

Title: Banner Employee Drug and Alcohol Testing	
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Discrete Operating Unit/Facility: Banner Baywood Medical Center Banner Behavioral Health Banner Boswell Medical Center Banner Casa Grande Medical Center Banner Churchill Community Hospital Banner Del E Webb Medical Center Banner Desert Medical Center Banner Estrella Medical Center Banner Fort Collins Medical Center Banner Gateway Medical Center Banner Goldfield Medical Center Banner Heart Hospital Banner Ironwood Medical Center Banner Lassen Medical Center Banner Ocotillo Medical Center Banner Payson Medical Center Banner Thunderbird Medical Center Banner—University Medical Center Phoenix Banner—University Medical Center South Banner—University Medical Center Tucson East Morgan County Hospital McKee Medical Center North Colorado Medical Center Ogallala Community Hospital Page Hospital Platte County Memorial Hospital Sterling Regional MedCenter Torrington Community Hospital Washakie Medical Center	Banner Corporate Ambulatory Services Banner Medical Group Banner—University Medical Group Banner MD Anderson Cancer Center Banner Imaging Services Banner Surgery Centers Banner Urgent Care Centers Occupational Health/Employee Services Rural Health Clinics Banner Home Care and Hospice Insurance Banner Health Network Banner Plan Administration University Physicians Health Plans Banner Pharmacy Services Post-Acute Care Services Research

I. Purpose/Population:

A. Purpose:

1. To safeguard the health of its employees, to provide a safe place for employees to work, and to promote a drug-free community. Banner Health will conduct urine drug screens and/or breath alcohol testing (BAT) in accordance with the provisions of this policy.
2. This policy states when employees will be subject to drug and alcohol testing, the substances for which employees will be tested, the testing procedures, and the consequences for the employee following a positive drug or alcohol test.

B. Population: All Employees

II. Definitions:

- A. Employee – a person employed on a full time, part time, PRN, pool, registry or temporary basis by Banner Health and any discrete operating unit owned, operated or controlled by Banner Health, including but not limited to Sonora Quest Laboratories (except for entities approved by the Chief Legal Officer/General Counsel).
- B. Impaired – a condition in which the Employee's ability to perform his or her job duties and tasks may be compromised because the Employee is under the influence of alcohol or drugs.
- C. Medical Review Officer (MRO) – The MRO is a MD or DO who is certified to review the results of a drug screen.
- D. Prospective Employee – a person who has applied to Banner Health or its subsidiary to become an Employee and received a job offer conditioned upon passing a drug screen and other pre-hire criteria.
- E. Reasonable Suspicion/Cause – (a) behaviors or circumstances that indicate an Employee may be Impaired (see definition of Impaired in Section II F.); or (b) behaviors or circumstances that indicate an Employee may be diverting drugs, where the diversion concern has been reasonably validated. See Attachment 1 to this policy for a list of behaviors or circumstances that constitute Reasonable Suspicion/Cause to conduct a drug or alcohol test.
- F. Reported Positive Test Result – A report by the MRO to Human Resources or the leader involved that a drug test is positive.
- G. Safety Sensitive Position
 1. For Employees working in Arizona, a Safety Sensitive Position means any job designated by Banner Health as a safety-sensitive position or any job that includes tasks or duties that could affect the safety or health of the Employee performing the task or others, including any of the following:
 - a. Operating a motor vehicle, other vehicle, equipment, machinery or power tools.
 - b. Repairing, maintaining or monitoring the performance or operation of any equipment, machinery or manufacturing process, the malfunction or disruption of which could result in injury or property damage.
 - c. Performing duties in the residential or commercial premises of a patient, supplier or vendor.
 - d. Preparing or handling food or medicine.

- e. Working in any occupation regulated under Title 32 of the Arizona Revised Statutes. These occupations include (but are not limited to):
 - i. Physicians,
 - ii. dentists,
 - iii. physical therapists,
 - iv. physician assistants,
 - v. nurses,
 - vi. nursing assistants,
 - vii. pharmacists,
 - viii. opticians,
 - ix. optometrists,
 - x. radiology technologists,
 - xi. behavioral technicians,
 - xii. podiatrists,
 - xiii. chiropractors,
 - xiv. acupuncturists,
 - xv. respiratory therapists,
 - xvi. athletic trainers,
 - xvii. massage therapists, and
 - xviii. security officers.

- 2. For employees working outside Arizona, a Safety Sensitive Position means any job that includes tasks or duties that could affect the safety or health of the Employee or others, including but not limited to jobs involving patient care, the preparing or handling of food, the operation of a motor vehicle, or the operation or repair of machinery or tools, the malfunction or disruption of which could result in injury or property damage.

III. Policy:

- A. Statement of Policy. Banner Health conducts drug and alcohol testing to ensure the safety of its employees, patients, visitors, and others present in its workplace. Employees who work while Impaired will be terminated. If a drug and/or alcohol test is conducted for one of the reasons specified in Section III.B (such as, for example, a test conducted for Reasonable Suspicion/Cause), Employees will be deemed Impaired and will be terminated from employment if they have: (i) a Reported Positive Test Result; (ii) a Breath Alcohol Testing (BAT) result of .02 or greater. Prospective Employees with a Reported Positive Test Result will not be hired. (If required by law, exceptions may be made for Employees and Prospective Employees who test positive for marijuana and have a medical marijuana card, or are working in a state where recreational marijuana is legal, so long as the Employee or Prospective Employee will not be working in a Safety Sensitive Position and so long as the Employee was not Impaired while at work.) An Employee's or Prospective Employee's refusal to submit to drug or alcohol testing will be grounds for withdrawal of an offer of employment or termination of employment.

- B. Circumstances Under Which Testing is Done. Employees and Prospective Employees will be required to submit to a Urine Drug Screen (or, if a Urine Drug Screen (UDS) is unable to be completed for medical reasons, to an alternative form of drug test) and/or Breath Alcohol Test as follows:
 - 1. Post-Offer. As part of the post-offer medical evaluation conducted by Occupational Health for all Prospective Employees.

2. Reasonable Suspicion/Cause. When Reasonable Suspicion/Cause exists to conduct a test. See Attachment 1 for a list of behaviors or circumstances that constitute Reasonable Suspicion/Cause to conduct a UDS or BAT.
 3. United States Department of Transportation (DOT). As required by DOT for Employees holding safety sensitive positions as defined by DOT.
 4. Pursuant to Agreement. As required by an agreement between Employee and a medical staff, or Employee and Banner Health; such an agreement may include random testing. Such agreement is sometimes referred to as a “re-entry agreement” when it is entered into after an Employee returns from a drug or alcohol rehabilitation program.
- C. Confidentiality of Test Results. Results of drug or alcohol tests performed pursuant to this Policy will be kept confidential and only disclosed to those who have a need to know in order to perform their job duties. The test results shall be kept in an employee medical file that is separate from the Employee’s personnel file. However, if an Employee is terminated for a Reported Positive Test Result or a BAT of .02 or greater, that fact will be reflected in the Employee’s personnel file.
- D. Rights regarding Test Results. Employees and Prospective Employees subject to testing have the right, upon request:
1. To obtain the written test results; and
 2. To explain a positive test result in a confidential setting.
- E. Consequences of a Refusal to Participate in Testing. An Employee’s or Prospective Employee’s refusal to submit to drug or alcohol testing will be grounds for withdrawal of an offer of employment or termination of employment.
- F. Positive Test Result. Drug test results shall not be reported as positive if the test reveals that the Employee or Prospective Employee has been taking a drug for which the Employee/Prospective Employee has a valid prescription and is using the medication in accordance with the prescription. A medical marijuana card is not considered a valid prescription.
- G. Consequences of a Reported Positive Test Result and BAT. (*The following does not apply to medical residents and fellows, who are subject to provisions set forth in the House Staff Manual.*)
1. With respect to an Employee, a Reported Positive Test Result will result in termination. With respect to a Prospective Employee, a Reported Positive Test Results will result in the failure to obtain clearance to work and withdrawal of the job offer. If required by law, exceptions may be made for Employees and Prospective Employees who test positive for marijuana and have a medical marijuana card, or are working in a state where recreational marijuana is legal, so long as the Employee or Prospective Employee will not be working in a Safety Sensitive Position and so long as the Employee was not Impaired while at work.
 2. If the Employee’s BAT result is .02 or greater, the result of the BAT is positive, the Employee shall be deemed Impaired, and the Employee will be terminated from employment. If the BAT results are between .010 and .019, the Employee will be given

corrective action as appropriate. At the leader's discretion, the Employee may be sent home for the rest of the work day/shift.

3. If an Employee or Prospective Employee has a Reported Positive Test Result or a BAT result of .02 or greater, Banner will report the Employee/Prospective Employee to his or her professional licensing board. If the Employee/Prospective Employee self-reports then Banner may choose not to report the Employee/Prospective Employee to the professional licensing board.
- H. Consequences of Refusing to Participate in Testing Required Pursuant to Agreement (or Re-Entry Testing) or a Reported Positive Test Result on a Test Required Pursuant to Agreement. The failure to complete testing required pursuant to an agreement (or under a re-entry agreement) or a Reported Positive Test Result on a test conducted pursuant to an agreement will result in termination of Employee's employment.
- I. A Prospective Employee whose job offer was withdrawn after a Reported Positive Test Result will not be considered for employment with Banner health (including any of its subsidiaries or affiliated companies) for a period of six months after the Reported Positive Test Result.
- J. Work Restrictions. If an Employee or Prospective Employee is taking a drug for which testing is conducted, and has a valid prescription for the drug, Banner Occupational Health may nevertheless impose work restrictions on the Employee or Prospective Employee, including but not limited to a restriction of "no safety sensitive duties," if, in the professional judgment of the Occupational Health provider, the restriction is necessary: (1) because the Employee/Prospective Employee's ability to perform essential job functions will be impaired while taking the drug; or (2) the Employee/Prospective Employee will pose a direct threat to the safety of him/herself, patients, coworkers or others while taking the drug.

IV. Procedure/Interventions:

A. Testing Methods and Collection Procedures to be Used.

Attachment 2 describes the testing methods and collection procedures to be used in conducting alcohol and drug testing.

- ##### B. Timing and Cost of Drug/Alcohol Test. A drug or alcohol test conducted pursuant to this Policy must occur during, or immediately before or after, a regular work period. The testing of an Employee will be deemed work time and the Employee will be paid for the time spent in the testing process. (Note: Prospective Employees are not paid for the time spent in the testing process.) Banner Health will pay all actual costs for drug and alcohol testing that it requires of Employees.

C. Procedures for Post-Offer Test.

1. Upon acceptance of a job offer from a Banner Health recruiter, all Prospective Employees will be required to report to any Banner Occupational Health Clinic (BOHS clinic) for drug testing and post-offer health evaluation before reporting to orientation or worksite.
2. As a part of the post offer examination, BOHS clinics will perform an on-site drug screen for the following substances:

- a. Amphetamines (amphetamine, methamphetamine)
 - b. Benzodiazepines (alprazolam, oxazepam, flurazepam, lorazepam, nordiazepam, temazepam, triazolam)
 - c. Cocaine,
 - d. Marijuana,
 - e. Opiates (Codeine, morphine, hydromorphone, hydrocodone)
 - f. Oxycodones (oxymorphone, oxycodone)
 - g. Phencyclidine
 - h. Fentanyl (fentanyl, norfentanyl)
3. The MRO will review the laboratory results of the drug screen to determine if the drugs tested for are present in the Prospective Employee's system. If one or more of the drugs are present in the Prospective Employee's system, the MRO will consult with the Prospective Employee, in a confidential setting, to give the Prospective Employee the opportunity to explain the test result and give the MRO any valid prescriptions the Prospective Employee has for the drug. If the Prospective Employee does not have a valid prescription for the drug, the MRO will report a positive test result.

D. Procedure for Reasonable Suspicion/Cause Test.

1. If a leader determines that Reasonable Suspicion/Cause exists to send an Employee for a drug or alcohol test, the leader should, to the extent feasible, consult with HR. The Employee should be relieved from work duties immediately. The leader should complete the Observation Log (which records the behaviors and circumstances that support Reasonable Suspicion/Cause testing), or other paperwork required by Banner Occupational Health. The Employee's immediate leader should escort the Employee to Occupational Health. If the test is occurring after hours, the immediate supervisor should accompany the Employee to the place where the testing will occur. Under no circumstances should an Employee be permitted to drive himself or herself to the testing site.
2. A Reasonable Suspicion/Cause test should include both a UDS (for drugs) and a BAT (for alcohol).
3. If Reasonable Suspicion/Cause exists for an Employee who is subject to DOT testing requirements, refer to Section II.B. of this Policy.
4. A Reasonable Suspicion/Cause test shall test for the following substances:
 - a. Amphetamines (amphetamine, methamphetamine)
 - b. Barbiturates (amobarbital, butalbital, pentobarbital, secobarbital)
 - c. Benzodiazepines (alprazolam, clonazepam, oxazepam, flurazepam, lorazepam, midazolam, nordiazepam, temazepam, triazolam)
 - d. Cocaine
 - e. Marijuana
 - f. Methadone
 - g. Opiates (Codeine, morphine, hydromorphone, hydrocodone)
 - h. Oxycodones (oxymorphone, oxycodone)
 - i. Phencyclidine
 - j. Propoxyphene
 - k. Fentanyl (fentanyl, norfentanyl)

- I. Meperidine
 - m. Tramadol
5. The Employee should be placed on a paid leave until Occupational Health determines the results of the drug test. However, if Employee does not cooperate with Occupational Health or the MRO during this leave (by, for example, refusing to communicate with the MRO or failing to return the MRO's phone calls), all or part of this leave may be unpaid. The Employee shall not be permitted to drive him/herself home from the test and shall not be permitted to return to the workplace after the test. The Employee's immediate leader should arrange for the Employee's transportation home.
 6. The MRO will review the laboratory results of the drug screen to determine if the drugs tested for are present in the Employee's system. If one or more of the drugs are present in the Employee's system, the MRO will consult with the Employee, in a confidential setting, to give the Employee the opportunity to explain the test result and give the MRO any valid prescriptions the Employee has for the drug. If the Employee does not have a valid prescription for the drug, the MRO will report a positive test result.
 7. Occupational Health should inform Human Resources of the result of the drug test.
 8. The BAT results will be available immediately. If the Employee's BAT result is .02 or greater, the result of the BAT is positive and the Employee shall be deemed Impaired. The immediate leader should contact HR for assistance in terminating the Employee. (The leader will not need to wait for the results of the drug test.) The leader and/or HR will arrange for transportation home for the Employee.
 9. If the BAT results are between .010 and .019, the Employee will be given corrective action as appropriate. At the leader's discretion, the Employee may be sent home for the rest of the work day/shift.
 10. If the Reasonable Suspicion/Cause test is based on an unexplained workplace accident in which the Employee is injured, testing shall occur as soon as the Employee's medical condition is stable. If Employee is not injured or refuses medical attention, Employee will be sent for testing immediately.
 11. A Reported Positive Test Result will result in termination of employment.

E. Procedure for DOT Test.

1. Employees subject to DOT testing requirements shall be tested under the circumstances required by applicable DOT regulations (49 C.F.R. Part 40) and in accordance with the procedures and methods outlined in those regulations.
2. A Reported Positive Test Result will result in termination of employment.
3. If Employee's BAT result is .02 or greater, the result of the BAT is positive and the Employee shall be deemed Impaired. The immediate leader should contact HR for assistance in terminating the Employee. (The leader will not need to wait for the results of the drug test.) The leader and/or HR will arrange for transportation home for the Employee. If Employee's BAT result is less than .02, Employee may be subject to corrective action as appropriate.

- F. Procedure for Testing Pursuant to Agreement (sometimes referred to as “re-entry testing”).
1. Drug or alcohol testing conducted pursuant to an agreement between Employee and a medical staff, or Employee and Banner Health, may be done at pre-determined times or on a random basis. Prospective Employees and Employees who are subject to testing under an agreement are also subject to Post-Offer, Reasonable Suspicion/Cause and DOT drug and alcohol testing.
 2. A drug test pursuant to an agreement will test for the following substances:
 - a. Amphetamines (amphetamine, methamphetamine)
 - b. Barbiturates (amobarbital, butalbital, pentobarbital, secobarbital)
 - c. Benzodiazepines (alprazolam, clonazepam, oxazepam, flurazepam, lorazepam, midazolam, nordiazepam, temazepam, triazolam)
 - d. Cocaine
 - e. Marijuana
 - f. Methadone
 - g. Opiates (Codeine, morphine, hydromorphone, hydrocodone)
 - h. Oxycodones (oxymorphone, oxycodone)
 - i. Phencyclidine
 - j. Propoxyphene
 - k. Fentanyl (fentanyl, norfentanyl)
 - l. Meperidine
 - m. Tramadol
 3. If the drug or alcohol test is conducted pursuant to an agreement, the agreement shall govern the time, manner and consequences of testing, except that a BAT result of .02 or greater, or a Reported Positive Test Result, will result in termination of employment.
 4. If testing pursuant to an agreement is done on a random basis, Employee has a maximum of one hour from the time the test is requested to report to the nearest Banner Health Occupational Health clinic for the test, unless the Re-entry agreement states otherwise.
 5. The MRO will review the laboratory results of the drug screen to determine if the drugs tested are present in the Employee’s system. If one or more of the drugs are present in the Employee’s system, the MRO will consult with the Employee, in a confidential setting, to give the Employee the opportunity to explain the test result and give the MRO any valid prescriptions the Employee has for the drug. If the Employee does not have a valid prescription for the drug, the MRO will report a positive test result.
 6. The BAT results will be available immediately. If the Employee’s BAT result is .02 or greater, the result of the BAT is positive and the Employee shall be deemed Impaired and will be terminated from employment. The immediate leader should contact HR for assistance in terminating the Employee. (The leader will not need to wait for the results of the drug test.) The leader and/or HR will arrange for transportation home for the Employee. If the result of the BAT is lower than .02, the terms of the agreement shall govern the consequences for the Employee. However, in addition to any consequences specified in the agreement, the Employee will be subject to corrective action, if appropriate.

G. Inability to Produce Adequate Specimen.

1. If Employee/Prospective Employee submits a urine specimen that does not meet criteria for temperature and no signs of adulteration, the Employee/Prospective Employee will be required to produce a second urine sample.
2. If the second sample does not meet criteria for temperature and no signs of adulteration, Occupational Health will notify HR, and the job offer for the Prospective Employee will be withdrawn. An Employee whose second sample does not meet criteria for temperature and no signs of adulteration will be deemed to have refused the test and Occupational Health will notify HR. Refusal of a drug test will result in termination of employment.
3. If the Employee/Prospective Employee submits a urine specimen that does not meet volume requirements of at least 30cc then the shy bladder protocol will be started.
 - a. Shy Bladder protocol – the Employee/Prospective Employee will be given a total of 3 hours from the time of the initial attempt to provide a specimen of at least 30cc. The Employee/Prospective Employee will be allowed to consume a total of 40 ounces of water during the 3 hour period. The Employee/Prospective Employee is not allowed to leave the clinic at any time during this 3 hour period of time.
4. If the Employee/Prospective Employee is unable to provide a sample meeting the volume criteria within the 3 hours of the Shy Bladder protocol, the MRO will speak to the Employee/Prospective Employee to determine if there is a medical reason for the inability to produce an adequate volume of urine for testing. If there is no medical reason for an inadequate volume of urine then it is considered a Refusal to Test and HR will be notified. Refusal of a drug test will result in withdrawal of offer or termination of employment.

H. Dilute urine specimen

1. If result is dilute positive, for non-DOT/DOT screenings, treat the result as positive
2. If result is dilute negative,
 - a. For non-DOT screenings, treat the result as negative
 - b. For DOT screenings, follow the MRO handbook

V. Procedural Documentation:

- A. Urine Drug Screen Custody and Control Form
- B. Breath Alcohol Testing Form
- C. Stipulated re-entry agreement
- D. Observation Log

VI. Additional Information:

- A. N/A

VII. References:

- A. DOT Urine Drug Screen Collection Guidelines
- B. Arizona Revised Statutes §§23-493 et seq.
- C. Department of Labor: <https://www.samhsa.gov/>
- D. Code of Federal Regulations: 49 CFR Part 40

VIII. Other Related Policies/Procedures:

- A. [Non-DOT Urine Drug Collection, Alcohol Screening, and Alternative Drug Collection](#)
- B. [Post Offer Health Evaluation](#)
- C. [Stipulated Re-Entry](#)

IX. Keywords and Keyword Phrases:

- A. Alcohol testing
- B. After Hours
- C. Alcohol
- D. BAT
- E. Breath Alcohol Test
- F. Diversion
- G. Drug
- H. Drug Free
- I. Drug-Free
- J. Drug Free Community
- K. Drug-Free Community
- L. Drug Screen
- M. Drug Screening
- N. Drug Test
- O. Drug Testing
- P. Employee Health
- Q. For Cause
- R. Impaired
- S. Impairment
- T. Medical Review Officer
- U. MRO
- V. Occupational Health
- W. Positive Test
- X. Post Accident
- Y. Random
- Z. Reasonable Suspicion
- AA.Re-Entry
- BB.Safety Sensitive
- CC. Stipulated Re-Entry

X. Appendix:

- A. Attachment 1
- B. Attachment 2

ATTACHMENT 1

Behaviors or circumstances that justify a drug or alcohol test for Reasonable Suspicion/Cause include, but are not limited to:

- Difficulty standing, walking or maintaining balance;
- Stumbling, trembling, exaggerated gestures or movements;
- Loud or nonsensical speech, exaggerated enunciation, slurred or incoherent speech;
- Lack of response when spoken to; appearance of confusion in response to the speech of others;
- Sleepiness or lethargy;
- Sweaty or flushed appearance, bloodshot eyes;
- Marked deterioration in appearance, or disheveled clothing or hair;
- Odor of alcohol or marijuana
- Hostile or aggressive behavior
- Report from a reliable source that Employee is abusing drugs or alcohol, including verbal, written, or photographic admission of drug or alcohol use;
- A motor vehicle accident during work time if Employee was the driver
- An unexplained workplace accident in which Employee is involved that causes injury or property damage.

Behaviors or circumstances that indicate an Employee may be diverting drugs include, but are not limited to:

- Removal of medication when the patient does not need it or does not match what was ordered;
- Removal of medication for a discharged patient;
- Removal of a duplicate dose of medication;
- Removal of medication without an order;
- Removal of medication under a team member's sign on;
- Substitution of a non-controlled substance for a controlled substance;
- Removal of fentanyl patches
- Theft of patient medications (brought with patient from home)
- Failure to waste when indicated;
- Frequent wasting of entire doses; lack of appropriate documentation when wasting controlled substances;
- Removing used controlled substance from hazardous waste receptacles;
- Offers to medicate patients outside of patient assignment;
- Requests to care for specific patients or take specific projects involving controlled substances;
- Employee's patients reveal persistent pain scale patterns or complaint that narcotics are not having the desired effect.
- Discrepancies found in controlled substance inventory when ordering or distributing; lack of appropriate review with second party;
- Controlled substance inventory overrides in any system.

ATTACHMENT 2

A description of the testing methods and collection procedures to be used:

A. Urine Drug Screen (UDS)

- a. All Banner UDS Collectors must attend formal Initial Collector Training prior to collection of any drug screen. Refresher Training is required every 5 years, after any collector-responsible fatal flaw, or when deemed necessary by the quality assurance manager.
- b. Drug Testing is provided as directed by Banner Health.
- c. Drug testing is done by analyzing an employee's urine sample. This analysis is performed at laboratories certified by the Substance Abuse and Mental Health Services Administration (SAMHSA) of the Department of Health and Human Services (DHHS).
- d. A screening test is performed on the primary sample. If this test is positive for one or more drugs, a confirmation test is required for each drug identified in the screening test.
- e. The confirmation test must use a specialized procedure called "gas chromatography / mass spectrometry", which ensures that over-the-counter drugs are not reported as positive.

B. Urine Collection

- a. Collector verifies donor I.D.
- b. Collector provides the required information on the Custody and Control Form (CCF).
- c. The collector asks the employee to remove any unnecessary outer clothing (e.g., coat, jacket, hat, etc.) and to leave any briefcase, purse, or other personal belongings he or she is carrying with the outer clothing. The employee may retain his or her wallet after it has been inspected for adulteration materials. If the employee asks for a receipt for any belongings left with the collector, the collector must provide one. Items can be locked in secure area and the key given to the donor.
- d. The collector gives the donor a reasonable amount of time to void – approximately 4-5 minutes.
- e. After the donor gives the specimen to the collector, the collector checks the temperature within 4 minutes of void and marks the appropriate temperature box on the CCF. The collector provides a remark if the temperature is outside the acceptable range.
- f. Donor watches the collector pouring the specimen from the collection container into the specimen bottles, placing the caps on the bottles and affixing the labels/seals on each.
- g. Collector dates the specimen bottle labels after they are placed on the specimen bottles.
- h. Donor initials the specimen bottle labels after they have been placed on the bottles.
- i. Collector instructs the donor to read the certification statement and sign, print name, date, provide phone numbers, and date of birth after reading the certification statement. Collector prints and signs their name, documents date and time of collection, and immediately places the sealed specimen bottles and Copy 1 of the CCF in a leak-proof plastic bag, releases specimen package to the delivery service, and distributes the other copies of the form as required.

C. Alcohol Testing Program

- a. The employee must provide identification to the technician.
- b. The technician completes step 1 on the "Breath Alcohol Testing Form" and the employee completes step 2. Refusal to sign the form is taken as refusal to be tested.
- c. Alcohol breath testing is done by having the employee blow forcefully into the mouthpiece of the EBT device for at least six (6) seconds or until the device indicates that an adequate amount of breath has been obtained.
 - i. The employee chooses the individually sealed mouthpiece out of a group of a few.
 - ii. The mouthpiece must be opened in view of the employee.
- d. A screening test is done initially, followed by a confirmation test if necessary.
- e. If the reading is less than 0.010, the test is completed and the BAT distributes the forms.

- f. If the reading is equal to or greater than 0.010 but less than 0.020 the test is completed and HR is notified of result immediately.
- g. If the reading is 0.020 or greater, a confirmation test must be done using an EBT. This test must be completed no sooner than 15 minutes after the screening test, but within 30 minutes of that test if possible. If more than 30 minutes has passed between screening test and confirmation test a comment needs to be made in remarks section of form. The employee will be instructed not to eat, drink, smoke, put anything in their mouth, or to the extent possible, belch. A new mouthpiece is used for the confirmation test.
- h. If the screening and confirmation test results are not the same, the confirmation test result is deemed to be the final result upon which actions can be taken.
- i. The BAT signs and dates the test form.
- j. Test results are immediately given to the designated employer representative in a confidential manner.
- k. If the employee refuses to be tested or to sign the testing form, the BAT notes this action in the remarks section of the form and notifies the employer immediately.
- l. If the employee is unable or states that he/she is unable to provide adequate breath for testing, 3 attempts will be made. If still unable the BAT will note this action in the remarks section of the form and notify the employer immediately.
- m. All breath alcohol testing must be done by a certified breath alcohol technician (BAT).