

Revised January 2022

Amendments Effective 1/1/2022



Employer & Employee Handbook

S AZ NECA/IBEW Local 570 Drug Free Workplace Program Employer & Employee Handbook Amendments

EFFECTIVE

January 1, 2022

1. Overview - Post-Accident / Incident Triggering Category Event / Reasonable Suspicion (Page 3)
2. PART ONE Section III.C. DEFINITIONS (Page 5) Controlled Substances/Drugs

Means any substance listed in Schedules I-V of the Controlled Substances Act of 1970, as amended. This Act divides drugs into five schedules according to the legitimacy of medical use and potential for abuse. By definition, drugs listed in Schedule I, with the exception of marijuana **and its cannabinoids, (which has been legalized under Arizona Law for recreational purposes)**, have no legitimate medical usage and a high potential for abuse. Schedules II-V include all those drugs, which are required to be controlled under federal law and dispensed either by a qualified physician and/or under state law.

Unauthorized use of a controlled substance is use of any drug in Schedules II-V without regard to the proper standards of medical practice and/or contrary to the directives provided by the prescribing physician or other person qualified to dispense the medication. Use of someone else's prescribed medication will be considered unauthorized use.

3. PART ONE Section III.S. DEFINITIONS (Page 7-8) Safety Sensitive Position

This Program views all positions in the electrical construction trade as being safety sensitive. Safety Sensitive Position means a position in which an employee influenced by drugs or alcohol, including but not limited to prescription drugs, over the counter medications, marijuana or alcohol, constitutes an immediate and direct threat to the individual, co-workers or to public health and safety, or a position in which a momentary lapse in attention by the employee because of drugs or alcohol, could result in significant property damage, injury or death. Each employee is required to maintain physical and mental functions undiminished and unencumbered by drugs, prescription drugs, marijuana or alcohol and is expected to have regular, predictable attendance and must maintain a constant state of alertness and must be able to work cooperatively with others in the workplace.

Each employee, who **uses** a prescription drug (**including medical marijuana**), an over-the-counter medication, or **any other legal product (including marijuana or alcohol)** which could affect or impair job performance **must disclose this information** to their Employer, per their Employer's Company Policies and Procedures, prior to beginning employment. **Such disclosure shall not necessarily disqualify any employee from employment, but will allow each employer to make safety-related accommodations and decisions, and afford the employer an opportunity to review safety rules and protocols with the employee.** This disclosure is required, regardless of whether the prescription, medication, or other product is taken during working hours or off hours.

4. PART ONE Section VII.A. (Page 9) Drug and Alcohol Testing Categories

Employees will be tested for drugs in the following categories:

Pre-employment (oral fluid test)

Systematic computer selected Random testing (oral fluid test)

Post-Accident/Incident Triggering Category Event/Reasonable Suspicion (urine, **oral fluids, and BAC tests**)

Follow-Up / Return to Work / MRO Requested (urine test)

Program Compliance Confirmation (PCC) (oral fluid test)

For Post-Accident, Incident Triggering Category Event or Reasonable Suspicion testing, breath testing for ethyl alcohol, **as well as both a urine and oral fluid test** will be conducted **and will include testing for cannabinoids (marijuana (THC) and its metabolites).**

5. PART ONE Section VII.A.3. (Page 10) Post-Accident / Incident Category Triggering Event / Reasonable Suspicion.

Every attempt will be made to test an Employee within two (2) hours of a Post-Accident/Incident Category Triggering Event/Reasonable Suspicion. If unable to do so, the Employer **will document in writing** the reasons and **make the necessary arrangements** to test the Employee as soon as practical. In addition to the collection of a urine **and oral fluid** sample to test for substances, **including cannabinoids (marijuana (THC) and its metabolites)**, breath testing for ethyl alcohol will also be conducted.

If an employee is taken to a hospital, all of the collected samples will be sent to the contracted lab to be included in the DFWP. The employee is not eligible for a health maintenance check for Post-Accident, Incident Category Triggering Event or Reasonable Suspicion testing, provided the testing is done while the employee is on duty.

In the event a participant displays unusual behavior, erratic outbursts, or shows physical signs of drug or alcohol abuse, participant will be subject to an immediate drug and blood alcohol test to ensure the safety of others. The need for such tests to be determined by personnel who have completed and continue ongoing substance abuse awareness training.

6. PART ONE Section VII.B. Drug Testing Protocols (Page 11, paragraph 2)

The laboratory utilized in the S AZ NECA/IBEW 570 DFWP must be certified by the Department of Health and Human Services/Substance Abuse and Mental Health Services Administration (DHHS/SAMHSA) National Laboratory Certification Program. Samples must be screened by an approved immunoassay and presumptively positive specimens must be confirmed by gas chromatography/mass spectrometry (GC/MS). **Nine** drug groups will be tested for: cocaine, the amphetamines, the opiates, phencyclidine (PCP), barbiturates, benzodiazepines, methadone, and the MDMA's.

7. PART TWO (Page 14, Paragraph 2) Per Part One, Section III (S) a person who works in a safety sensitive position is required to remain free from the influence of illicit drugs, prescription drugs (including medical marijuana), controlled substances and any other legal product or substance (including marijuana, and alcohol) that may impair the individual's ability to perform their job duties safely and productively, or that may otherwise impair their senses, coordination or judgment while at work or on duty. Any individual reporting to work either in possession of, or impaired by/under the influence of, any drug, whether illicit, prescription or controlled, or any other medications, products or substances that may adversely affect the individual's ability to work or perform their duties in a safe, productive or efficient manner, must advise their Employer (see Part One, Section

III,(S)) before starting work or commencing any activity. Any employee taking prescribed, over-the-counter medications or medical marijuana, will be responsible for consulting the prescribing physician and/or pharmacist and product notification warnings to ascertain whether the medication may interfere with the safe performance of their job. If the use of a medication could compromise the safety of the employee, fellow employees or the public, it is the employee's responsibility to use appropriate personnel procedures (e.g., call in sick, use leave, request change of duty, notify Employer) to avoid unsafe workplace practices and activities.

8. PART TWO Section I, Possession of Illicit Drugs, Unauthorized Controlled Substances, including Marijuana, or Ethyl Alcohol While on Duty or at the Work Site (Page 15)

Possession of illicit drugs, unauthorized controlled substances or marijuana while on duty or at the work site will result in administrative action up to and including termination by the Employer. Possession of open containers of alcoholic beverages while on duty or at the work site, unless part of an Employer sponsored social function, will result in administrative action up to and including termination by the Employer.

9. PART TWO Section II, Sale or Furnishing of Illicit Drugs, Unauthorized Controlled Substances, or Open Containers of Ethyl Alcohol While on Duty or at the Work Site (Page 15)

Sale or furnishing of illicit drugs, unauthorized controlled substances or marijuana while on duty or at the work site will result in administrative action up to and including termination by the Employer. Sale or furnishing of open containers of alcoholic beverages while on duty or at the work site, unless part of an Employer sponsored social function, will result in administrative action up to and including termination by the Employer.

10. PART TWO Section III, Use of Illicit Drugs or Unauthorized Controlled Substances While on Duty or at the Work Site (Page 15)

An employee is prohibited from reporting to work or working with prescription drugs in their systems that were not taken as prescribed for that employee. Use of illicit drugs, unauthorized controlled substances or marijuana while on duty or at the work site will result in administrative action up to and including termination by the Employer.

11. PART TWO Section V, Presence in Any Required Test of Illicit Drugs, Unauthorized Controlled Substances or Ethyl Alcohol (Page 15)

The presence of illicit drugs or unauthorized controlled substances in a required test, or the presence of ethyl alcohol equivalent to .04% BRAC or above in a required breath test, will result in administrative action up to and including termination. The presence of alcohol equivalent to .02% to .039% BRAC in any Employee test regulated by the DOT will result in that individual being relieved from safety-sensitive duties for at least eight (8) hours or one work shift, whichever is longer.

Individuals who hold commercial driver's licenses as a requirement for their jobs may not have metabolites of marijuana in their urine or other bodily fluids while on duty.

12. PART TWO Section VI, Testing Requirements (Page 16)

Employees participating in the S AZ NECA/IBEW 570 DFWP must provide a specimen for Pre-Employment, Random, Post-Accident/Incident Triggering Category Event/Reasonable Suspicion, Follow-Up, Return to Work, and MRO Requested testing. Employees not subject to collective bargaining will also be required to be subject to testing, except as prohibited by law. All Employees must provide a breath alcohol test for Post-Accident / Incident Triggering Category Event / Reasonable Suspicion testing, **as well as provide both a urine and an oral fluid sample.**

Urine and oral fluid samples will be tested for the following drug categories: cocaine, the amphetamines, the opiates, phencyclidine (PCP), barbiturates, benzodiazepines, methadone, and the methamphetamines **under all testing circumstances, except Post-Accident/Incident Category Triggering Event/Reasonable Suspicion. Under this circumstance, both a urine and an oral fluid sample will be taken and, in addition to the above drug categories, cannabinoids (marijuana (THC) and its metabolites) will also be included in the drugs that are tested for.**

Employees who also fall under the DOT regulations found in 49 CFR must provide urine specimens in accordance with those rules for Pre-Employment, Reasonable Suspicion (if drugs are suspected), Post-Accident/Incident Category Triggering Event, Random, Return to Work, and Follow-Up testing under those regulations. They must also provide a breath alcohol test for Reasonable Suspicion (if alcohol is suspected), Post-Accident, and Random testing under those regulations.

Company policies that require Cannabinoids to be included in the Test Specimen Levels, may include this requirement as a condition for dispatch. Members dispatched to an Employer that requires Cannabinoids to be included in the Test Specimen Levels must submit to a Pre-Employment test regardless of current Program Compliant Status. Pre-employment test levels shown in Attachment "A-3" (Urine Specimens) and/or "A-4" (Oral Specimens) must be met in order to be eligible for dispatch under these requirements. In the above circumstance, the cost of the Pre-Employment test will be covered by the DFWP.

Refusal to take a required drug or alcohol test, or attempting to adulterate, alter, or substitute a specimen, will result in administrative action up to and including termination by the Employer. *Direct Observation of a participant will be conducted under the following circumstances:*

- *Participant attempts to tamper with their specimen at the collection site.*
- *Specimen temperature is outside acceptable range*
- *Specimen shows signs of tampering, such as unusual color/odor/characteristic*
- *Collector finds an item in participant's possession, which appears to be for the purpose of contaminating a specimen or collector notes on chain of custody suggest tampering*
- *The test is a Follow-Up test or a Return-to-Duty test*
- *The Medical Review Officer (MRO) recommends direct observation due to any of the following:*
 - *Participant has no legitimate medical reason for certain atypical laboratory results*
 - *A test result is returned as "cancelled" from the lab*

13. ATTACHMENT “A-1” (Page 20) Urine Specimens (Cannabinoids removed for Drug Class)

ATTACHMENT “A-1”

Urine Specimens

As of **January 1, 2022**, the drug testing cutoff concentrations employed in the S AZ NECA/IBEW 570 DFWP are as follows for urine specimens:

Drug Class	Drugs Detected	Screening Cut-Off	Confirmation Cut-Off
Amphetamines	Amphetamine	500 ng/ml	250 ng/ml
Methamphetamine	Methamphetamine Methylenedioxyamphetamine (MDMA) Methylenedioxyamphetamine (MDA) Methylenedioxyethylamphetamine (MDEA)	500 ng/ml	250 ng/ml
Barbiturates	Amobarbital Butalbital Pentobarbital Phenobarbital Secobarbital	300 ng/ml	200 ng/ml
Benzodiazepines	Alprazolam metabolite Clonazepam metabolite Diazepam Flunitrazepam metabolite Flurazepam metabolite Lorazepam Midazolam metabolite Nordiazepam Oxazepam Temazepam Triazolam metabolite	300 ng/ml	200 ng/ml
Cocaine	Cocaine Benzoylecgonine	150 ng/ml	100 ng/ml
Methadone	Methadone	300 ng/ml	200 ng/ml
Opiates	Codeine Morphine Heroin (6-AM)	2000 ng/ml 10 ng/ml	2000 ng/ml 10 ng/ml
Oxycodone	Oxycodones (Oxycontin, Percodan/Percocet)	100 ng/ml	100 ng/ml
Phencyclidine	Phencyclidine (PCP)	25 ng/ml	25 ng/ml
Alcohol		.040 BRAC	

Drugs are screened by EMIT (enzyme immunoassay) and confirmed by Gas Chromatography/Mass Spectrometry (GC/MS).

14. ATTACHMENT “A-2” (Page 21) Oral Fluid Specimens (Cannabinoids removed for Drug Class)

ATTACHMENT “A-2”

Oral Fluid Specimens

As of **January 1, 2022**, the drug testing cutoff concentrations employed in the S AZ NECA/IBEW 570 DFWP are as follows for oral fluid specimens:

Drug Class	Drugs Detected	Screening Cut-Off	Confirmation Cut-Off
Amphetamines	Adderall	100 ng/ml	50 ng/ml
	Benzedrine		50 ng/ml
	Dexedrine		50 ng/ml
	Vyvanse		
Methamphetamines	Methamphetamines	40 ng/ml	
	Methylenedioxyamphetamine (MDMA)		50 ng/ml
	Methylenedioxyamphetamine (MDA)		50 ng/ml
	Methylenedioxyethylamphetamine (MDEA)		50 ng/ml
Barbiturates	Amobarbital	20 ng/ml	60 ng/ml
	Butalbital (Fioricet, Fiorinal)		60 ng/ml
	Pentobarbital (Nembutal)		60 ng/ml
	Phenobarbital (Luminal)		60 ng/ml
	Secobarbital (Seconal)		60 ng/ml
Benzodiazepines	Alprazolam	1 ng/ml	5 ng/ml
	Diazepam		5 ng/ml
	Nordiazepam (Valium)		5 ng/ml
Cocaine	Cocaine	5 ng/ml	8 ng/ml
	Benzoyllecgonine		8 ng/ml
Methadone	Methadone	5 ng/ml	15 ng/ml
Opiates	Codeine	10 ng/ml	40 ng/ml
	Morphine		40 ng/ml
	Hydrocodone (Vicodin, Lortab/Lorcet)		40 ng/ml
	Heroin (6-AM)		4 ng/ml
Oxycodone	Oxycodones (Oxycontin, Percodan/Percocet)	10 ng/ml	40 ng/ml
Phencyclidine	Phencyclidine (PCP)	1 ng/ml	10 ng/ml

15. ATTACHMENT “A-3” (new Page) Urine Specimens – Post-Accident / Incident Triggering Category Event / Reasonable Suspicion

ATTACHMENT “A-3”

Urine Specimens

(Post-Accident / Incident Triggering Category Event / Reasonable Suspicion)

As of January 1, 2022, the drug testing cutoff concentrations employed in the S AZ NECA/IBEW 570 DFWP are as follows for urine specimens:

Drug Class	Drugs Detected	Screening Cut-Off	Confirmation Cut-Off
Amphetamines	Amphetamine	500 ng/ml	250 ng/ml
	Methamphetamine	500 ng/ml	250 ng/ml
Barbiturates	Methamphetamine		
	Methylenedioxymethamphetamine (MDMA)		
	Methylenedioxyamphetamine (MDA)		
	Methylenedioxyethylamphetamine (MDEA)		
Benzodiazepines	Amobarbital	300 ng/ml	200 ng/ml
	Butalbital		
	Pentobarbital		
	Phenobarbital		
	Secobarbital		
Cannabinoids	Alprazolam metabolite		
	Clonazepam metabolite		
	Diazepam		
	Flunitrazepam metabolite		
	Flurazepam metabolite		
	Lorazepam		
	Midazolam metabolite		
	Nordiazepam		
	Oxazepam		
	Temazepam		
Triazolam metabolite			
Cocaine	Marijuana (THC)	50 ng/ml	15 ng/ml
	Metabolites		
Methadone	Cocaine	150 ng/ml	100 ng/ml
	Benzoylcegonine		
Opiates	Methadone	300 ng/ml	200 ng/ml
		2000 ng/ml	2000 ng/ml
Oxycodone	Codeine		
	Morphine		
	Heroin (6-AM)	10 ng/ml	10 ng/ml
Phencyclidine	Oxycodone	100 ng/ml	100 ng/ml
	Oxycodones (Oxycontin, Percodan/Percocet)		
Alcohol	Phencyclidine (PCP)	25 ng/ml	25 ng/ml
		.040 BRAC	

Drugs are screened by EMIT (enzyme immunoassay) and confirmed by Gas Chromatography/Mass Spectrometry (GC/MS).

16. ATTACHMENT “A-4” (new Page) Oral Fluid Specimens – Post-Accident / Incident Triggering Category Event / Reasonable Suspicion

ATTACHMENT “A-4” Oral Fluid Specimens

(Post-Accident / Incident Triggering Category Event / Reasonable Suspicion)

As of January 1, 2022, the drug testing cutoff concentrations employed in the S AZ NECA/IBEW 570 DFWP are as follows for oral fluid specimens:

Drug Class	Drugs Detected	Screening Cut-Off	Confirmation Cut-Off
Amphetamines	Adderall	100 ng/ml	50 ng/ml
	Benzedrine		50 ng/ml
	Dexedrine		50 ng/ml
	Vyvanse		
Methamphetamines	Methamphetamines	40 ng/ml	
	Methylenedioxymethamphetamine (MDMA)		50 ng/ml
	Methylenedioxyamphetamine (MDA)		50 ng/ml
	Methylenedioxyethylamphetamine (MDEA)		50 ng/ml
Barbiturates	Amobarbital	20 ng/ml	60 ng/ml
	Butalbital (Fioricet, Fiorinal)		60 ng/ml
	Pentobarbital (Nembutal)		60 ng/ml
	Phenobarbital (Luminal)		60 ng/ml
	Secobarbital (Seconal)		60 ng/ml
Benzodiazepines	Alprazolam	1 ng/ml	5 ng/ml
	Diazepam		5 ng/ml
	Nordiazepam (Valium)		5 ng/ml
Cannabinoids	Marijuana (THC)	1 ng/ml	2 ng/ml
Cocaine	Cocaine	5 ng/ml	8 ng/ml
	Benzoylcegonine		8 ng/ml
Methadone	Methadone	5 ng/ml	15 ng/ml
Opiates	Codeine	10 ng/ml	40 ng/ml
	Morphine		40 ng/ml
	Hydrocodone (Vicodin, Lortab/Lorcet)		40 ng/ml
	Heroin (6-AM)		4 ng/ml
Oxycodone	Oxycodones (Oxycontin, Percodan/Percocet)	10 ng/ml	40 ng/ml
Phencyclidine	Phencyclidine (PCP)	1 ng/ml	10 ng/ml
Alcohol		.040 BRAC	

Drugs are screened by EMIT (enzyme immunoassay) and confirmed by Gas Chromatography/Mass Spectrometry (GC/MS).