



Atlantic First Nations Water Authority (AFNWA) Fit for Duty Policy

Purpose

The purpose of this policy is to promote a safe and healthy work environment and to enhance the safety and health of Employees.

All AFNWA work requires our Employees to be alert, to exercise good judgment and in some cases to be physically coordinated. In addition, much of the work performed by AFNWA Employees may be potentially hazardous when Employees are not alert, do not exercise good judgment and/or are not physically coordinated. These factors could lead to a potentially serious Incident or Near Miss. The use of Drugs and Alcohol in the workplace can adversely affect job performance, the health, safety or security of Employees, other persons, property, the environment, or individual and corporate reputation.

Being unfit for duty through the use of Drugs and Alcohol affects our employees' ability to safely and properly perform their employment responsibilities. AFNWA is a Drug and Alcohol-free workplace. The health and safety of our Employees and the general public is AFNWA's highest priority. Consequently, the purpose of this Policy is to provide a working environment that is free of the effects of Drug and Alcohol use, and to ensure that all employees are treated fairly and consistently, with dignity and respect.

Awareness and education for all Employees and early detection and access to treatment for those Employees with Drug and Alcohol addiction/dependencies helps to maintain a safe and healthy workplace.

AFNWA supports prevention and treatment initiatives for those Employees who voluntarily request assistance in dealing with an emerging or existing Drug and/or Alcohol problem.

A healthy and safe workplace is a shared responsibility. This Policy sets out the responsibilities of AFNWA Management and Employees with respect to addressing Substance Abuse.

Definitions

In this Policy

- a) **"Alcohol"** means any substance that may be consumed and that has alcohol content in excess of 0.5 percent by volume.

- b) **“Contractor”** and/or **“Sub-Contractor”** means any Contractor or Sub-Contractor engaged directly or indirectly by AFNWA to carry out AFNWA Business or work on AFNWA Premises.
- c) **“Drug”** means any substance, including but not limited to Prescription Medication, over-the-counter medication or Medically Authorized Cannabis, the use of which has the potential to adversely affect an individual’s ability to perform their job safely and productively.
- d) **“Drug Paraphernalia”** includes any equipment, product or material that is associated with the use of any Drug. This also includes any product or device that may be used to attempt to tamper with a specimen sample for testing under this Policy.
- e) **“Employee”** means any person employed by AFNWA.
- f) **“Employer”** means AFNWA.
- g) **“Fit/Fitness for duty/work”** means being able to safely, productively and cognitively perform assigned duties and responsibilities without any adverse effects from the use or after-effects of Drugs and Alcohol.
- h) **“AFNWA Business”** means all business activities undertaken in the course of operations, whether conducted on or off AFNWA Premises.
- i) **“AFNWA Premises”** includes all land, property, structures, installations, offices, job sites, vehicles, and equipment owned, leased, operated, or otherwise directly controlled by AFNWA.
- j) **“Incident or Near Miss”** means an occurrence, circumstance or condition that caused or had the potential to cause injury to persons and/or damage to property, security or the environment or a dangerous condition to exist.
- k) **“Medication”** means a drug legally obtainable as either an over-the-counter drug or as Prescription Medication from a Medical Practitioner which is taken by or prescribed to the Employee. It has a Drug Identification Number (DIN) and is approved by Health Canada.
- l) **“Medically Authorized Cannabis”** or **“Medically Directed Cannabis”** means any form and/or derivative of cannabis, authorized or directed by a Medical Practitioner.
- m) **“Medical Practitioner”** means a person who holds a valid license issued by a recognized regulatory authority, registering such person to engage in the practice of medicine.
- n) **“Medical Review Officer (MRO)”** is a licensed physician, currently certified with the American Association of Medical Review Officers (AAMRO) or the Medical Review Officer Certification Council (MROCC) with knowledge of substance use disorders and the ability to evaluate an Employee's lab analyzed test results who is responsible for receiving and reviewing laboratory results generated by the drug testing provisions of this Policy and evaluating medical explanations for certain drug test results;

- o) **“Prescription Medication”** means any drug which can only be obtained with a prescription from a registered health care professional licensed to prescribe drugs. Prescription drugs must be prescribed to a specific individual, have a drug identification number (DIN) and be dispensed by a pharmacist.
- p) **“Reasonable Grounds”** Includes information established by the direct observation of the Employee’s conduct or other indicators, such as the physical appearance of the Employee, the smell associated with the use of Drugs or Alcohol on his/her person or in the vicinity of his/her person, circumstances surrounding an Incident or Near Miss, and the presence of Alcohol, Drugs, or Drug Paraphernalia in the vicinity of the Employee or the area where the Employee worked;
- q) **“Substance Abuse Expert (“SAE”)** means a licensed physician, licensed or certified social worker, a licensed or certified psychologist or an addictions counsellor with a minimum of 5 years’ experience assessing addictions, who has knowledge of and clinical experience in the assessment and treatment of substance use disorders and an understanding of the health and safety implications in the workplace. These health professionals are qualified to assess an individual for determination of addiction/dependency and make recommendations concerning education, treatment, follow-up evaluation and aftercare.
- r) **“Supervisor”** means an individual who is accountable for a particular area or shift, including but not limited to managers, directors, supervisors, superintendents, and others acting in supervisory positions.
- s) **“Third Party Administrator”** is a service agent that provides or coordinates the provision of a variety of drug and alcohol testing services for AFNWA.

Scope & Applicability

This Policy applies to all AFNWA Employees and is consistent with legislative obligations under the Occupational Health and Safety Act.

Confidentiality

An Employer who collects, maintains, or uses personal health information is required to protect the confidentiality of that information, unless where limited disclosure is necessary for related health and safety concerns.

Documented health information is entrusted to the Director of Corporate Services for safeguarding and protection of confidentiality and is kept separate from general employee personnel files.

Roles and Responsibilities

Employee

The Employee is fully responsible and expected to:

- t) Be knowledgeable about this Policy as part of their obligation to perform work in a safe manner.
- u) Report for work and remain Fit for Duty free of the adverse effects of Drugs and Alcohol.

- v) Once aware of any medication-related adverse effects which may affect their Fitness for Duty, notify their supervisor(s), in confidence.
- w) Comply with the Drug and Alcohol Workplace Rules and follow appropriate treatment if deemed necessary.
- x) Encourage peers or co-workers to seek help when they become aware of an issue that a coworker may have with Drugs or Alcohol.
- y) Comply with this Policy and cooperate with the Employer in administering this Policy, including requests to submit for Drug and Alcohol testing under this Policy; and
- z) Take every reasonable precaution in all circumstances to protect their own health and safety and that of other people at the workplace.

Supervisor

In addition to the above, Supervisors are responsible for and expected to:

- a) Be knowledgeable about and communicate this Policy to all Employees and Contractors.
- b) Ensure they comply with the Workplace Rules as part of their responsibility to perform their duties in a safe and effective manner.
- c) Be knowledgeable about and able to recognize the signs of Drug and Alcohol use.
- d) Monitor and evaluate work performance with the goal of early identification of performance problems that may be related to the use of Drugs and/or Alcohol and take action as appropriate.
- e) Take action on reported or suspected Drug or Alcohol use by Employees.
- f) Guide Employees in accessing AFNWA's Employee Assistance Program (EAP), where appropriate.

Employer

AFNWA is responsible to:

- a) Provide a safe workplace.
- b) Educate Employees about the Policy and the priority of promoting a healthy, drug-free, safe and productive workplace.
- c) Provide supervisor training on prevention, early detection (trends/changes/suspicious behavior), interview strategies, Workplace Rules, confidentiality, and privacy, and how to access assessment and treatment resources.
- d) Provide Employee education to assist in their understanding and awareness of the Policy, including the health and safety concerns related to Drug and Alcohol use, the Workplace Rules and expectations, the consequences of violating the Workplace Rules and availability and access to assessment and treatment programs.
- e) Ensure effective Employee assistance services and support are available to Employees.
- f) Assist Employees in obtaining confidential assessment, referral, and treatment services; and
- g) Monitor and evaluate the Policy for currency, relevance, and adherence to best practices.

Program Administrator

The designated Employer Program Administrator is responsible to:

- a) act as a resource in the application of this Policy.
- b) confidentially maintain all documentation related to an employee's fitness for duty, associated

testing and/or treatment.

- c) work with Employees to access various treatment options.
- d) serve as a liaison with internal and external resources.

Please Note: This information will not be made available to anyone other than the Program Administrator, Substance Abuse Expert and/or Medical Review Officer as necessary.

Workplace Rules

In order to ensure the safety of Employees, and the public, along with the protection of property and the efficient operation of AFNWA, the following rules apply:

Fit for Duty Requirement: Employees must report and remain Fit for Duty during their entire work shift. Using Drugs and/or Alcohol that have adverse effects on Fitness for Duty will not be tolerated.

Scheduled On Call/Standby: Employees designated 'on call' or 'standby', are expected to remain Fit for Duty to respond to a call in and be in compliance with this Policy.

Unscheduled Call In: Employees not on scheduled on-call or standby and who are contacted to perform unscheduled services are expected to decline the work request if they are Unfit for Duty due to the use or after-effects of Drugs and Alcohol. There will be no adverse consequences or discipline for Employees declining work under these circumstances.

Reporting of Medication-related Safety Concerns: Employees are expected to be aware of any medication-related adverse effects that may affect their ability to work safely and must report, in confidence, any related limitations or restrictions to their supervisor or Human Resources.

Possession: Employees must not use, possess, distribute, or offer for sale Alcohol, Drugs and/or Drug Paraphernalia while working at any AFNWA Business, on AFNWA Premises or in AFNWA owned or leased vehicles.

Consumption/Use: Employees must not consume Drugs or Alcohol during work. Employees must not ingest any Drug which adversely affects safety, job performance or the health, safety or security of the Employee, other persons, the public, property, or the environment.

Voluntary Disclosure:

Employees who believe they have a substance abuse addiction/dependency or emerging drug, and alcohol problem are expected to seek prompt assistance and follow appropriate treatment so that job performance is not impacted. Resources and procedures for accessing help are outlined in the Voluntary Disclosure section of this Policy.

Cooperation and Refusal: Employees are expected to cooperate with the implementation and application of this Policy including requests for testing based on reasonable grounds as required under the parameters of this Policy. Attempts to delay reporting for a test, refusal to submit to a test, refusal to agree to the disclosure of test results to the Employer, refusal to attend recommended treatment or a confirmed attempt to tamper with a test will be considered violations of the Workplace Rules and may result in disciplinary action up to and including the termination of employment.

Impaired Driving Charge or Conviction:

All Employees required to drive as part of their job duties (including anyone who drives AFNWA owned or leased vehicles) must adhere to the following requirements:

- Must maintain a valid driver's license. Any suspension, loss of license, impaired driving charge, conviction, or any other restriction must be reported immediately to their supervisor, regardless of effective date.
- Employees charged with impaired driving offenses (including but not limited to testing over the legal blood alcohol content, driving while impaired, or refusal to submit to a Breathalyzer test) when operating a motor vehicle on behalf of AFNWA, are required to inform their supervisor immediately. Upon notice of such charge, the Employer will investigate as appropriate. Depending on the results of the investigation, the Employee may be referred to a Substance Abuse Expert (SAE) for assessment for a determination of any Drug or Alcohol addiction/dependency. The Employee may be subject to alternative work, dismissal or any other appropriate action depending on the results of the inquiry or investigation.
- A conviction for an impaired driving offense when driving on AFNWA Business or in a AFNWA vehicle may result in disciplinary action, up to and including termination of employment.

Social Functions/Conferences:

Occasionally, Employees will be invited to attend social functions sponsored by AFNWA. All Employees are expected to adhere to the Code of Conduct at these events. Employees attending conferences or events hosted by AFNWA associates or industry stakeholders will be expected to refrain from the consumption of Drugs or Alcohol during regular working hours unless preapproval has been given by the General Manager. Beyond these hours, Employees will be expected to adhere to the Code of Conduct.

Consequences of Workplace Rule Violations:

In keeping with AFNWA's commitment to health and safety, Employees who fail to meet any of the above Workplace Rules may be subject to discipline, up to and including the termination of their employment. The imposition and degree of discipline will be determined on an individual, case by case basis, taking into account all relevant factors and circumstances.

Contractors and Sub-Contractors:

All Contractors and Sub-Contractors must commit to taking appropriate and responsible actions required for maintaining a safe workplace. This requires commitment on the part of all levels of Contractor personnel and all Contractor employees to accept responsibility for their own safety and safety of others.

All Contractors and Sub-Contractors while working on AFNWA premises are required to abide by AFNWA's Workplace Rules when on any AFNWA premises or job sites. Failure to do so may result in removal from AFNWA Premises or workplaces, and termination of contract, unless there are exceptional and mitigating circumstances.

Prevention

It is a priority of AFNWA to have safe working conditions for all Employees including a work environment free of the negative effects of Drug and Alcohol use. AFNWA recognizes that prevention is key to creating a safe and healthy work environment, and will take all reasonable and necessary steps to ensure prevention initiatives are incorporated as an integral component of this Policy, including the following:

Education

AFNWA will educate and inform all Employees with respect to the adverse health and safety effects of Drugs and Alcohol, the negative impact in the workplace and the existence and effect of this Policy.

AFNWA will also provide information to Employees about the confidential Employee Assistance Program (“EAP”) and the process for accessing services.

Early Recognition & Monitoring

AFNWA recognizes that early identification and prompt treatment of Drug and Alcohol addiction/dependency is in the best interest of AFNWA and its Employees. It is well known that the earlier a problem is identified, and treatment accessed, the greater the likelihood of ongoing success and maintenance of treatment outcomes.

Voluntary Disclosure

Employees who believe they have a Drug and/or Alcohol addiction/dependency are encouraged to seek assistance and follow appropriate treatment promptly, before safety and job performance are affected or violations of this Policy occur. Supervisors and Managers may also encourage an Employee who is experiencing difficulty to seek assistance through these options.

Emerging Problem

An Employee who suspects they have a Drug and/or Alcohol problem will not be disciplined for voluntarily requesting help in addressing a substance abuse problem provided that:

- i. The request occurs prior to any Workplace Rule violation of this Policy.
- ii. The Employee has not been requested to submit to a Drug and Alcohol test; and
- iii. The Employee has not been involved in an Incident or Near Miss requiring testing.

Unable to comply with the Policy.

An Employee who believes they may be unable to comply with the Workplace Rules of this Policy must seek help by taking such steps as are necessary to ensure they present no safety risk to themselves or others and:

- i. Contact Human Resources, EAP, extended health benefits providers, their family physician or community resources for assistance; or
- ii. Inform a family member or friend who can assist in accessing assistance from a AFNWA Human Resources representative; or
- iii. Ask Human Resources for assistance in accessing assessment and treatment resources.

Co-worker responsibilities

A co-worker who is asked for assistance related to the use of Drugs or Alcohol must inform a Human Resources representative.

Supervisor responsibilities

A supervisor or person in authority who is responding to an employee request for help must:

- i. Take all necessary steps to ensure the Employee is Fit for Duty and presents no risk to themselves or others in the workplace.
- ii. Inform the Employee of the assistance available from AFNWA related to assessment by a Substance Abuse Expert (SAE).
- iii. Encourage the Employee to access available resources; and
- iv. Inform the Employee that if they do not contact Human Resources or the appropriate resources for assistance, the Employee may be required to submit to any of the following:
 - a. A medical assessment by a physician knowledgeable in substance addition/dependency.
 - b. Drug and Alcohol testing as set out in the Policy; and/or
 - c. An assessment by an SAE.

And that failure to do so may result in disciplinary action up to and including termination if they are found to be unfit for duty.

Treatment Expectations

When an assessment by an SAE determines that the Employee has a substance addiction/dependency and recommends an individualized treatment plan, the Employee is required to follow that treatment plan and any testing requirements identified by the SAE. Failure to do so may result in disciplinary action up to and including termination if the Employee is found to be unfit for Duty.

Work Expectations

An Employee who is at work and has sought assistance or is participating in an addiction/dependency treatment program must:

- i. Comply with the Workplace Rules of this Policy.
- ii. Agree to an assessment and SAE or provide proof of a professional assessment confirming substance addiction/dependency and participation in a recognized treatment program; and
- iii. Agree to any testing requirements throughout the treatment program as required by the SAE.

Participation in a treatment program does not remove the Employee's responsibility to satisfactorily and safely perform their job.

Assessment, Treatment and Aftercare

Assessment

Confidential assessment, referral, treatment and aftercare are available to Employees through a variety of programs.

Treatment

Employees who are determined to have a Drug and/or Alcohol addiction/dependency are required to participate in treatment and follow-up/aftercare activities, as determined by a Substance Abuse Expert (SAE). This does not eliminate the requirement for maintenance of satisfactory job performance levels.

Aftercare

AFNWA will support, subject to AFNWA Policies, participation in an aftercare program to all Employees who complete primary treatment (e.g., residential or outpatient treatment) for Drug and/or Alcohol addiction/dependency when cleared by a follow up evaluation by an SAE and able to return to work.

Prior to an employee's return to work, Human Resources in consultation with the SAE will review the Employee's recommended aftercare program to ensure it corresponds with the health and safety requirements of his/her position. In all cases, Employees will be advised of the conditions governing their return to work and the consequences of failing to meet those conditions.

Alcohol and Drug Testing

All Employees of AFNWA, and all applicants to safety-sensitive positions will be subject to testing for Alcohol and Drugs, in the following situations:

Pre-employment

All candidates who are offered employment within AFNWA will be subject to pre-employment lab-based urine drug testing.

Post-Incident, or Potentially Dangerous Incident

A Supervisor of an Employee, after consultation with another Supervisor or Human Resources Representative and completion of a Reasonable Cause Checklist as identified in Appendix B, concludes that Drug and/or Alcohol use could have been a contributing factor in an Incident or Near Miss, the Supervisor will request the Employee to submit to a Drug and Alcohol test immediately following the Incident or Near Miss and will explain to the Employee why the request is being made.

A Supervisor of an Employee need not request the Employee to submit to a Drug and Alcohol test if the Supervisor, after consultation with a second Supervisor/Manager or Human Resources Consultant (where possible), concludes there is no reason to believe that the use of Drugs or Alcohol contributed to the Incident or Near Miss.

A Supervisor of an Employee is not required to request an Employee to submit to a Drug and Alcohol test immediately after the Employee was involved in an Incident or Near Miss if it is not practical or reasonable to do so until a later time.

Reasonable Grounds

Where a Supervisor of an Employee, after consultation with another Supervisor or Human Resources representative, determines there are Reasonable Grounds to suspect an Employee of use or possession of Drugs and /or Alcohol and in violation of this Policy, testing may be performed pursuant to the testing procedures identified in **Appendix A** of this Policy. The decision to test shall be made by the Supervisor

and must be based on the Supervisor's specific observations. Documented observations may include, but are not limited to:

- observed use or evidence of use of Drugs or Alcohol (e.g., smell of Alcohol or cannabis; possession of Drugs or Drug Paraphernalia, etc.).
- erratic or atypical behavior of the Employee.
- changes in the physical appearance of the Employee.
- uncoordinated walking, staggering, weaving; or
- changes in the speech patterns of the Employee.

Return to Work after Primary Treatment

Where Employees have returned to work or have been reinstated after completing primary treatment (e.g. residential or outpatient treatment) for Alcohol and/or Drug addiction/dependency, testing may be performed on an unannounced basis if and as recommended by a Substance Abuse Expert, Substance Abuse Professional or other health care practitioner.

Return to Work while in Aftercare Program

As part of the aftercare program developed by the Substance Abuse Expert, in conjunction with Human Resources (and Occupational Health/Medicine Physician) Employees must be tested prior to returning to work after primary treatment, with a negative lab-based urine drug and alcohol test result. Once this requirement is met, the Employee will be required to submit to lab-based urine drug and alcohol testing on an unannounced basis once per month for two years, as an integral component of the aftercare program.

In all cases of Drug and Alcohol testing under this Policy, testing will be carried out by a Third-Party Administrator who is trained and equipped to conduct the testing service. The testing procedure is outlined in **Appendix A**.

Searches upon Reasonable Grounds

AFNWA reserves the right to conduct searches of any AFNWA Premises, which includes but is not limited to AFNWA owned or leased vehicles. Employees should be aware of a diminished expectation of privacy with respect to the use of any AFNWA Premises. Searches will be conducted where AFNWA has reasonable grounds to believe Alcohol, Drugs, Drug Paraphernalia, or other substances will be present in violation of this Policy.

Supervisors will identify situations when a search is warranted and will notify the Safety and Security Coordinator or designate. Where possible, searches will be undertaken in co-operation with appropriate law enforcement agencies, where required by law.

Searches will be conducted in a respectful manner while attempting to maintain employee dignity and privacy.

Consequences of Policy Violations

Unfit for Duty or Refusal to Test

Employees who use or consume drugs or alcohol while subject to duty or while at work, performing or attempting to perform duties, or refuse a request for a drug and alcohol test under the Workplace Rules

of this Policy will be required to meet with an SAE and consent to an assessment to determine whether or not the employee has a substance addiction/dependency.

Tampering or Possession, Distribution, Transportation or Offering for Sale

Employees who possess, distribute, transport, or offer for sale, or who tamper with, adulterate or substitute any sample required for a drug and alcohol test:

- i. Will be disciplined up to and including termination; and
- ii. May be referred to an SAE at the employee's expense.

Failure to Report

Medication Use

An employee who fails to report in confidence to their supervisor or the Human Resources Manager any safety concerns related to any medication use, prior to starting work, will be subject to disciplinary action up to and including termination.

Incident or Near Miss

An employee who fails to report an incident or near miss immediately following the incident or near miss will be subject to disciplinary action up to and including termination.

Concerns Regarding Co-worker

An employee who is aware of a co-worker's use of a medication or a substance that may affect the co-worker's ability to safely perform their duties and who fails to report that concern to a supervisor in a timely manner will be subject to discipline up to and including termination.

Impaired Driving Charges and Convictions

An employee who operates or is expected to drive as a condition of employment and who fails to report a charge or conviction related to a suspension of a driver's license due to impairment may be subject to disciplinary action up to and including termination.

Contact

Chantal LeBlanc, Director of Corporate Services

902.877.3813

chantal.leblanc@afnwa.ca

Employee Signature: _____

Employee Name: _____

Date: _____

APPENDIX A

TESTING STANDARDS & METHODOLOGY

Who will do the testing?

AFNWA does not do the testing. Rather, we have made arrangements with a Third-Party Administrator to do all testing and analysis.

What are we testing for?

In the event AFNWA requests an employee to undergo a drug and alcohol test for any reason set out in the Policy, we will be testing for:

- **Drugs** – through the collection of a urine and oral fluid specimen for cannabinoids (i.e.: marijuana, hashish, hash oil), cocaine, opiates, amphetamines (stimulants), and phencyclidine, benzodiazepines.
- **Alcohol** – through the use of an evidential breath testing device (EBT) breathalyzer to determine the breath alcohol level which correlates to the blood alcohol concentration in a donor’s specimen.

How is the testing done?

Under our Policy no blood samples are taken. Rather, we test for (a) the presence of drugs through oral fluids (saliva) and/or urine sample, and (b) alcohol with a breathalyzer.

What are the cut-offs for a positive test?

Substance	Initial Screening Concentration	Confirmation Concentration
ALCOHOL (Breath Sample)		
Alcohol	0.04% (40mg/dl)	0.04 (40 mg/dl)
DRUGS (Urine Sample)		
Marijuana metabolite	50 ng/ml	15 ng/ml
Cocaine	150 ng/ml	100 ng/ml
Opioids		
- Codeine	2000 ng/ml	2000 ng/ml
- Morphine	2000 ng/ml	2000 ng/ml
- Hydrocodone	300 ng/ml	100 ng/ml
- Hydromorphone	300 ng/ml	100 ng/ml
- Oxycodone	100 ng/ml	100 ng/ml
- Oxymorphone	100 ng/ml	100 ng/ml
- Acetylmorphine	10 ng/ml	10 ng/ml

Phencyclidine	25 ng/ml	25 ng/ml
Benzodiazepines	100 ng/ml	50 ng/ml
Amphetamines - Amphetamine - Methamphetamine - MDMA* - MDA **	500 ng/ml	250 ng/ml 250 ng/ml 250 ng/ml 250 ng/ml

*MDMA = methylenedioxyamphetamine

** MDA = methylenedioxyamphetamine

DRUGS – Oral Fluid (Saliva) Sample		
Marijuana (THC)	4 ng/ml	2 ng/ml
Cocaine - benzoylecgonine	20 ng/ml	8 ng/ml
Opioids - Codeine - Morphine - Hydrocodone - Hydromorphone - Oxycodone - Oxymorphone	40 ng/ml	40 ng/ml 40 ng/ml 40 ng/ml 40 ng/ml 40 ng/ml 40 ng/ml
6-acetylmorphine	n/a	4 ng/ml
Phencyclidine	10 ng/ml	10 ng/ml
Benzodiazepines	10 ng/ml	10 ng/ml
Amphetamines - Amphetamine - Methamphetamine - MDMA* - MDA**	50 ng/ml	50 ng/ml 50 ng/ml 50 ng/ml 50 ng/ml

*MDMA = methylenedioxyamphetamine

** MDA = methylenedioxyamphetamine

What is the difference between the “Initial Screening Concentration” and the “Confirmation Concentration”?

- The “Initial Screening” testing identifies whether or not any of the above-noted substances are present in your body at the levels identified in the tables. If the amount of the substance in your body is equal to or greater than this concentration the laboratory screened drug result will be considered a positive drug screen. The sample is then required to undergo a more advanced type of testing referred to as “Confirmation” testing.
- The “Confirmation” testing involves more comprehensive testing techniques involving mass spectrometry and gas chromatography to identify precisely which drugs are in the body and at what concentrations. If the amount of the drug in your specimen is equal to or greater than the “Confirmation Concentration” then this is considered a positive laboratory analyzed result. This result is reported to a Medical Review Officer, who is a doctor specially trained in reviewing lab-based drug test results, who will verify with the donor the details of the drug test result before providing the final result to the employer.

When is AFNWA advised of a positive test?

If you have tested positive, then you are the first person to be contacted by the Medical Review Officer. This is an opportunity for you to provide the Medical Review Officer with any explanation as to why the substance may be present in your body (e.g., possibly a medication you are taking, etc.) If the Medical Review Officer is satisfied that your test is positive and proper testing procedures were followed, AFNWA will be advised that you tested positive.

What if I disagree with the test results?

You may request that the specimen be analyzed at another independent, accredited laboratory of your choice, at your cost. In the event the laboratory chosen by you provides AFNWA with a satisfactory report that your sample was negative, AFNWA will consider your test negative and reimburse you for any costs you incurred in obtaining the second test. Further discussion and follow-up with the respective MROs will be required before a final decision is made regarding the outcome of the testing and subsequent action by AFNWA.

It is your responsibility to request this second testing within no longer than seven (7) days after AFNWA has advised you of a positive result.

Note: AFNWA reserves the right to modify this Policy as new testing standards and methodologies are developed.

Appendix B

Observed behavior – Reasonable Suspicion/Cause Record

Employee Name:	Date Observed:
Address of Incident:	Time observed: From _____ am/pm to _____ am/pm

Record employee’s observed behavior for reasonable suspicion for the use of alcohol or controlled substances. The employer shall require the employee to submit to a drug and alcohol test if a Supervisor/Manager or Human Resources Representative determines that reasonable suspicion exists.

Reasonable Suspicion determined for: ___ Alcohol ___ Drugs ___ Unknown Safety Risk

Circle items that apply and describe specifics

Walking/Balance:

Stumbling	Staggering	Falling	unable to stand
Swaying	unsteady	holding on	rigid
Sagging at knees	feet wide apart		
Other _____			

Speech:

Shouting	whispering	slow	rambling
Slurred	slobbering	incoherent	
Other _____			

Actions:

Resisting communications	insulting	hostile	drowsy
Fighting/insubordinate	profanity	belligerent	erratic
Hyperactive	crying	indifferent	
Other _____			

Eyes:

Bloodshot	watery	dilated	glassy
Droopy	crossed	wearing sunglasses	
Other _____			

Face:

Flushed	pale	sweaty
Other _____		

Appearance/clothing:

Disheveled messy dirty partially dressed
Having odor stains on clothing
Other _____

Breath:

Alcoholic odor faint alcohol odor no alcohol odor marijuana odor
Other _____

Movements:

Fumbling jerky slow nervous
Hyperactive
Other _____

Eating/Chewing:

Gum candy mints tobacco
Other _____

Other Observations:

Did the employee admit to using drugs or alcohol? ____ Yes ____ No

If yes, when did they use it? _____ What substance? _____

How much? _____ Where? _____

Witnessed by:

Signature Title Date Time

Signature Title Date Time

Note: The alcohol test must be administered within 8 hours following determination of reasonable suspicion.