

H. CONTACT PERSON

Employees with any questions regarding this policy should contact the following Human Resources representative:

Name: Human Resources
Address: Post Office Box 139, Tahoe Vista, CA 96148
Telephone: (530) 546-4212

I. DEFINITIONS

ACCIDENT - means an unintended happening or mishap where there is loss of human life (regardless of fault), bodily injury or significant property damage.

ALCOHOL - means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohol including methyl or isopropyl alcohol.

ALCOHOL CONCENTRATION - means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test under this regulation. For example, 0.05 means 0.05 grams of alcohol in 210 liters of expired deep lung air.

ALCOHOL USE - means consumption of any beverage, mixture, or preparation, including any medication containing ethyl alcohol. Since ingestion of a given amount of alcohol produces the same alcohol concentration in an individual whether the alcohol comes from a mixed drink or cough syrup, this policy prohibits the use of any substance containing alcohol, such as prescription or over-the-counter medication or liquor-filled chocolates. Prescription medications containing alcohol may have a greater impairing affect due to the presence of other elements (e.g., antihistamines).

BREATH ALCOHOL TECHNICIAN (BAT) - means a person trained to proficiency in the operation of the Evidential Breath Testing (EBT) device that the technician is using in the alcohol testing procedures. EBT are the only qualified personnel to administer the EBT tests.

CHAIN OF CUSTODY - means the procedures to account for the integrity of each urine specimen by tracking its handling and storage from point of collection to final disposition.

COLLECTION SITE - means a place designated by the District where individuals present themselves for the purpose of providing a specimen of either urine and/or breath.

CONFIRMATION TEST - for alcohol testing means a second test, following a screening test with a result of 0.05 or greater, that provides quantitative data of alcohol concentration. For controlled substances testing this means a second analytical procedure to identify the presence of a specific drug or metabolite which is independent, of the screen test and which uses a different technique and

chemical principle from that of the screen test in order to ensure reliability and accuracy. (Gas chromatography/mass spectrometry (CGIMS) is the only authorized confirmation method of cocaine, marijuana, opiates, amphetamines, and phencyclidine.)

CONTROLLED SUBSTANCE (DRUG) TEST - A method of detecting and measuring the presence of alcohol and other controlled substances, whether legal or illegal, in a person's body. A controlled substance test may be either an initial test or confirmation test. An initial controlled substance test is designed to identify specimens having concentrations of a particular class of drug above a specified concentration level. It eliminates negative specimens from further consideration.

Controlled substances will be tested under the Department of Health and Human Services guidelines. **The primary controlled substance test thresholds for a verified positive test result are those that are equal to or greater than:**

Alcohol	0.05	grams
Marijuana Metabolites (THC)	50	ng/ml
Cocaine Metabolites	300	ng/ml
Phencyclidine (PCP)	25	ng/ml
Opiates Metabolites (1)	2000	ng/ml
Amphetamines	1000	ng/ml

1.25 ng/ml if immunoassay

A confirmation drug testing is a second analytical procedure to detect the presence of a specific drug or its metabolite. The confirmation procedure is conducted independent of the initial test and uses a different technique and chemical principle in order to confirm reliability and accuracy. **The confirmatory controlled substance test thresholds for a verified positive test result are those that are equal to or greater than:**

Alcohol	0.04	grams
Marijuana Metabolites (THC) (1)	15	ng/ml
Cocaine Metabolites	150	ng/ml
Phencyclidine (PCP)	25	ng/ml
Opiates Metabolites	2000	ng/ml
Morphine	2000	ng/ml
Codeine	2000	ng/ml
6-Acetylmorphine (3)	10	ng/ml
Amphetamines	1000	ng/ml
Amphetamine	500	ng/ml
Methamphetamine (3)	500	ng/ml

1. Delta-9-tetrahydrocannabinol-9-carboxylic acid
2. Benzoylecgonine
3. Test for 6-Acetylmorphine when morphine concentration exceeds 2000 ng/ml
4. Specimen must also contain amphetamine at a concentration greater than or equal to 200 ng/ml

COVERED EMPLOYEE - means a regular full-time employee, applicant for such a position, or transferee, who performs a function for the District.

DISTRICT - means NORTH TAHOE PUBLIC UTILITY DISTRICT.

DISTRICT TIME - means any period of time in which the employee is actually performing, ready to perform, or immediately available to perform any functions for the District.

DRUG (CONTROLLED SUBSTANCE) METABOLITE - means the specific substance produced when the human body metabolizes (changes) a given drug (controlled substance) as it passes through the body and is excreted in urine.

EVIDENTIAL BREATH TESTING DEVICE (EBT) - means the device to be used for breath alcohol testing.

MEDICAL REVIEW OFFICER (MRO) - means a licensed physician responsible for analyzing laboratory results generated by an employer's controlled substance (drug) testing program. The MRO is knowledgeable about substance abuse disorders and has appropriate medical training to interpret and evaluate positive or negative drug and alcohol test results.

PERFORMING (JOB FUNCTION) – means an employee is considered to be performing a job function and includes any period in which the employee is actually performing, ready to perform, or immediately available to perform such functions.

POST-ACCIDENT ALCOHOL AND/OR CONTROLLED SUBSTANCE TESTING - conducted after accidents on employees whose performance could have contributed to the accident. See Accident.

PRE-EMPLOYMENT CONTROLLED SUBSTANCE TESTING - conducted before applicants are hired or after an offer to hire, but before actually performing job functions for the first time. The District will not screen for marijuana metabolites on pre-employment controlled substance tests.

PROHIBITED DRUGS (CONTROLLED SUBSTANCES) - means Marijuana, Cocaine, Opiates, Amphetamines, or Phencyclidine.

PROHIBITED SUBSTANCES - means and is synonymous to drug abuse and/or alcohol misuse or abuse.

REASONABLE SUSPICION ALCOHOL AND/OR CONTROLLED SUBSTANCE TESTING - conducted when a trained supervisor observes behavior or appearance that is characteristic of alcohol misuse or controlled substance abuse.

REFUSE TO SUBMIT (TO AN ALCOHOL AND/OR CONTROLLED SUBSTANCE TEST) - means that an employee or applicant fails to provide an adequate breath or urine sample for testing without a valid medical explanation after that employee received notice of the requirement to be tested, or engages in conduct that clearly obstructs the testing process (i.e., verbal declarations, obstructive behavior or physical absence resulting in the inability to conduct the test.)

REHABILITATION - The total process of restoring an employee to satisfactory work performance through constructive confrontation, referral to the SAP and participation in SAP recommendations such as education, treatment and/or support groups to resolve personal, physical, emotional, or mental problems which contributed to job problems

RETURN-TO-DUTY AND FOLLOW-UP ALCOHOL AND/OR CONTROLLED SUBSTANCE TESTING –conducted when an individual who has violated the prohibited alcohol or controlled substance conduct standards returns to performing job duties. Follow-up tests are unannounced and at least 6 tests must be conducted in the first 24 months after an employee returns to duty. Follow-up testing may be extended for up to 60 months following return to duty upon the SAP recommendation.

RETURN TO WORK AGREEMENT – Means a written and signed agreement between the employer and the non-safety-sensitive employee which states the terms of testing following a return to work after a verified positive test for a controlled substance or alcohol and the consequences of a future positive test.

EMPLOYEE (FUNCTION AND/OR POSITION) - An employee is considered to be performing a job function during any period in which that employee is actually performing, ready to perform, or immediately available to perform any job functions.

SAP AGREEMENT - means a document agreed to and signed by the employer, employee and the Substance Abuse Professional that outlines the terms and conditions under which the non-safety-sensitive employee may return to duty after having had a verified positive controlled substance test result or an alcohol concentration of 0.05 or greater on an alcohol test.

SCREENING (INITIAL) TEST - In alcohol testing, it means an analytical procedure to determine whether an employee may have a prohibited concentration of alcohol in their system. In controlled substance testing, it means an immunoassay screen to eliminate negative urine specimens from further consideration.

SUBSTANCE ABUSE PROFESSIONAL (SAP) - means a licensed physician (Medical Doctor or Doctor of Osteopathy), or a licensed or certified psychologist, social worker (with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol- related disorders, the license alone does not authorize this), Certified Employee Assistance Professional (CEAP), or addiction counselor certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission (NAADAC) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders.

SUPERVISOR - means a person in authority who has had one hour of training on the signs and symptoms of alcohol abuse and an additional hour of training on the signs and symptoms of controlled substance abuse.

VEHICLE - means a bus, truck, van, automobile, rail car, trolley car, trolley bus, or vessel used for operations of the District.

J. PROCEDURES - REASONABLE SUSPICION TESTING

1. An employee who may possibly be under the influence of alcohol and/or controlled substances is observed by a supervisor. When possible, a second

supervisory employee will be present to confirm the reasonable suspicion observations.

Any employee may identify someone suspected of being under the influence of alcohol and/or controlled substance to any supervisor. Employees should realize, however, that it is against District policy to make false or malicious statements about other employees and doing so can result in disciplinary action being taken against the offending employee. However, the supervisor must witness first-hand the employee's signs and symptoms.

2. The supervisor is then obligated to ensure that the matter is immediately investigated. If possible, two supervisors determine (independently or together) that the employee in question may indeed be under the influence of alcohol and/or controlled substances.
3. When the supervisor(s) suspect and believe that the employee may be under the influence of alcohol and/or controlled substances, the employee is then immediately suspended from duty (with pay) and driven by District staff (or others designated) to the District specified collection site. Because of a testing facility requirement, the employee in question must show proof of identification, such as a photo driver's license or state-issued photo identification card. Whenever practical, an Administrator should be notified in advance of the employee being taken to the collection site.
4. At the collection site, the employee will be required to submit a urine sample in the event that controlled substances are suspected or a breath sample in the event that alcohol intoxication is suspected to the on-duty technician. Care will be taken to provide the employee with maximum privacy without compromising the integrity of the sample.
5. The District will take precautions to prevent the employee being tested from going back to work and driving their own car home. Instead, the employee will be given assistance in obtaining a ride home from the collection site.
6. The employee whose alcohol test results are negative (less than 0.05 alcohol concentration) will be reinstated. The employee, whose alcohol confirmation test results indicate an alcohol concentration greater than 0.05 will not be permitted to return to duty or perform a function for 24 hours after administration of the test. The employee whose alcohol confirmation test result indicates an alcohol concentration of 0.05 or greater for alcohol will be referred to a District specified outside SAP who will assess the employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the employee's termination.
7. The employee whose controlled substance test results are verified negative will be reinstated. The employee whose controlled substance test is verified positive by the Medical Review Officer will be referred to a District specified outside SAP who will assess the employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the employee's termination.

K. PROCEDURES - POST ACCIDENT

1. The employee notifies a supervisor that an accident has occurred.
2. The supervisor determines that the circumstances of the accident warrant a post-

accident test when an accident results in injuries requiring transportation to a medical treatment facility; or where one or more vehicles incurs disabling damage that requires towing from the site; or if the employee receives a citation under State or local law for a moving traffic violation arising from the accident, or a fatality occurred. Thereafter, the supervisor will provide a ride to the testing site and directs the employee to immediately go to the collection site for alcohol and controlled substance testing. Because of a testing facility requirement, the employee in question must have proof of identification, such as a photo driver's license or state-issued photo identification card.

3. At the collection site, the employee will be required to submit a urine sample for controlled substances and a breath sample for alcohol testing to the on-duty technician. Care will be taken to provide the employee with maximum privacy without compromising the integrity of the sample.
4. An Administrator will be notified that an accident has occurred and that the employee was instructed to go to the collection site.
5. The employee whose alcohol test results are negative (less than 0.05 alcohol concentration) will be reinstated. The non-safety-sensitive employee, whose alcohol confirmation test results indicate an alcohol concentration greater than 0.05 will not be permitted to return to duty or perform any duties for 24 hours after administration of the test. The non-safety-sensitive employee whose alcohol confirmation test result indicates an alcohol concentration of 0.05 or greater for alcohol will be referred to a District specified outside SAP who will assess the employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the employee's termination.
6. The employee whose controlled substance test results are verified negative will be reinstated. The employee whose controlled substance test is verified positive by the Medical Review Officer will be referred to a District specified outside SAP who will assess the employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the employee's termination.

L. PROCEDURES - RETURN-TO-DUTY and FOLLOW-UP

1. The supervisor notifies the employee to immediately go to the collection site for alcohol and controlled substance testing. Because of a testing facility requirement, the employee in question must have proof of identification, such as a photo driver's license or government-issued photo identification card.
2. At the collection site, the employee will be required to submit a urine sample for controlled substances and a breath sample for alcohol testing to the on-duty technician. Care will be taken to provide the employee with maximum privacy without compromising the integrity of the sample.
4. The employee whose confirmation test results indicate an alcohol concentration greater than 0.05 or whose controlled substance test is verified positive will be terminated.

M. PROCEDURES - CHAIN OF CUSTODY FOR CONTROLLED SUBSTANCE SPECIMENS

1. At the time a specimen is collected, the employee will be given a copy of the specimen collection procedures.
2. Urine will be in a wide-mouthed clinic specimen container which will remain in full view of the employee until split, transferred to, sealed and initialed in two tamper-resistant urine bottles.
3. Immediately after the specimens are collected, the urine bottles will, in the presence of the employee, be labeled and then initialed by the employee. If the sample must be collected at the site other than the controlled substance and/or alcohol testing laboratory, the specimens will then be placed in the transportation container. The container will be sealed in the employee's presence and the employee will be asked to initial or sign the container. The container will be sent to the designated testing laboratory on that day or the earliest business day by the fastest available method.
4. A chain of custody form will be completed by the on-duty technician during the specimen collection process and attached to and mailed with the specimen.

N. PROCEDURES - SPECIMEN COLLECTION OF STRANGE AND/OR UNRECOGNIZABLE SUBSTANCES

1. An employee is observed with a strange and/or unrecognizable substance.
2. The supervisor, in the presence of a witness, places the strange and/or unrecognizable substance into a clear plastic bag. The bag is sealed, labeled, and signed by both the supervisor and a witness.
3. An incident report is made and signed by both the supervisor and a witness.
4. The plastic bag containing the specimen, and a copy of the incident report is taken to the collection site for transportation to the laboratory for analysis.

O. PROCEDURES - ALCOHOL CONCENTRATION/CONFIRMATION

1. The employee and the on-duty Breath Alcohol Technician (BAT) complete the alcohol testing form to ensure that the results are properly recorded.
2. After an explanation of how the breathalyzer works, an initial breath sample is taken
3. If the results of the initial test show an alcohol concentration of 0.05 or greater a second or confirmation test must be conducted. The confirmation test must not be conducted less than 15 minutes after, or more than 20 minutes after the screening test.
4. The confirmation test will utilize an Evidential Breath Testing device that prints out the results, date and time, a sequential test number, and the name and serial number of the Evidential Breath Testing device to ensure the reliability of the results.