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July 20, 1999

PLANT MANAGER
DES MOINES, IA

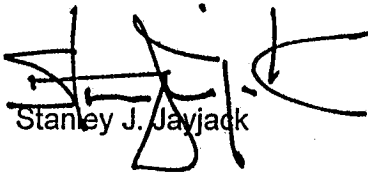
LEAD PLANT MANAGERS
TRANSPORTATION AND NETWORKS MANAGERS

SUBJECT: CDL Drug Test SOP

Enclosed is a copy of the standard operating plan for Drug Testing in the Midwest Area.

It is required that all holders of CDLs, when it is a part of the job requirement, must be included in the random drug testing. This includes STOs, PVS Drivers, Mechanics, and Carriers.

Please review the plan and forward any recommended changes to my office. If you have any questions, please contact Gil Pfaff at 314-692-5349.


Stanley J. Jayjack

ACT	INFO	INFO	ACT
BMC MGR		MGR IPS	
PLANT MGR CC		MGR MANT	
LEAD MDO		MGR T&N	✓
MDO - T/1		SAFETY SPECIALIST	
MDO - T/2		MKTG SERV SPEC	
MDO - T/3		ABSENCE CONTROL	
AMF MANAGER		CONT TECH	
RETURN ORIGINAL		FILE	
OTHER			
APWU		NAPS	
NALO		NPOMHU	

Share with the APWU.

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D.O.T. TESTING PROCEDURES FOR THE MIDWEST AREA

Random selections are submitted to your office by the firm of Bensinger, Dupont & Associates on a weekly basis. The random selections may be tested for drugs, alcohol, or both. Confidentiality must always be adhered to due to the personal nature of this testing.

After receiving the random test list, the selected employee must be tested within the week indicated on the MASTER LIST FOR EMPLOYEE NOTIFICATIONS.

If the employee is off-site on a detail, leave, military duty, or jury duty, retain the random notification until the end of the week. If the employee returns to work during this week, he/she must be tested. If the employee does not return during this random selection week, the scheduling update form must be completed and faxed to Bensinger, Dupont & Associates at 310-816-1085. The update must contain the employee's name, social security number, and the assignment or type of leave the employee is using (military leave, jury duty, etc.). This form is provided with the random selection package. This form is also used to add new employees and to delete employees who have retired, resigned, or have been removed.

The employee who is scheduled for testing is **NOT** notified until just prior to being sent for testing. When the employee reports for work on the test date, he/she is instructed to report to the supervisor in charge. At this time, the employee is notified that he/she has been selected for the D.O.T. Random Testing. He/she is allowed to read the notification letter, which they will sign and date.

Once a supervisor has been notified that an employee is to be tested for a Random Drug and Alcohol Test, you are to **notify the Medical Unit** that you are sending that employee to their unit and note the time. (Any reference to Medical Unit would also include any contracted testing facility). Make sure that you take the name of the person you contacted in the Medical Unit for future communication if necessary. You will give the employee a reasonable amount of time to report to the Medical Unit from the Transportation Unit. Also, attach **PS Form 3956**, which the nurse will sign and the employee will bring back to the supervisor. If the employee **fails to comply** or follow the instructions given him, then the person who was contacted in the Medical Unit will call and inform you that the employee failed to report to that Unit within the allotted time.

By following this procedure we have knowledge as to whether the employee did indeed go directly to the Medical Unit to be tested or simply went off somewhere else and returned to their work assignment later. If possible, the employee should be escorted by Management to the Testing Site and back to the work area. If the Testing Site is not located in the same facility, a supervisor escort is **MANDATORY**. If the employee fails to report for the test, it is given the same consideration as a positive drug test. You will follow the procedures as listed below for a positive test result.

It takes several days for the results of the Drug Test to be returned. If the test is negative, the drug test notification form will be returned to your office indicating that the employee is qualified for continuation of regular driving duties. If, after this same time period the test results are positive, the Medical Review Officer will contact your office by phone to notify you of an employee's positive test result. At this time, you must locate the employee and relieve him/her of their safety sensitive position.

Management immediately sends the employee to the Health Unit. The Medical Review Officer informs the employee that he/she has tested positive for drugs and determines if there is a medical reason for the positive test. If there is a medical reason, the test counts as a negative test. If there is no medical reason for the positive test, the employee is deemed to be in violation of the Omnibus Transportation Employee Testing Act of 1991. At this time the Medical Review Officer will inform the employee of his right to appeal the test with the split specimen test. The test result will be in writing and the employee has 72 hours to request the test. The employee is given the 72 hour split specimen letter, the Post-Positive D.O.T. Compliance Letter (Last Chance), and an appointment with the EAP counselor is made. The Controlled Substance and Alcohol Use Evaluation Letter is completed and signed by the supervisor and forwarded, along with a copy of the Post-Positive D.O.T. Compliance Letter (Last Chance), to the Employee Assistance Program .

After all of the above has been completed, the employee is placed in "an Emergency Off-Duty Status, Without Pay" according to Article 16.7 of the National Agreement. The employee is informed that he/she has been placed in this status.

Once the appointment is made with the EAP counselor, it is the employee's responsibility to follow through. Depending on the availability of Rehab Services, the S.A.P. (Substances Abuse Professional) will recommend some form of rehabilitation. Once the employee is enrolled in a Rehab Program, NOT just referred to a program, the enrollment MUST be confirmed in writing.

Any information concerning testing MUST NOT be discussed with anyone (i.e., union stewards). However, if the affected employee wishes to notify the union that is his prerogative. The employee may request the release of information by written permission only.

Before the employee's return to duty, he/she must be evaluated by the EAP counselor, pass EAP Participation Evaluation by EAP counselor, pass Return to Duty Evaluation by the Medical Review Officer, pass Return to Work Drug Test, and agree to unannounced follow-up testing.

The employee must comply with any and all recommendations set forth by the S.A.P. (Substances Abuse Professional). Any failure to comply (missed meetings, etc.) may result in the enforcement of the (Firm Choice) Agreement.

Copies of the (Firm Choice) Letter is forwarded to EL&R, along with a copy of the Emergency Placement Letter. Forward a copy of the (Firm Choice) Letter to the S.A.P. (Substance Abuse Professional).

In a case involving a vehicle accident which results in a **fatality, someone is conveyed to the hospital, a vehicle has been towed, or the employee was issued a ticket**, a **supervisor** must **personally escort** the employee to the Medical Unit or place of testing.

If an employee is being tested for reasonable suspicion, a **supervisor** must **personally escort the employee** to the Medical Unit or place of Testing.

A confidential record will be kept containing at minimum the following information: name of employee, date the unit was notified, date the employee was tested and time, the contact person at the medical unit, the results of the test, or the reason the employee was not tested, when Bensinger, Dupont & Associates was notified.

A separate record will be kept of any employee that is removed or added to the list and the date when Bensinger, Dupont & Associates was notified.

These procedures are to be applied and followed at all times.