Plans

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Workplace Substance Abuse Program Management Plan

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CHANGE SUMMARY

**Description of Change**

REVIEWED FOR PERIODIC REVIEW NO CHANGES NECESSARY.
CHANGE SUMMARY

Rev. 1

Description of Change:
Reviewed for periodic review no changes necessary
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1.0 INTRODUCTION

The Workplace Substance Abuse Program (WSAP) is designed to support the U.S. Department of Energy (DOE) and Mission Support Alliance Policies regarding a drug free workplace. The program provides random drug testing of those individuals in testing designated positions (TDPs). In addition, the program provides testing of individuals where reasonable suspicion of illegal drug use or testing due to an occurrence is warranted for the populace of the site. This program also supports the policy of the DOE to protect the environment, maintain public health and safety, and safeguard the national security.

This plan in conjunction with MSC-PRO-042, Fitness for Duty, provides documented implementation of the program as required by CFR Title 10, Part 707 Workplace Substance Abuse Program.

2.0 ROLES AND RESPONSIBILITIES

Human Resources/Labor Relations will provide the following elements required by this program:

- Establish and maintain company policy regarding Workplace Substance Abuse.
- Serve as point-of-contact regarding policies and implementation of 10 CFR 707 Workplace Substance Abuse Program.
- Determine what positions are considered to be testing designated and provide current information to the MSA Reliability Programs office.
- Provide support and expertise in decision making actions required for reasonable suspicion or occurrence testing.

MSA Reliability Programs office will provide the following elements required by this program:

- Serve as point-of-contact and coordinator for WSAP drug testing and training activities.
- Oversee drug testing selection and notification, coordinating all efforts with the Site Occupational Medical Provider.
- Ensure communication with, and notifications to, company management and the appropriate DOE management in a timely manner regarding testing or training.
- Provide records maintenance including database management and hard files, and control of documents needed to administer the WSAP program.
- Ensure managers are aware of their WSAP responsibilities.

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- Develop and provide training on the Workplace Substance Abuse testing process and requirements for managers, candidates and enrollees of the program.

Management will provide the following elements required by this program:

- Coordinate WSAP related actions with HR/Labor Relations and Reliability Programs office, as appropriate.

- Make notifications as required when informed of employees selected for testing.

- Ensure employees understand their responsibilities to report for testing upon notification.

- Report any concerns to HR/Labor Relations, the Reliability Programs office, or Site Occupational Medical Provider (SOMP) as appropriate.

Site Occupational Medical Provider will provide the following elements required by this program:

- Notify Reliability Programs office of confirmed positive drug results.

- Perform medical evaluations and make recommendations when required or requested.

- Maintain employee medical records in accordance with DOE and the U.S. Privacy Act.

3.0 PROGRAMMATIC INTERFACES

The MSA Reliability Programs office interfaces with the SOMP for performance of specimen collection and analysis.

The Reliability Programs Manager will coordinate with company HR/Labor Relations to ensure program requirements are met and enrollment is kept current. This may include interfaces with the Contracts personnel as well.

HR/Labor Relations and the Reliability Programs Manager will interface with the Richland Operations Office (RL) for local DOE guidance on matters pertaining to the WSAP.

4.0 IMPLEMENTING DOCUMENTS

MSC-RD-27561, Drug and Alcohol Testing Requirements
MSC-PRO-27563, Drug and Alcohol Testing Performance
MSC-PRO-042, Fitness for Duty

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5.0 REFERENCES

5.1 Source Requirements

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


5.2 Working References

MSC-PRO-042, *Fitness for Duty*


Department of Health and Human Services, Substance Abuse and Mental Health Services Administration, “*Mandatory Guidelines for Federal Workplace Drug Testing Programs*”, September 1, 1994.