



CCS Substance Abuse Policy Checklist

1. **Reasons for testing** - Employees of the company will be subject to the following reasons for testing:
 - a. Pre-employment/Initial (drug only)
 - b. Annual (drug only)
 - i. Employee cannot be given more than 14 days notice to test
 - c. Reasonable Suspicion (drug and/or alcohol)
 - d. Post-accident (drug and alcohol)
 - i. Define accident/incident -
 - ii. Define time frames to tests – within 2 hours
 - e. Return to duty (drug and/or alcohol) – may not be included if company always terminates after a testing violation
 - f. Follow-up (drug and/or alcohol) - may not be included if company always terminates after a testing violation
 - g. Random (drug and/or alcohol) – OPTIONAL
2. **Violations/test results**
 - a. Violations include:
 - i. positive drug test,
 - ii. refusal to test, and
 - iii. positive alcohol test (0.04 or greater)
 - b. Company does not accept diluted specimens, requires employee to be retested.*
3. **Consequences of violation**
 - a. Employee must be removed from safety-sensitive duty if they have a testing violation.
 - b. If the company retains the employee, policy requires the employee*:
 - i. Be evaluated by a Substance Abuse Professional (SAP)
 - ii. Complete recommended education or treatment
 - iii. Have a negative return to duty test before returning to work (minimum of 14 days must pass between date of violation and return to duty test date)
 - iv. Be subject to follow-up testing – minimum of 3 in first 12 months
4. **Testing Procedures*:**
 - a. Drug testing panel meets or exceeds the following:

Drug Class	Initial Screening Cut-Off Limit	Confirmation Cut-Off Limit
Amphetamines/Methamphetamines	500 ng/ml	250 ng/ml
Ecstasy (MDMA)	500 ng/ml	250 ng/ml
Cocaine	150 ng/ml	100 ng/ml
PCP-Phencyclidine	25 ng/ml	25 ng/ml
Opiates (codeine/morphine)	2000 ng/ml	2000 ng/ml
Heroin (6-AM)	10 ng/ml	10 ng/ml
Marijuana (THC/Cannabinoids)	50 ng/ml	15 ng/ml

- b. Testing is conducted by a SAMHSA certified laboratory (see <http://workplace.samhsa.gov> for a list of currently certified laboratories).
- c. All drug testing is reviewed by a Medical Review Officer (MRO).
- d. Breath alcohol testing is the preferred method of alcohol testing but blood or saliva testing can be acceptable.

*If the policy does not include this level of detail then it must reference following DOT or CCS testing procedures.