



# NON-DOT DRUG AND ALCOHOL TESTING PROGRAM

*Adopted 6/1/ 2007*



UKPEAGVIK  
INUPIAT  
CORPORATION

## STATEMENT OF SUPPORT

According to recent federal government reports, in 2002 there were more than 19 million adults who were current illegal drug users in the United States. This is increased from 15 million in 1999 and 12.5 million in 1995. Behind the wheel of a car, on scaffolding at a construction worksite, in an office setting, in an industrial facility and in other work environments across the country, there are people under the influence right next to us. A new survey of chief executive officers found that they believe the problems with illicit drug and alcohol use in the workplace have a financial cost equal to 10% of total payroll, while another study concluded that expenses and losses related to substance abuse equal 25 percent of total salary of each affected employee. Clearly, workers under the influence of prohibited substances can be harmful to UIC's financial well-being.

UIC continues to be dedicated to a safe and productive working environment for its employees. Since a safe work environment is absolutely essential to effective job performance, a workforce where employees may be under the influence of drugs or alcohol poses a serious obstacle to the achievement of the company's legitimate business goals. UIC's Drug and Alcohol Testing Program is specifically adopted to further employee health, safety, and welfare, and to achieve operational excellence.

A drug free workplace is known to lower accident and injury rates, improve productivity, attendance and work product, increase profitability and have a positive effect on employee morale. A drug free work environment is in keeping with how we expect to conduct our business activities. It supports company values and long term strategic goals through the development of a qualified and productive work force. It helps us deliver shareholder profit and plays an important role in the furtherance of safe community initiatives.

While many of UIC's subsidiaries already have successful drug and alcohol testing programs, this program is the first, formal written program. It is expected this document shall serve as the backbone of all drug and alcohol testing programs throughout the company, setting minimum standards for operational performance.

Our ultimate goal is excellence and shareholder value.

Quyanaqpak!

*Eileen*

Eileen Terwilliger, ARM  
Director of Risk Management  
Ukpeagvik Inupiat Corporation



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## POLICY STATEMENT

### A. Testing Program Established.

#### 1. BOARD DIRECTIVE

Management's policies flow from broad policy statements that are documented in the UIC Board of Director's Policy Manual. The relevant policy statement that applies to all UIC and its Family of Companies' Drug & Alcohol Testing Program is as follows:

#### **10.7 Alcohol and Drug Policy**

**The Board believes in an alcohol and drug free work environment to protect the safety and well-being of its employees. It is the policy of the Board that UIC comply with all applicable drug and alcohol work place laws and UIC establish and implement an Alcohol and Drug Policy designed to meet these requirements and to provide procedures for addressing drug and alcohol workplace concerns.**

*Adopted November 30, 2005*

### B. Staff Implementation

In 2006, the Risk Management Department was assigned the task of establishing a formal, written Drug & Alcohol Testing Program, and implementing this program throughout UIC and its Family of Companies. This document and procedures within are a result of this directive.

## AMENDMENT HISTORY

Change #		Changes Made
Version 1.0	Adopted 06/01/2007	Initial Release
Version 1.1	Amended 06/11/2008	Correction re: Drug Program Mgr
Version 1.2	Amended 09/16/2008	Corrections re: Beacon as TPA
Version 1.3	Amended 02/18/09	Corrections: Eligibility for Rehire
Version 1.4	Amended on 03/03/09	Clarification: Information Sharing
Version 1.5	Amended on 6/18/09	General Update/Edits



## SECTION I. INTRODUCTION AND GENERAL INFORMATION

### A. Program Administration and Drug Program Manager.

#### 1. DRUG PROGRAM ADMINISTRATOR

UIC's Risk Management Department is responsible for the content, updates, maintenance and dissemination of the policy document, training of certified collectors, training of supervisors and other applicable personnel, and policy training. Risk Management supports the Drug Program Manager, with policy interpretation and addressing atypical circumstances that may arise. The Risk Management Department does not perform drug testing and does not receive the results of drug testing.

- a. UIC Risk Management Contact:  
UIC Director of Risk Management  
6700 Arctic Spur Road  
Anchorage, Alaska 99515  
907-677-5220 / 907-677-5257=Confidential FAX

#### 2. DRUG PROGRAM MANAGER

The Drug Program Manager is company and subsidiary specific. They are responsible for the day-to-day management of the program activities, certified collectors, and testing of all employees to whom this policy applies, and in accordance with the procedures that are documented in the pages following. Testing results shall be provided directly to the Drug Program Manager. Any employment actions following the testing shall be at the discretion of Human Resources and in accordance with these policies and procedures.

- a. Drug Program Manager:  
Company Specific  
Refer to Attachment A: Company Information

#### 3. DRUG PROGRAM Third Party Administrator and MRO / Beacon OHSS

- a. TPA/MRO Contact:  
Sarah Lopez, Sr. Drug & Alcohol Program Administrator  
Beacon Occupational Health & Safety Services  
800 Cordova Street  
Anchorage, Alaska 99501  
(907) 222-7612 Phone  
(907) 222-6976 Fax

### B. Drug and Alcohol Prohibition.

1. Statement of Intent. UIC has a long-standing commitment to maintain the highest standards possible for the health and safety of its employees, customers, clients, and the public at large.

The use of or impairment by drugs and/or alcohol during work time is contrary to these high standards and will not be tolerated. Company employees are all at-will; their employment may be terminated at any time, with or without notice and with or without cause. This program does not affect that at-will status.

2. **Purpose.** The purpose of this Drug and Alcohol Testing Program is to maintain the highest safety, health, and work performance standards possible, and to reduce work-related accidents, injuries, and damage which may be caused by drug or alcohol use or impairment. This program is also intended to ensure the maintenance of productivity, the quality of products and services, and the security of property.
3. **Prohibited Conduct.** The following conduct is prohibited:
  - a. The unauthorized use, possession, manufacture, distribution or sale of an illegal drug, controlled substance or drug paraphernalia on or in Company-owned property (including Company owned or supplied vehicles) or while on Company business, at Company or client job sites, or during working hours.
  - b. Storing any illegal drug, drug paraphernalia, or any controlled substance whose use is unauthorized, in or on Company-owned or supplied property (including vehicles), at Company or client job sites.
  - c. Reporting to work, working, acting for or appearing on behalf of UIC while under the influence of alcohol, illegal drugs or a controlled substance whose use is unauthorized.
  - d. Failing to notify the employee's supervisor before beginning work that the employee is taking medications or drugs which may interfere with the safe and effective performance of duties.
  - e. Failing to provide verification of a valid current prescription or legal use of such drug, upon request, by the next scheduled work day.
  - f. Refusing to immediately submit to a drug or alcohol test when requested by the Company in accordance with this policy.
  - g. Failing to adhere to the requirements of any drug or alcohol treatment or rehabilitation program in which the employee is participating, either: (1) as a condition of continued employment, or (2) pursuant to a written agreement between UIC and the employee.
  - h. Violating any drug or alcohol law while working.
  - i. Failing to notify UIC of any conviction under any drug or alcohol law by the next work day following the conviction.
  - j. Testing positive for drugs or alcohol in violation of this policy.
  - k. Tampering with, adulterating, altering, substituting or otherwise obstructing any drug



or alcohol testing process required under this policy.

I. Consuming or using alcohol while on duty.

4. Off-duty Alcohol Use. An on-call employee who consumes alcohol within four hours before being called in to work must acknowledge the use of alcohol and may not report for duty.

C. Effective Date of Program.

1. This Program will become effective on June 1, 2007.
2. Each manager shall post the Policy in a prominent location readily accessible to employees.
3. Informational materials will be given to employees to aid in their understanding of the program.
4. Signs & Symptoms Training will be offered to supervisors and managers twice yearly.
5. A copy of this Program will be distributed to each employee, who will be required to sign a statement acknowledging receipt of said Program and his/her agreement to comply.
6. "UIC and its Family of Companies" may be referred to as "UIC" or "Company" within this document.

D. Applicability.

1. Any prospective employee or employee of UIC is subject to the Drug and Alcohol Program.
2. Substances Tested For and Positive Results. UIC shall test for alcohol and the substances listed below. However, UIC, at its sole discretion, reserves the right to test for additional impairing substances:

- a. Screening levels:  
**THC (Marijuana) - 50 ng/ml**  
**Cocaine Metab. - 300 ng/ml**  
**Opiates - 2000 ng/ml**  
**PCP (Phencyclidine) - 25 ng/ml**  
**Amphetamines - 1000 ng/ml**  
**Methamphetamines - 1000 ng/ml**  
**MDMA (Ecstasy) - 500+ ng/ml**  
**Oxycodone - 300+ ng/ml**

Testing by evidential Breath Testing Device:  
**Alcohol - .04**

- b. Confirmation levels (GC/MS) (SAMHSA specified threshold):  
**THC (Marijuana) - 15+ ng/ml**  
**Cocaine Metab. - 150+ ng/ml**  
**Opiates - 2000+ ng/ml**



**PCP (Phencyclidine) -- 25+ ng/ml**  
**Amphetamines - 500+ ng/ml**  
**Methamphetamines – 500+ ng/ml**  
**MDMA (Ecstasy) – 500+ ng/ml**  
**Oxycodone – 300+ ng/ml**

Tested by Evidential Breath Testing Device:  
**Alcohol - .04 or greater positive**

3. Test results at or above the confirmation level will be considered a positive test.
4. Testing devices approved for use, include, but are not limited to:
  - a. iScreen Oral Fluid Drug Screen Device, Catalog # I-DSB-765-011 (COC/mAMP/PCP)+(THC/OPI/AMP) manufactured by Instant Technologies, Inc., Norfolk, VA, 23502
  - b. iScreen Rapid Test Urine Drug Screen Device (COC/mAMP/PCP)+(THC/OPI/AMP) manufactured by Instant Technologies, Inc., Norfolk, VA, 23502
  - c. Approved Evidential Breath Testing device, various by location

E. Circumstances Under Which Testing May be Conducted.

UIC will test employees for drugs and/or alcohol under the conditions outlined below. Employees who do not comply with the post-accident testing requirements, or who do not provide a sample for testing when required, will be considered to have refused to submit to testing.

1. Pre-Employment Testing (Drugs Only).
  - a. A pre-employment drug test of all prospective employees will be conducted. A positive test result is grounds for denying employment and a negative result is required prior to reporting for work.
2. Post-Incident Testing.
  - a. Persons Subject to Post-Incident Testing
    - i. Employees who UIC reasonably believes may have contributed to, or are directly involved in an incident in the workplace or during work time *may be* required to undergo drug and/or alcohol impairment testing. Such a test will be conducted as soon as practicable after the incident, but not later than 32 hours after the incident for drugs and not later than 8 hours for alcohol. UIC will make reasonable attempts to obtain a sample from an employee after an incident, as defined below, but any injury should be treated first.





ii. An incident may involve any of the following:

- Death, disfigurement, injury involving spinal injury, head trauma, paraplegia, quadriplegia, or other substantial injury,
- Auto accident involving 2 vehicles, single vehicle accidents involving injury,
- Issuance of a moving traffic citation under state or local law,
- Medical treatment other than first aid administered away from the scene, or
- Significant UIC property damage or property damage to third parties.

b. Obligations of Employee Subject to Post-Incident Testing

- i. An employee who is subject to post-incident testing must not consume alcohol for 8 hours after the accident, or until s/he has taken an alcohol test, whichever occurs first.
- ii. An employee who is subject to post-incident testing must remain readily available for such testing and may not take any action to interfere with the testing or the results of testing.

3. Random Testing.

UIC may conduct drug and alcohol testing on an unannounced and random basis. The primary purposes of unannounced random testing are to deter illegal drug and alcohol use which may affect work performance or safety, and to meet contractual or regulatory requirements.

The selections will be spread reasonably over a 12-month period.

In addition:

- a. Random tests will only be administered during an employee's work time.
- b. Employees will remain in the random selection pool at all times, regardless of whether or not they have been previously selected for testing.
- c. Employees shall be selected for testing by using a computer-based random number generator.
- d. No advance warning will be given to employees regarding the dates and times of random testing.

In addition to random selection testing, the Company reserves the right to perform a "sweep" at any time and for any reason. A "sweep" entails a company or site wide collection in which all employees must participate. If an employee is on vacation or R&R, s/he may be subject to a collection as soon as practicable after returning to work and/or the job site.



#### 4. Reasonable Suspicion Testing.

Any employee who UIC reasonably suspects may be affected by the use of drugs or alcohol which may adversely affect job performance, safety, or the work environment may be required to submit to a drug and/or alcohol test. Reasonable suspicion testing is done to identify drug and alcohol affected employees who may pose a danger to themselves or others in their job performance. To assist in identifying employees who may be impaired on the job, UIC will provide Signs and Symptoms training to all UIC managers and supervisors.

Supervisors will make the decision as to whether there is reasonable suspicion to believe an employee is impaired by or under the influence of a drug or alcohol while on duty in violation of this policy.

##### a. When Reasonable Suspicion Exists

The decision to test must be based on a reasonable suspicion or belief that the employee is under the influence of drugs or alcohol. Reasonable suspicion is a belief based on observations concerning the employee's appearance, behavior, speech or body odors, or other reliable evidence or information, that the employee is under the influence of or impaired by drugs or alcohol. For example, any of the following, either alone or in combination, may constitute reasonable suspicion:

- i. Slurred speech;
- ii. Irregular or unusual speech patterns;
- iii. Impaired judgment;
- iv. Alcohol odor on breath;
- v. Uncoordinated walking or movement;
- vi. Unusual or irregular behavior such as inattentiveness, listlessness, hyperactivity, hostility or aggressiveness;
- vii. Possession of drugs or alcohol;
- viii. Observation of drug or alcohol use prior to reporting to work or during working hours.

Reasonable suspicion determinations will be made by supervisory personnel who have received training concerning the signs and symptoms of drug and alcohol use.

The observing supervisor shall document the events and record the behavioral signs and symptoms that support the reasonable suspicion. Where practicable, a second supervisor may be asked to observe the employee to verify that there is a reasonable basis to believe that a drug or alcohol violation has occurred.

##### b. Events After Determination is Made

When a determination is made that reasonable suspicion exists that an employee is under the influence of drugs or alcohol in violation of this policy, the employee shall be immediately relieved of his/her duties.



The observing supervisor shall immediately notify the department head or other appropriate supervisor if reasonable suspicion is found to exist. Upon review, the department head or other appropriate supervisor may direct or authorize that the employee in question immediately submit to a drug and/or alcohol test.

c. Reports of Possible Violation by Supervisory Personnel

If a non-supervisory employee has reason to believe that a supervisor subject to this policy is under the influence of drugs or alcohol at work in violation of this policy, then s/he shall report such potential violation to the UIC Drug Program Manager who will thereafter direct appropriate action. The contact information for the Drug Program Manager is listed in Attachment A of this program document.

5. Return-to-Duty Testing

An employee who refuses to take or fails a drug test and whose employment is not terminated may not return to duty until s/he is evaluated by a Substance Abuse Professional (SAP), passes a drug test, and the Drug Program Manager has determined that the employee may return to work.

An employee who refuses to take or fails an alcohol test and whose employment is not terminated may not return to duty until the employee is evaluated by a Substance Abuse Professional and has completed the recommended treatment.

6. Follow-Up Testing.

An employee who is referred for assistance related to drug or alcohol misuse may be subject to unannounced follow-up testing for a period not to exceed 60 months, as directed by the Substance Abuse Professional (SAP). The number and frequency of follow-up testing will be determined by the SAP and UIC, but will not be less than six tests in the first 12 months following the employee's return to duty. Follow-up testing will be conducted immediately prior to, during or immediately preceding, work time for that employee.

## **SECTION II. CONSEQUENCES OF VIOLATING POLICY**

A. General.

All Company employees are at-will. This policy does not affect that status. The Company will discipline employees in whatever manner it deems appropriate, including but not limited to termination when employees refuse to take a required drug or alcohol test, produce a positive drug or alcohol test, or engage in an activity or behavior which otherwise violates this Policy.

1. Termination

Employees that are terminated by UIC, Ukpeagvik Inupiat Corporation, or any of its Family of Companies for violation of any provision within this policy are subject to company specific personnel policy with regards to the length of time an employee is ineligible for rehire.



**B. Return To Duty.****1. Requirements.**

An employee who is not terminated for violating this policy may be given the opportunity to return to work provided s/he first:

- a. Receives a recommended return to work evaluation by a SAP and the Medical Review Officer (MRO);
- b. Passes a Return to Work drug and/or alcohol test; and
- c. Participates in and successfully completes any applicable company approved evaluation/rehabilitation program.

The Company expects that any employee who returns to work under these conditions will continue to receive negative drug or alcohol test results in follow-up tests after returning to duty.

**SECTION III. SAMPLE COLLECTION AND SAMHSA TESTING PROCEDURES****A. Collection of Samples.**

1. Testing under this policy is administered under approved conditions and procedures conducted for the sole purpose of detecting drugs or alcohol. On-site methods to detect the presence of alcohol may also be used, including blood/alcohol and oral fluids testing devices.
2. The test will be conducted by:
  - a. A Company-appointed medical laboratory, paid for by UIC; or
  - b. UIC safety or human resources employees who are certified collectors for the purposes of urine analysis; or
  - c. UIC management or supervisors who are trained and authorized to use the approved testing device, and have been trained by the manufacturer of the test on the proper procedure for administering the test, and who have also completed UIC's Signs & Symptoms Training program.

Sample collection and testing will be performed under reasonable and sanitary conditions.

3. The collection site shall have all necessary trained personnel, materials, equipment, facilities, and supervision to provide for the collection, security, temporary storage, and shipping or transportation of specimens to a certified drug-testing laboratory designated by UIC. An independent medical facility or health center may also be utilized as a collection site.



4. Drug test urine samples may also be collected by the split sample collection method. However, if a split sample is not collected, the single sample will be collected.
5. The person collecting the sample will document the sample, including labeling the sample to preclude to the extent reasonable the possibility of misidentification of the person tested in relation to the test result provided.
6. Sample collection, storage, and transportation to the testing place shall be performed in a manner reasonably designed to preclude the possibility of sample contamination, adulteration or misidentification.
7. An employee designated for testing must provide reliable individual identification to the person collecting the sample.
8. Drug and alcohol tests will normally be scheduled during, or immediately before or after, the employee's regular work period or work time. Testing under this program is considered work time and will be compensated at the employee's normal rate of pay received during the employee's normal work schedule.
9. Sample collection will be performed in a manner which ensures the individual employee's privacy to the maximum extent consistent with ensuring that the sample is not contaminated, adulterated, or misidentified.
10. UIC will pay the entire actual costs for drug and alcohol testing required of employees and prospective employees. UIC shall also pay reasonable transportation costs to an employee if the required test is conducted at a location other than the normal work site.

B. Testing Procedures.

1. Unless testing is conducted on-site, UIC shall use a drug-testing laboratory approved or certified by the Substance Abuse and Mental Health Services Administration (SAMHSA).
2. In on-site testing, an employer may only use products approved by the Food and Drug Administration for employee testing and shall use the products in accordance with the manufacturer's instructions. All presumptive positive tests results must be sent to the SAMSHA Laboratory for confirmation testing before any employment action can be taken.
3. The laboratory shall permit inspections by the UIC Drug Program Manager.
4. UIC may at times use a rapid test kit. If the rapid test is positive, the sample will be sent to the designated laboratory for confirmation.
5. Positive drug tests will be confirmed by a gas chromatography mass spectrometry. UIC will not initiate an employment action based on a positive drug test until the confirming drug test results have been evaluated by an MRO who is a licensed physician or doctor of osteopathy; provided, however, that nothing in this section or in this Policy shall affect the at-will status of Company employees.

6. Alcohol testing will be performed by a breath alcohol technician (BAT). If the result of an alcohol screening test is an alcohol concentration of 0.04 or greater, a confirmation test will be performed. The confirmation test will generally be done within 15, but not more than 30, minutes of the screening test. The results of these tests will be reported directly to UIC via confidential email or secure fax.

C. Review of Drug Test Results.

1. Medical Review Officer.

**UIC** shall contract the services of a Medical Review Officer (MRO). The MRO shall be a licensed physician or doctor of osteopathy. The MRO shall **review all confirmed positive drug test results** and interview individuals tested positive to verify the laboratory report. The MRO in conjunction with the Substance Abuse Professional may also evaluate and recommend to **UIC** whether and when an employee who either refuses to test or tests positive may return to work.

2. Reporting and Review of Results.

The MRO shall review confirmed positive test results. This review shall be performed by the MRO prior to the transmission of results to UIC's Drug Program Manager. The MRO shall contact the employee within 48 hours and offer an opportunity to discuss the confirmed test result. The MRO will inform the employee that s/he has 72 hours to request a re-test of the split or single sample. A re-test is an analysis of the second split sample bottle or a part of the original sample. The re-test can be sent to a laboratory approved or certified by the Substance Abuse and Mental Health Services Administration. The employee will be responsible for the costs of the re-test and will be reimbursed by UIC only if the sample comes back negative.

3. Legal Drug Use.

If the MRO determines there is a legitimate medical explanation for the positive test result, the MRO shall report the test as negative. Test results that have been caused by prescription medication (prescribed for the individual, and taken as prescribed) will be reported as negative.

4. Written Test Results.

An employee may obtain a copy of the written test results only upon written request made within six months of the date of the test. UIC will provide the written test results to the employee pursuant to that request within five (5) working days of its receipt.

5. Explanation of Positive Test by Employee.

An employee who would like an opportunity to explain a positive tests result in a confidential setting must make such a request in writing within 10 working days of being notified of the test result. An employee who submits such a timely written request will be given the opportunity, within 72 hours after its receipt or before the Company takes adverse



employment action based on the test, to explain the positive test in a confidential setting.

## SECTION IV. EMPLOYEE ASSISTANCE PROGRAM (EAP)

### A. Scope of Program.

The Employee Assistance Program (EAP) will provide education and training on drug and alcohol use to all employees. The education and other resources may include:

1. Informational material distributed to employees as well as displayed on bulletin boards, employee break rooms, locker rooms, etc;
2. A hot line telephone number for the employee assistance program displayed on bulletin boards and distributed to employees; and,
3. Distribution of UIC Drug & Alcohol Testing Program regarding the use of prohibited drugs and alcohol to all new employees. The policy shall be displayed in prominent places throughout UIC (e.g., employee bulletin board, break room, locker rooms).

### B. Supervisor Training.

Supervisory personnel will receive training regarding the Drug and Alcohol Testing Program. As part of the **Signs and Symptoms Awareness Training**, supervisor training shall include at least 60 minutes of training on the use of controlled substances, and at least 60 minutes of training on alcohol misuse. This training shall be for all supervisors who may determine whether an employee will be drug and alcohol tested for reasonable suspicion.

## SECTION V. CONFIDENTIALITY OF RESULTS

### A. General.

1. UIC and its Family of Companies reserves the right to disclose drug and alcohol test results and related information to Human Resources designees of these business units on a need to know basis. Test results and related information is highly sensitive and confidential and is treated as such. Records are stored in secured locations with limited access to authorized HR designees only.
2. All records relating to drug and alcohol testing will be maintained in a confidential medical file in a secure location with controlled access, separate from personnel files. Files will be under the care of the Drug Program Manager.
3. Any communication received by UIC relevant to drug or alcohol test results and received through UIC's testing program is confidential and privileged, and will not be disclosed by UIC except:
  - a. To the tested employee, prospective employee or another person designated in



writing by the employee or prospective employee;

- b. To an individual designated by an employer to receive and evaluate test results or hear the explanation from the employee or prospective employee;
- c. As ordered by a court or governmental agency; or
- d. In any proceeding initiated by or on behalf of the individual.

## **SECTION VI. DRUG PERSONNEL AND SERVICES**

### 1. SERVICE AGENT (SA)

Beacon Occupational Health & Safety Services  
800 Cordova Street  
Anchorage, Alaska 99501  
Phone: 907-222-7612

### 2. MEDICAL REVIEW OFFICER (MRO)

Dr. Leo Morresey  
800 Cordova Street  
Anchorage, Alaska 99501  
Phone: 907-222-7612

### 3. SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES ADMINISTRATION (SAMHSA) LABORATORY

LabCorp of America  
500 17th Avenue, Suite 300  
Seattle, Washington 98122  
Phone: 800-898-0180

### 4. EMPLOYEE ASSISTANCE PROGRAM

Magellan Employee Health  
4300 B Street, Suite 202  
Anchorage, Alaska 99503  
Phone: 907-562-2812

### 5. APPROVED TESTING/COLLECTION SITES





Beacon OHSS, Inc., Anchorage, Alaska  
907-222-6976, and,

Beacon approved locations

Job Sites-  
Certified testing personnel required on-site

Other locations-  
As deemed necessary and approved by:  
Drug Program Manager or Drug Program Administrator

6. DESIGNATED EMPLOYER REPRESENTATIVE

Drug Program Manager:  
Company Specific  
Refer to Attachment A: Company Information

7. DRUG PROGRAM ADMINISTRATOR

Eileen Y. Terwilliger, Director of Risk Management  
907-677-5220 / 907-242-1667 cell

**SECTION VII. DEFINITIONS.**

**Alcohol** means ethanol, isopropanol, or methanol.

**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.

**Alcohol Use** means the consumption of any beverage or mixture, including but not limited to any medication or mouthwash containing alcohol.

**Breath Alcohol Technician (BAT)** means an individual who operates an EBT and instructs and assists individuals in the alcohol testing process.

**Collection Site Person** is an individual authorized by UIC to collect samples in accordance with this policy and trained in procedures for such collections. UIC has chosen to follow the highest industry standards for work place collection, testing, and reporting of test results; therefore, UIC procedures will attempt to follow, as a guide only, the federal drug testing procedures.

**Drug(s)** means a substance considered unlawful under AS 11.71 or under federal law, or the



metabolite of the substance.

**Drug Testing** means testing for evidence of the use of a drug.

**Evidential Breath Testing Device (EBT)** is a device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath, and is placed on NHTSA's "Conforming Products List" (CPL) of evidential breath measurement devices.

**Employee Assistance Program (EAP)** means a confidential counseling/referral service for employees and their dependents. The EAP is designed to provide assistance to employees and their families to deal with personal problems which may affect their productivity, health, or continued employment. All counseling, assessment, and referral services will be provided by qualified, experienced clinicians with special training in short-term counseling and in assessing and treating substance abuse problems (see SAP).

**Failing A Drug Test** shall mean the test results show positive evidence of the presence of a drug or drug metabolite in an employee's system in amounts that exceed cutoff levels established by this policy.

**Medical Review Officer (MRO)** is the licensed physician or doctor of osteopathy who is responsible for reviewing positive laboratory results generated by the UIC Non-DOT Drug and Alcohol Program.

**Random** means a scientifically valid method that ensures that all covered employees have an equal chance of being selected.

**Sample** means urine or breath from the person being tested.

**Screening Test or Initial Test** means an analytic procedure to determine whether an employee may have a prohibited concentration of drugs or alcohol in a specimen.

**Rapid Test** means a test designed to provide an instant screened test result.

**Refusal to submit** means failure to cooperate and provide a drug or alcohol sample, after receiving notice of the test in accordance with UIC Non-DOT Drug and Alcohol Program. A refusal will be considered to be identical to a positive test result. A refusal to test for alcohol occurs when a covered employee fails to provide an adequate breath for testing without a valid medical explanation after receiving notice of the requirement to be tested in accordance with the provisions of UIC alcohol misuse prevention plan or engages in conduct that clearly obstructs the testing process.

**Substance Abuse Professional (SAP)** means a licensed physician (medical doctor or doctor of osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor ("Certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission or by the International Certification Reciprocity Consortium/ Alcohol & Other Drug Abuse") with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substance related disorders.

**SECTION VIII. REQUIRED PARTS OF A WRITTEN TESTING PROGRAM**

Required parts of written testing program:	See Section No.	Page No(s).
1. Explanation of the employer's policy on drug and alcohol use by employees.	Section I., A.	4 - 5
2. Identify who is subject to testing.	Section I., C., 1.	5
3. State circumstances that will result in testing.	Section I., D.	6 - 9
4. Must list the substances being tested for.	Section I., C., 2.	5 - 6
5. Must follow State-adopted testing procedures for urine and breath samples.	Section III., A.	10
6. Employee has the right to a confirmatory test, which is reviewed by a physician.	Section III., C.	11 - 12
7. Advise of the consequences of refusing to participate.	Section II., A., B.	9
8. State what happens after a test is positive.	Section III., C.	11 - 12
9. A statement regarding the confidentiality of drug testing results and may permit employee's confidential explanation of why the test was positive.	Section V., A.	12 - 13
10. Advise employees they may receive written test results.	Section III., C., 4.	11 - 12
11. 30 day notice prior to starting the testing program.	Section I., B.	5

**SECTION IX. EXHIBITS**

- A. Policy Statement Poster
- B. Supervisors' Signs & Symptoms Training Announcement
- C. Employee Assistance Program: Magellan Employee Health

# NOTICE

## **POLICY STATEMENT: UIC Board of Director's Policy Manual**

### 10.7 Alcohol and Drug Policy

The Board believes in an alcohol and drug free environment to protect the safety and well-being of its employees. It is the Policy of the board that UIC comply with all applicable drug and alcohol work place laws and UIC establish and implement an Alcohol and Drug Policy designed to meet these requirements and to provide procedures for addressing drug and alcohol workplace concerns.

Effective June 26th, 2009 all employees of UIC are subject to testing for controlled substances and breath alcohol testing to detect on-duty use of alcohol for the following reasons: Pre-employment, reasonable suspicion, random, post incident, return to duty and follow up.

Each employee is entitled to receive a copy of the approved UIC Non-DOT Drug & Alcohol Testing Program document. Copies of this document and other informational materials, including information regarding your Employee Assistance Program, may be obtained from your Human Resources representative, or from UIC's Risk Management Department.

Supervisors and Managers are required to attend **Signs & Symptoms Training**. To find out the date and time of the next training course, please contact UIC Risk Management Department.

# SUPERVISORS' SIGNS & SYMPTOM TRAINING

*(Recognizing Drugs and Alcohol Use in the Workplace)*

Date of Course:	[enter date]
Time:	[enter time]
Location:	[name of facility]
Address:	[physical address of facility or meeting room]

## **COURSE DESCRIPTION:**

This hour-long course is designed to meet required training to assist employers in making reasonable suspicion determinations in the workplace.

The course will define reasonable suspicion as it pertains to approved workplace testing programs, review of documentation requirements, and will discuss methods for addressing incidents in a confidential and sensitive manner. You will learn the physical, behavioral, speech and performance indicators as they relate to workplace testing. The role of the supervisor will be reviewed regarding initiating reasonable suspicion testing and how to avoid pitfalls as they relate to reasonable suspicion.

Class materials, including copies of presentation materials, UIC Non-DOT Drug & Alcohol Testing Program, samples of testing materials and a reference guide are provided to all attendees.

## **REGISTRATION:**

Please register for this class with the Risk Management Department at [SafeWorker@Ukpik.com](mailto:SafeWorker@Ukpik.com)



## Employee Assistance Program

Magellan Employee Health provides confidential, in-person or telephone counseling or crisis services available 24 hours a day, 7 days a week. For information, resources and self-help tools on a wide range of issues, including:

Health & Wellness  
Child and elder care  
Family or parenting issues  
Work/life balance  
Marital or relationship issues

Pre and postnatal concerns  
Grief and loss  
Depression and anxiety  
Stress  
Alcohol or drug dependencies

### **Additional program features include:**

Legal Consultation Services  
Financial Services  
Magellan Self-Screening System

### **CONTACT:**

Magellan Employee Health  
4300 B Street, Suite 202  
Anchorage, Alaska 99503  
Phone: 907-562-2812  
**Toll Free: 1-800-478-2812**

Or visit online at: [www.magellanhealth.com](http://www.magellanhealth.com)

**CONTROLLED SUBSTANCE & ALCOHOL TESTING CONSENT FORM**

I understand that all employees of UIC and its subsidiaries are subject to testing for controlled substances and on-duty use of alcohol.

I consent to saliva and/or urine testing for controlled substances and breath alcohol testing to detect on-duty use of alcohol for the following reasons: pre-employment, reasonable suspicion, random, post incident, return to duty and follow-up.

I have been given a copy of the written UIC Non-DOT Drug & Alcohol Program on alcohol and controlled substances. I understand that I am prohibited from having a positive test result, refusing to test, and attempting to adulterate, substitute for or tamper with the test samples.

*I understand the above conditions and hereby agree to comply with them.*

\_\_\_\_\_  
(Employee Name – Print)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(month) (day) (year)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Witness Signature)

