

Corporate Procedure: HR100.4.6 Prevent and Test for Workplace Substance Abuse

Background

New Testing Designated Positions (TDP) any Member of the Workforce who holds an L or Q clearance will be tested at a 30% random sampling rate. As of November 1, 2007 DOE stopped accepting clearance request packages without drug testing results. This includes initial clearances, reinstatements.

Drug Testing Requirements

Clearance applicants who have used illegal drugs during the 12 months prior to completing their Federal Questionnaire for National Security Positions will be disqualified from consideration until they can demonstrate 12 consecutive months of non-use.

HR100.4.6 Prevent and Test for Workplace Substance Abuse Update & Metrics

Since the onset of the Random Drug Testing Program for Q and L cleared individuals, October 13, 2008, there have been almost 9,000 drug screens administered with less than a 1% positive rate.

All Drug Testing Program Metrics 10/13/2008 – 7/1/2011

- **Statistics on Call Ups - Approximately an upwards of 8,573 Mow's have been called:**
 - 1 time -4,563
 - 2 times - 1562
 - 3 times - 268
 - 4 times - 18
 - 5 times - 9

Current Procedure - If you are called - The process

- Verbal notifications will be made to randomly selected cleared MOW's during duty hours 8:00 AM – 4:30 PM for SNL NM and 8:00 – 4:00 PM SNL CA.
- The MOW is given the option to report immediately or make an appointment for drug test within the day.
- A selected person must report to a designated collection site the day they are notified.
- During call up, MOW's are reminded that failure to report to the collection center today, or refusal to provide a specimen, will result in measures equal to those for a positive drug test such as suspension of clearance access to the site and job jeopardy.
- For MOW's that do not work at a Sandia location where there is a collection center, information on where to report will be given at the time of notification.
- These individuals who do not work at a Sandia location will have 24 hours to report to a collection facility after notification.

Failure to Report - Current Administrative Procedure

- At end of business day, collection site administrator informs Health Care & Support Services (3334) Manager, MOW's Manager, Medical Review Officer (MRO) on Duty that the MOW has failed to report for the drug test.
- (MRO) on duty completes the following:

- Fills out badge deactivation form to be sent to Safeguards & Security, Badge Office and Corporate Investigations.
- Derogatory information letter is sent to HR, ELR, CI, Badge Office, Safeguards & Security, MOW and Manager.
- MOW is instructed by Manager to report to collection facility immediately the following day and will be drug tested and given a breath alcohol test.

Employees

Immediately following the tests, the employee meets with a medical case manager and Medical Review Officer who collects the badge and instructs the individual he/she will be sent on administrative leave until:

- The drug screen comes back negative. The Employee is returned to work and badge is re-instated.
- Corporate Review Committee (CRC) convenes with Employee and Labor Relations (ELR).
- Disciplinary action is determined by the CRC.

Sub-Contractors

Immediately following the tests, the contractor will meet with a Medical Review Officer who collects the badge and instructs the individual he/she will be removed from the Sandia Contract until:

- The drug screen comes back negative.
- Disciplinary action is determined by the subcontracting company.

Verified Positive Drug Test Procedure

- If the employee requests a split sample they will be placed on administrative leave without pay (A500) until the results are received by the MRO. If the split sample confirms a positive illegal drug test, the employee will be terminated.
- If verified positive, no split sample is requested – the employee is terminated.
- A sub-contractor whose result is confirmed as positive will be removed from the performance of the Sandia contract immediately.
- If the employee requests a split sample they will be placed on administrative leave without pay (A500) until the results are received by the MRO. If the split sample confirms a positive illegal drug test, the employee will be terminated.
- If verified positive, no split sample is requested – the employee is terminated.
- A sub-contractor whose result is confirmed as positive will be removed from the performance of the Sandia contract immediately.

Point of Contacts

Site Occupational Medical Director (SOMD)

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Badge Office/Human Reliability Program

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