

ON-SITE ALCOHOL AND DRUG TESTING - 25



SAFETY & HEALTH OPERATING PROCEDURE #25

REVISION HISTORY

Rev	Effective Date	Description
Orig	13 JANUARY 2011	Original

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ON-SITE RANDOM ALCOHOL AND DRUG TESTING

REFERENCE: (a) Snohomish County Executive Order 04-27B, Commercial Drivers License (CDL) Alcohol and Drug Testing Policy and Procedures for Snohomish County

1.0 PURPOSE AND SCOPE

The purpose of this document is to ensure proper steps are taken when on-site testing is conducted at Snohomish County locations for individuals under either Department of Transportation (DOT) guidelines or non-DOT department policies (e.g. seasonal help). The procedures described here are for scheduled **random testing only**, and do not include individuals who are selected for random testing but must be tested at a later time because of vacations, etc., follow-ups, post-accident, and other testing that is not part of the random program.

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On-site random alcohol and drug testing are limited to the following locations:

1. **Snohomish County District I (North County) Arlington Road Maintenance Shop**, located at 19620 67th Avenue NE, Arlington, WA 98223 for all selected Public Works Road Maintenance and Public Works Fleet Management personnel; and,
2. **Snohomish County District II (South County) Cathcart Way Operations Center**, located at 8915 Cathcart Way, Snohomish, WA 98296, for all selected Public Works Road Maintenance and Public Works Fleet Management personnel.

Only qualified providers and their representatives are allowed to conduct alcohol and drug testing and at approved locations. The “on-site agent” is the individual authorized by the provider to conduct alcohol and drug tests in accordance with all applicable regulations.

Collection, lab analysis, medical review and results of any test are subject to all appropriate federal, state and county regulations, and as described in Executive Order 04-27B, Commercial Drivers License (CDL) Alcohol and Drug Testing Policy and Procedures for Snohomish County. This procedure cannot, and is not intended to, replace mandatory agency requirements.

NOTE: This document is subject to change and in effect from the date indicated until superseded or rescinded by the Risk Management Division Safety Office.

2.0 PROCEDURE

Managers and supervisors are notified by the Risk Management Division Safety Office in the usual manner via hand delivery of the selected names or by phone call. Notification is customarily given the day of the selection. Other arrangements can be made if more advance notification is necessary, and when certain conditions exist that may preclude the ability to make attendance possible or practical.

A “SAMHSA/CDL” test form must be completed by the supervisor or other responsible individual for each person selected for the test covered under DOT (see Attachment 1). A “NON-SAMHSA” for Road Maintenance Seasonal Help form must be completed for each person being tested under the Road Maintenance non-DOT random program (see Attachment 2). All requested information on the forms must be completed with the exception of the check-in time, which is to be entered only by the on-site agent.

Selected subjects are to be notified ONLY at the time they are to be taken for testing. After notification, they must be taken directly to the test location. Escorts must be either a manager, supervisor or designated responsible person, such as a lead worker, who is authorized to represent the county.

Notified test subjects must proceed with their completed test form and valid photo identification directly to the testing location. They must remain in sight of the escort and cannot be allowed to make any side trips, or be interrupted for any reason, with the exception of a medical emergency.

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The escort shall deliver the selected individuals as directed below:

1. For the **North County Arlington Roads Shop**, assemble in the training room located adjacent to the hallway rest rooms
2. For the **South County Operations Center**, assemble in the Building B crew room adjacent to the rest rooms

An alternate assembly area may be chosen only when absolutely necessary and only when agreed upon with the on-site agent. Every effort must be made to allow these primary assembly areas to be made available on the day of selection.

Once arrival of the test subjects has been acknowledged by the on-site agent, they are released from guardianship of the escort and must then follow all instructions that are given by the on-site agent. They are to remain in the assembly area until called for their test.

After the individual has completed their test, they will be verbally discharged by the on-site agent and can then return to their work area and resume their normal duties.

3.0 RESPONSIBILITIES

A) The Risk Management Division Safety Office is responsible to:

1. Provide a "Designated Employer Representative" (DER) as required by DOT
2. Coordinate and administer the test selection process
3. Notify designated responsible individuals of date, time, location, and selected persons that are required to undergo testing
4. Interact with the provider to ensure effective and efficient on-site testing is accomplished
5. Collect test documentation, including post-test results and maintain records
6. Report to supervisors in the case of a positive alcohol or drug test result

B) Authorized test subject escorts are responsible to:

1. Fill out the appropriate test form for each selected individual
2. Notify selected individual(s) only at the time they are to be taken for testing
3. Delivering the selected individual(s) promptly to the testing location
4. Not allow any side trips or other interruptions from the time of notification until arrival at the test location

C) Selected test subjects are responsible to:

1. Bring valid photo identification with them to the test location
2. Follow all instructions given to them by the escort and the authorized on-site agent
3. Remain in the test location until discharged by the authorized on-site agent

4.0 DISCIPLINARY ACTION

Failure of an individual selected for testing to follow the directives described in this procedure shall be considered as having a POSITIVE alcohol or drug test and will be subject to action as outlined in the Executive Procedure.