

TRU SOLUTIONS MANAGEMENT POLICY	Number/Rev. MP 1.26, Rev. 3 Page 1 of 2														
TITLE: WORKPLACE SUBSTANCE ABUSE															
COGNIZANT SENIOR MANAGER:	APPROVED BY:														
<table style="width: 100%; border: none;"> <tr> <td style="border-bottom: 1px solid black;">Approval on File</td> <td style="border-bottom: 1px solid black; text-align: right;">4/26/05</td> </tr> <tr> <td>D. G. Haug</td> <td style="text-align: right;">Date</td> </tr> <tr> <td>Chief Financial Officer</td> <td></td> </tr> <tr> <td>Business Management</td> <td></td> </tr> </table>	Approval on File	4/26/05	D. G. Haug	Date	Chief Financial Officer		Business Management		<table style="width: 100%; border: none;"> <tr> <td style="border-bottom: 1px solid black;">Approval on File</td> <td style="border-bottom: 1px solid black; text-align: right;">4/28/05</td> </tr> <tr> <td>R. D. Raaz</td> <td style="text-align: right;">Date</td> </tr> <tr> <td>WTS General Manager</td> <td></td> </tr> </table>	Approval on File	4/28/05	R. D. Raaz	Date	WTS General Manager	
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1.0 POLICY

Washington TRU Solutions LLC (WTS) is committed to maintaining a safe and healthy workplace. Providing a drug-free work environment is a significant part of that commitment. A basic premise of this commitment is compliance with all applicable federal, state, and local laws, and the WTS Rules of Conduct related to substance abuse. As such, the manufacture, possession, sale, distribution, or use of alcohol or illegal drugs in the workplace or while on duty, or manifesting evidence of those substances' possible influence on one's fitness for duty (ability to perform work in a safe and effective manner), are viewed as serious offenses and are prohibited. The company's commitment extends to employee assistance, training of employees and managers, and substance abuse testing.

2.0 REQUIREMENTS

This policy specifically prohibits any involvement with illegal, or nonprescribed controlled substances in WTS-managed facilities or while on WTS business. Consumption of alcohol on the work site at any time, including during work hours and meal breaks, is not allowed. Additionally, WTS employees are expected to exercise appropriate business discretion in the consumption of alcohol while representing the company off-site or on business-related travel. No employee is permitted to assume work duties and responsibilities if he or she is not alert, coherent, and capable of performing position requirements.

WTS shall maintain a plan which defines the specific requirements which implement this policy and is consistent with Title 10 *Code of Federal Regulations* (CFR) Part 707, "Workplace Substance Abuse Program at DOE Sites" (July 22, 1992). The program establishes activities that focus on prevention through education, deterrence, detection, discipline, and rehabilitation as they relate to substance abuse. WTS employees are required to conform with the requirements of the WTS substance abuse plan as a condition of employment.

All WTS employees (and applicants for employment) are subject to substance abuse testing. Because of the nature of WIPP operations, impaired performance of any job is considered to have potential detrimental impacts on the health or safety of others. Thus, all positions are designated as Testing Designated Positions in accordance with 10 CFR Part 707. This testing is accomplished through a periodic, unannounced, random selection of 50 percent of the site population annually.

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3.0 RESPONSIBILITIES

Health Services - Administer the substance abuse screening program including new hire and annual random selection testing processes, certified laboratory and Medical Review Officer contract oversight, coordination with Technical Training and Human Resources regarding management and employee initial and ongoing substance abuse training and communication processes, coordination with Human Resources relative to Employee Assistance Program (EAP) referral and rehabilitation processes, and coordination with Procurement Services regarding review and approval of subcontractor substance abuse testing programs.

Human Resources - Support substance abuse program through management of EAP requirements. Additionally, support employee communications related to the operation of the plan and serve in an advisory capacity related to disciplinary issues arising from the operation of the plan.

Industrial Safety and Health - The manager of Industrial Safety and Health is designated as the Substance Abuse Program Manager.

Technical Training - Support employee and management training requirements related to the WTS substance abuse program implementation and operation.

Managers - Support the substance abuse program and inform employees of the intent of the program. Continuously observe employee performance and conduct prescribed performance reviews. Participate in appropriate training related to the substance abuse program and maintain consistent awareness of the performance level and general fitness for duty condition of employees. Coordinate potential personnel disciplinary action with the appropriate Human Resources point of contact. Maintain confidential and Privacy Act information in accordance with applicable requirements.

Employees - Support the substance abuse program in terms of maintaining fitness for duty, participating in required substance abuse training, and complying with random testing requirements. Additionally, foster the safety/drug-free culture within the WTS community and encourage fellow employees to maintain practices and lifestyles that enable continuing safe site operations.

4.0 REFERENCES

10 CFR Part 707, "Workplace Substance Abuse Programs at DOE Sites"