



DOT SUBSTANCE ABUSE PLAN AND PROCEDURE

Effective April 1, 2015

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DOT DRUG AND ALCOHOL PLAN

Federal Motor Carrier Safety Administration

SECTION I. INTRODUCTION AND GENERAL INFORMATION

A. Drug and Alcohol Prohibition Policy

1. **Policy.** GROUSE MOUNTAIN ENVIRONMENTAL CONSULTANTS, LLC also referred to as "Company" throughout this document, has a long-standing commitment to maintain the highest standards possible for the health and safety of its employees, clients and the public at large. The use of drugs and/or alcohol during or prior to work time, is contrary to these high standards and will not be tolerated.
 - a. Copies of the Company Anti-Drug Abuse and Alcohol Misuse Plan are readily available in the office of the Company's Safety Administrator or Human Resource Department and will be provided upon request.
2. **Purpose.** The purpose of this Drug and Alcohol Plan is to reduce work-related accidents, injuries, and damage which may be caused by drug or alcohol abuse. The Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) has established extensive regulations for drug and alcohol testing under certain circumstances. The Company has adopted this Anti-Drug Abuse and Alcohol Misuse Plan to specify the circumstances under which drug and alcohol testing may be required, the procedures for conducting such testing and the methods and procedures for complying with the requirements of the regulations.
3. **Alcohol Prohibitions**
 - a. No employee shall report for duty or remain on duty while having an alcohol concentration of 0.02 or greater.
 - b. No employee shall use alcohol, be under the influence of alcohol, or have any measured alcohol concentration or detectable presence of alcohol while on duty, operating or in physical control of a commercial motor vehicle.
 - c. No employee shall be on duty or perform safety sensitive functions while the employee possesses alcohol.
 - d. No employee shall report for duty or perform a safety sensitive function within four (4) hours of using alcohol or being under the influence of alcohol.
 - e. No employee required to take a post-accident alcohol test shall use alcohol for eight (8) hours following the accident or until a post-accident alcohol test has been performed whichever comes first.

- f. No employee shall refuse to submit to any required or reason for testing.
4. Drug Prohibitions
- a. No employee shall report for duty or remain on duty when the employee is in possession of, under the influence of, or uses any prohibited substance.
 - b. Prohibited substances include:
 - (1) Controlled substances: marijuana; cocaine; opiates; amphetamines; and phencyclidine (PCP)
 - (2) Legally obtained narcotic drugs or derivatives thereof, except by a doctor's prescription, and then only if the doctor has advised the driver that the drug used as prescribed will not adversely affect the driver's ability to safely perform safety sensitive functions; and,
 - (3) Any other substance, including over the counter medications that may interfere with the driver's ability to safely perform a safety sensitive function.
 - c. No driver shall fail to inform the employer of any therapeutic drug use prior to performing a safety sensitive function. In some cases, a doctor's written opinion regarding the safety of such use may be required.
 - d. No employee shall test positive for any test.
 - e. No employee shall refuse to test for any requirement or circumstance for testing.
 - f. The use, possession, solicitation for, sale of narcotics or other illegal drug, alcohol or prescription medication without a valid prescription on Company premises, the premises of our customers or while performing an assignment for the Company is prohibited.

B. Effective Date of Policy

- 1. This drug and alcohol plan is effective immediately, and may be revised without notice as needed.
- 2. Prospective and existing employees shall receive a copy of this plan and sign that they understand the policies in the Company Anti-Drug Abuse and Alcohol Misuse Plan and the requirements for testing per DOT regulations. Copies of the Anti-Drug Abuse and Alcohol Misuse Plan are on file in the Administrative Offices and are available upon request. A complete copy of the DOT testing regulations is also available upon request.

C. Acceptance of Policy

1. Compliance with this policy is a condition of employment.
2. **Acceptance of the terms of this policy shall not be construed to be a contract, written, or implied, for long term employment with the Company.**

D. Applicability

1. The policy and procedures apply to all employees of the Company who operate a commercial motor vehicle in Interstate or Intrastate Commerce, are subject to the commercial driver's license requirements of 49 CFR Part 383 or are otherwise mandated by the DOT testing. Covered employees include but are not limited to:
 - a. Full time, part time, intermittent and employee/drivers who must be available upon request to perform a safety sensitive function for the employer.

E. Circumstances for Testing

Pursuant to regulations promulgated by the DOT, GROUSE MOUNTAIN ENVIRONMENTAL CONSULTANTS, LLC will test employees for drug and/or alcohol under the following circumstances: (1) pre-employment; (2) random; (3) post-accident; (4) reasonable suspicion; (5) return-to-duty; and (6) follow-up testing.

1. Pre-Employment Testing

- a. All driver/applicants will be required to submit to and pass a pre-employment drug test before performing a safety sensitive function for the Company.
- b. Pre-employment drug testing will follow the urine split specimen testing procedures outlined in 49 CFR Part 40.
- c. **Job applicants may be required to test using additional and alternative methods of drug testing (saliva, hair follicle or an express urine test) and/or pass an alcohol test in addition to the testing mandated by the DOT for pre-employment testing, per Company policy. Such testing would be performed on a Non-DOT chain of custody form and would not interfere with, or take place of, the testing circumstances or procedures regulated by the DOT.**

2. Random Testing

- a. Employees in "covered" positions will be subject to random testing for drugs and alcohol. The random selections will be performed using a DOT approved computer generated selection process.

- b. An employee selected for random testing will be contacted by his/her supervisor and instructed to immediately report to the designated collection site. A request to report for random testing can be made by the employer at any time, on or off duty. Employee time spent complying with the DOT regulations for all circumstances for testing will be compensated by the employer.
 - c. Random testing will be conducted quarterly, with a minimum of 50% of the employer's average employee base selected for drug testing. A minimum of 10% of the employer's average employee base will be selected for alcohol testing. Testing will be spread out evenly over a twelve (12) month period.
 - d. A failure to report for a drug and/or alcohol test for any circumstance for testing in a prompt but reasonable time frame will be considered a refusal to test which is the same as a positive test.
3. Post-Accident
- a. A DOT post-accident shall be performed under one or more of the following circumstances:
 - (1) A fatality is involved;
 - (2) A citation was issued to the driver and one or more vehicles involved incurred disabling damage requiring a tow; or,
 - (3) A citation was issued to the driver and someone involved in the accident required medical treatment away from the scene.
 - b. Obligations of Employee Subject to Post-Accident Testing:
 - (1) An employee/driver who is subject to post-accident testing may not consume alcohol for eight (8) hours after the accident, or until he/she has taken an alcohol test, whichever occurs first.
 - (2) An employee who is subject to post-accident testing must remain readily available for such testing and may not take any action to interfere with the testing process.
 - (3) **An employee involved in any accident or incident resulting in any property damage or injury must report to management immediately and submit to any testing or treatment recommendations deemed appropriately by the Company. A failure to promptly report injuries or property damage may be perceived by management as an attempt by the employee to avoid Company testing requirements, thus a refusal to test. A refusal to test is the same as a positive test. A refusal to test shall result in discipline up to and including termination of employment.**

4. Reasonable Suspicion

- a. Any employee whom GROUSE MOUNTAIN ENVIRONMENTAL CONSULTANTS, LLC reasonably suspects may be affected by the use of drugs or alcohol which may adversely affect safe job performance or the safety of others will be required to submit to a reasonable suspicion drug and/or alcohol test. This includes instances when an employee demonstrates behavior that leads the supervisor to suspect that he/she has used drugs or alcohol prior to work time.
- b. A trained supervisor will make the decision whether there is reasonable suspicion to believe an employee is impaired by, or under the influence of, a drug or alcohol while on duty in violation of this policy.
- c. In making a determination of reasonable cause, the factors to be considered include, but are not limited to, one or more of the following:
 - (1) Adequately documented pattern of unsatisfactory work performance, for which no apparent non-impairment related reason exists, or a change in an employee's prior pattern of work performance;
 - (2) Physical signs and symptoms consistent with substance abuse; or
 - (3) Evidence of illegal substance abuse, possession, sale or delivery while on duty.
- d. When a determination is made that reasonable suspicion exists that an employee may be under the influence of drugs or alcohol in violation of this policy, the employee shall be driven by a supervisor to the collection site for testing. The employee will be relieved of his/her duties performing a safety sensitive function pending the results of the substance abuse testing.

5. Return-to-Duty Testing

- a. Before a DOT regulated employee returns to duty performing a safety sensitive function after violating one of the prohibitions of DOT drug and alcohol regulations, a negative return-to-duty drug and/or alcohol test must be obtained. A return-to-duty test would follow the mandatory evaluation and treatment directives of a Substance Abuse Professional (SAP). See G. Substance Abuse Evaluation.

6. Follow-up Testing

- a. The requirements and frequency of follow-up testing will be established by the SAP. The testing must be performed in accordance with 49 CFR Part 40, Subpart O, and would include no less than six (6) follow-up tests in the first twelve (12) months.

- b. The cost of follow-up testing shall be borne by the employee through a payroll deduction.

7. Additional Circumstances for Testing:

- a. In addition to the aforementioned circumstances for testing required by the DOT, the Company may request that employees submit to testing for any reason, with or without cause, any time the Company deems that testing is appropriate. Employer initiated testing will not interfere with, or take place of, DOT required testing or procedures.

F. Refusal to Submit Testing and Use of Adulterants

1. A refusal to submit to testing will be treated as if it were a positive test, thus rendering the driver unqualified to perform safety sensitive functions. Examples of what constitutes a refusal to submit include but are not limited to:
 - a. Failure to report to the testing facility when directed by the supervisor;
 - b. Failure to provide a suitable breath or saliva specimen for alcohol testing after a physician's evaluation has determined that no reasonable medical explanation exists for the failure;
 - c. Failure to provide a urine specimen within the time parameters allowed by the DOT after a physician's evaluation had determined that no medical explanation exists for the failure; or,
 - d. Failure to cooperate with any part of the testing process, including leaving the test site before completing the testing process or refusing to sign the chain of custody form.
2. A specimen containing an adulterant, a substance used to hinder the detection of a drug, will be treated the same as a refusal to test, resulting in a positive test result. Tampering with a specimen or substituting another specimen for one's own are acts also considered refusals to submit.

G. Substance Abuse Professionals and Evaluations

1. A driver who has violated one of the drug and alcohol prohibitions set forth by the DOT has become unqualified to perform safety sensitive functions.
2. If the driver or covered employee desires to become re-qualified for service performing safety sensitive functions, he/she must be evaluated by a Substance Abuse Professional (SAP) and submit to any treatment prescribed by the SAP.
3. Following an evaluation and completion of any prescribed treatment, the employee or job applicant must pass a return-to-duty drug and/or alcohol test.

4. If employed or hired for a position requiring performance of a safety sensitive function, the covered employee will be subject to a minimum of six (6) follow-up tests spread out over a twelve (12) month period.
5. Follow-up testing is in addition to all other circumstances for testing required by DOT regulations.
6. **In addition to follow-up testing required by DOT regulations and prescribed by the SAP, the Company may request that the employee/applicant submit to Non-DOT testing as deemed appropriate by the Company.**
7. All DOT follow-up testing, treatment and evaluation costs shall be borne by the employee. The Company will only be responsible for payment of additional testing requested by the Company.
8. The Company does not promise to retain, re-hire or keep a position open for any employee attempting to become re-qualified, or any employee who has successfully attained re-qualifications.

SECTION II. SAMPLE COLLECTION AND TESTING

A. Collection of Samples

1. Following testing requirements set forth in Part 40, the collection site shall have all necessary trained personnel, materials, equipment, facilities and supervision to provide for the collection, security, and temporary storage and shipping of specimens to a certified drug testing laboratory.
2. Alcohol tests will be scheduled during, immediately before, or immediately after the employee's performance of safety sensitive functions, or readiness to perform such functions.
3. Drug testing may be scheduled at any time. Testing under this policy is considered work time and will be compensated at the employee's normal rate of pay.

B. Drug Testing Procedures and Disclosure of Results

1. GROUSE MOUNTAIN ENVIRONMENTAL CONSULTANTS, LLC shall use a drug testing laboratory approved and certified by the Substance Abuse and Mental Health Services Administration (SAMSHA).
2. Testing mandated per DOT regulations for testing will require a split specimen urine sample. If the primary specimen tests negative for drugs, the result and testing methodology will be reported to the Medical Review Officer (MRO). The MRO will then report the negative test result to the Company's designated recipient.
3. If the primary specimen tests positive on the initial laboratory screening, the specimen will be tested again using the comprehensive testing method Gas Chromatography Mass Spectrometry (GCMS).
4. If the specimen tests positive on the GCMS confirmation test, the laboratory will forward the results to the MRO. The MRO will then do the following:
 - a. Review the laboratories testing methodology for accuracy;
 - b. Attempt to contact the employee within twenty-four (24) hours of receipt of the results to offer the employee an opportunity in which to offer a reason for the positive test;
 - c. If the contact attempt is unsuccessful, the MRO will then contact the employer and instruct the employer to immediately notify the employee and instruct the employee to contact the MRO.
 - d. If no contact with the MRO takes place within seventy-two (72) hours after the employee has been notified to call the MRO, or no contact has been made at all within five (5) days of receiving the result, the MRO may report the test as a positive to the employer or employer's agent.

C. Prescription Drug Use

1. The use of prescription drugs and/or over the counter medications must be reported to the Company if such use has the ability to impair the safe performance of job duties. In some circumstances, a Physician's determination that using the drug or medication in question should not impair the ability of the employee to perform his/her job function may be necessary.
2. Use of a prescription or legal drug that results in a positive drug test will be subject to disciplinary action when:
 - a. The employee failed to notify the employee's supervisor, before beginning work, that the employee was taking medications or drugs which might interfere with the safe and/or effective performance of duties;
 - b. Verification of valid current prescription or legal use of such drug is not provided to the MRO by the next scheduled work day; or
 - c. Misuse of the prescription or recommended drug has been established by the MRO.
3. If the MRO determines there is a legitimate medical explanation for the positive test results, the MRO may report the test result to GROUSE MOUNTAIN ENVIRONMENTAL CONSULTANTS, LLC as negative.

D. Alcohol Testing Procedures and Test Results

1. All collection, testing procedures, test evaluation measures, testing equipment, quality control measures and reporting of alcohol tests will conform to Part 40 regulations.
2. Any initial test indicating an alcohol concentration of .02 or greater will be confirmed using an evidential breath testing device. The confirmation test will be performed no sooner than fifteen (15) minutes, but no later than thirty (30) minutes after the initial screen.
3. If the confirmed alcohol test results is .02 to .039, the employee must:
 - a. Be removed from performing safety sensitive functions for twenty-four (24) hours or until his/her next work shift whichever is longer; and
 - b. Submit to and pass an alcohol test prior to returning to work performing safety sensitive functions.
4. If the confirmed alcohol test is .04 or greater, the employee has violated DOT regulatory prohibitions and has become unqualified to perform safety sensitive functions.

SECTION III. ON-CALL EMPLOYEES

A. General

1. Employees who are called to work must be fit for duty upon arrival. If an employee is called to perform a job duty for the Company on his/her normal off duty time, it is the responsibility of the employee to report to the supervisor any possible impairment due to drug or alcohol use prior to reporting for duty.
2. Once an employee reports for duty and is perceived to be under the influence, the employee will be subject to the provisions of reasonable suspicion testing.

SECTION IV. FIT FOR DUTY

A. General

1. All employees performing job functions on behalf of the Company whether on or off Company premises are required to be fit for duty.
2. Several conditions may render the employee un-fit to work. The Company will consider:
 - a. A medical concern, a mental or emotional problem, fatigue, a reaction to prescription medication and/or suspicion of substance abuse when determining whether the employee is able to perform job duties.

SECTION V. POLICY DISCIPLINE

A. General

1. The Company will impose disciplinary action for policy violations as they deem appropriate. Disciplinary actions will include removal from performing safety sensitive functions per DOT regulatory policy, and additional discipline up to and including termination of employment per Company policy.

SECTION VI. EMPLOYEE ASSISTANCE PROGRAM (EAP)

A. Employee Training

1. The Employee Assistance Program, for the purposes of this plan, will provide one hour per year of education and training on drug abuse and alcohol misuse to all employees. The education may include, but not be limited to:
 - a. Distribution of the Company Anti-Drug and Alcohol Plan;
 - b. Audio and video presentations; or,
 - c. Informal material distributed to employees.

B. Supervisor Training

1. Supervisory personnel will receive two hours of training per year regarding the Anti-Drug and Alcohol Plan. The training shall include at least sixty (60) minutes of training on the signs and effects of controlled substance use, and at least sixty (60) minutes of training on the signs and effects of alcohol misuse. This training shall be for supervisors who may need to make a determination whether an employee will be required to be drug and alcohol tested for reasonable suspicion testing circumstances.

SECTION VII. CONFIDENTIALITY OF RESULTS

A. General

1. All records relating to drug and alcohol testing will be maintained in a confidential file in a secure location with controlled access, separate from personnel files.
2. A communication received by Company management relevant to an employee's drug and/or alcohol test and received through the Company testing program is confidential and privileged, and will not be disclosed by the Company except:
 - a. To the tested employee, prospective employer or another person designated in writing by the employee or prospective employee;
 - b. An individual designated by an employer to receive and evaluate test results or hear the explanation from the employee or prospective employee;
 - c. As ordered by a court government agency; or
 - d. In any proceeding initiated by, or on behalf of, the individual arising from a positive test.

SECTION VIII. RIGHT TO SEARCH

A. General

1. Although every effort will be made to respect the privacy of our employees, the Company reserves the right to conduct unannounced searches for contraband and illicit drugs and/or alcohol on Company premises, in Company vehicles, facilities, equipment and on-site locations. Employees are expected to cooperate in the conducting of searches.
2. A search of an employee's personal property will be conducted only when cause exists to suspect that the employee is in violation of this policy.
3. Decisions to search Company owned equipment and workspace do not have to be based on any cause to suspect a violation of this policy.

SECTION IX. EMPLOYEE NOTIFICATION

A. General

1. All vacancy positions advertised by the Company will include a statement that informs a prospective applicant that the employer implements a drug testing program.
2. The employer will post a notice that Substance Abuse Testing is a required condition of employment in the employee's work area.
3. The employer shall post a notice that the employer's Substance Abuse Policy and Employee Assistance Plan shall be made available to the employee as soon as is reasonably possible after request. The Policy and EAP will be on file in the office of the Human Resources Manager or Designated Employer Representative.

SECTION X. EMPLOYEE REPORTING REQUIREMENTS

A. General

1. All employees are required to report to management within 24 hours of any drug or alcohol conviction.
2. Employees are required to report legal drug use if such use has the ability to impair judgment or the safe performance of job duties before performing a job duty for the company.

SECTION XI. AT-WILL EMPLOYMENT

A. General

1. Although acceptance of the terms of this Policy and Procedure is a condition of employment, it does not affect the employee's status as an "at-will" employee. The employee remains free to resign his/her employment at any time for any or no reason, without notice. Similarly, the Company reserves the right to terminate any employee's employment, for any or no reason, without notice.
2. Nothing in this policy statement is meant to infer a contract, written or implied, for long term employment with the Company.

SECTION XII. COMPLIANCE WITH APPLICABLE LAWS

A. General

1. The company reserves the right to interpret, modify or revise this policy in whole or in part without notice. The Company will follow requirements of applicable law and the terms of this policy, provided that the policy is consistent with applicable law.

SECTION XIII. DEFINITIONS

Accident is defined as an unplanned, undesired event, not necessarily resulting in injury, but damaging to property and/or interrupting the activity in process.

Adulteration of a specimen means adding something to or somehow changing the composition of the urine/breath/saliva sample. Substituting or tampering with a specimen is included in the category of adulteration, and are all considered Refusals to Submit to testing.

Alcohol means ethanol, isopropanol, or methanol.

Alcohol concentration means the alcohol in a volume of breath expressed in terms of grams of alcohol –per 210 liters of breath-as indicated by an evidential breath test.

Alcohol Use means the consumption of any beverage or mixture, including any medication or mouthwash containing alcohol.

Breath Alcohol Technician (BAT) means an individual who operates an EBT and instructs and assists individuals in the alcohol testing process.

Collection Site Person is an individual authorized by the Company to collect samples in accordance with this policy and trained in procedures for such collections. The Company has chosen to follow the highest industry standards for work place collection, testing and reporting of test results; therefore, Company testing procedures will attempt to follow the federal drug testing procedures.

Designated Employer Representative (DER) is a term used to describe an individual identified by the employer who is able to receive communication and test results from service agents and answer questions related to employer's drug and alcohol program.

Drug(s) means a substance considered unlawful under AS 11.71 or under federal law, or the metabolite of the substance.

Drug Testing means testing for evidence of the use of a drug.

Evidential Breath Testing Device (EBT) is a device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath, and is placed on NHTSA's "Conforming Products List" (CPL) of evidential breath measurement devices.

Employee Assistance Program (EAP), for the purpose of this plan, means, a program that includes drug and alcohol training and referrals for treatment.

Failing a Drug Test shall mean the test results show positive evidence of the presence of a drug or drug metabolite in an employee's system in amounts that exceed cutoff levels established by the Department of Transportation for workplace testing programs.

Fit for Duty is the determination that the employee is able to safely perform his/her job functions.

Medical Review Officer (MRO) is the licensed physician or doctor of osteopathy who is responsible for reviewing positive laboratory results generated by the employer's testing program.

On-Site Test refers to a urine or saliva test in which the results are available immediately. All not-negative on-site tests will be confirmed by a certifying laboratory.

Performing a safety sensitive function a driver is said to be performing a safety sensitive function during any period in which he or she is actually performing, ready to perform, or immediately available to perform a safety sensitive function.

Prospective Employee means a person who has made application to the Company, whether oral or written, to become an employee.

Q.E.D. refers to a saliva alcohol test, in which the results are available immediately. A positive Q.E.D. alcohol test will be confirmed if possible using a certified breath alcohol testing device

Random means a scientifically valid method that ensures that all covered employees have an equal chance of being selected.

Reasonable Cause testing means a drug and /or alcohol test that is administered whenever a manager or supervisor has reasonable cause to believe that an employee is using drugs and/or alcohol. Determinations will be based on specific, contemporaneous, articulable observations concerning the employee, including but not limited to, the employee's appearance, and behavior, speech or body odors.

Rapid Test means a test designed to provide an instant screened test result.

Refusal to submit means failure to cooperate and provide a drug and alcohol sample, after receiving notice of the test in accordance with the Company Drug and Alcohol Plan. A refusal will be treated the same as a positive test result. A refusal to test for alcohol occurs when a covered employee fails to provide an adequate breath for testing without a valid medical explanation after receiving notice of the requirement to be tested in accordance with the provisions of the Company Drug and Alcohol Plan, or engages in conduct that clearly obstructs the testing process. Adulterating, substituting, or tampering with a specimen are considered Refusals to Submit.

Safety Sensitive Function is all time from the driver begins work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility from work.

Sample or Specimen means urine, saliva, hair or breath from the person being tested.

Split Specimen means the dividing of the urine specimen into two sample/specimen containers for the purpose of offering the employee the opportunity to have the 2nd specimen container tested at a different certified laboratory in the case of the primary specimen testing positive for drugs.

Substance Abuse Professional (SAP) means a licensed physician (medical doctor or doctor of osteopathy) or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor ("Certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission or by the International Certification Reciprocity Consortium/Alcohol and Other Drug Abuse") with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substance related disorders.
Under the influence is a condition in which a person is affected by a drug or alcohol in any detectable manner.

SECTION XIV. DRUG AND ALCOHOL PERSONNEL AND SERVICES

1. DRUG PROGRAM MANAGER (DPM)

Grouse Mountain Environmental Consultants, LLC
Jason Sutton, Principal
(307) 684-2112
jsutton@gmecwy.com

2. EMPLOYEE ASSISTANCE PROGRAM MANAGER

Grouse Mountain Environmental Consultants, LLC
Jason Sutton, Principal
(307) 684-2112
jsutton@gmecwy.com

3. CONSORTIUM/THIRD PARTY ADMINISTRATOR

Volunteers of America, Northern Rockies
500 W Lott Street Unit C
Buffalo, WY 82834
(307) 684-9076
Attn: Scott Duncan

APPENDIX A. WHAT ARE THE EFFECTS OF ALCOHOL AND DRUGS ON THE BODY?

ALCOHOL

Alcohol is widely abused primarily due to its social acceptance and availability. It is considered a recreational beverage when consumed in moderation for enjoyment and relaxation during social gatherings. "Abuse" occurs when it is used primarily for its physical and mood-altering effects. About half of all auto accident fatalities in the United States are related to alcohol abuse.

SIGNS AND SYMTOMS OF USE:

- Dulled mental process
- Lack of coordination
- Odor of alcohol on breath
- Pupils may be constricted
- Sleepy or stuporous condition
- Slowed reactions
- Slurred speech
- Greatly impaired driving ability
- Reduced coordination and reflex actions
- Impaired vision and judgment
- Inability to divide attention
- Lowering of inhibitions
- Headaches, nausea, dehydration, unclear thinking, unsettled digestion and aching muscles are associated with over-indulgence (hangover)

HOW DOES IT WORK ON THE BODY

Alcohol first acts on the parts of the brain that affects self-control and other learned behaviors. Diminishing self-control often leads to aggressive behaviors. In large doses, alcohol dulls sensations and impairs muscle coordination, memory, and judgment. Taken in large quantities over a long period of time, alcohol can damage the liver and heart, and may cause permanent brain damage. On average, heavy drinkers shorten their life span by about ten years.

HEALTH EFFECTS:

Over time chronic consumption of alcohol may result in the following health hazards.

- Liver damage
- Inflammation of the esophagus
- Aggravation of peptic ulcers

- Acute and chronic pancreatitis
- Malabsorption of food nutrients that may lead to malnutrition
- Heart attack
- Hypertension
- Stroke
- Immune system depression (makes the body more susceptible to infections)
- Cancers of the liver, esophagus, nasopharynx or larynx
- Brain damage (dementia, blackouts, seizures, hallucinations, peripheral neuropathy)

HOW ALCOHOL IMPAIRS FUNCTIONS NEEDED FOR SAFE WORK PERFORMANCE:

The subtlety and complexity of the skills required to operate a motor vehicle safely make people susceptible to impairment from even low doses of alcohol. The evidence linking alcohol and transportation accidents is supported by experimental studies conducted by the National Institute on Alcohol Abuse and Alcoholism, relating the effect of alcohol on specific driving related skills. Impairment is related to alcohol in terms of its concentration in the bloodstream. For example, a blood alcohol concentration (BAC) of 0.04 percent might be achieved by a 150 pound man consuming two drinks in one hour.

Alcohol impairs nearly every aspect of the brains information processing. Alcohol impaired drivers require more time to read street signs or respond to traffic signals than unimpaired drivers. As a result, impaired drivers tend to look at fewer sources of information. A narrowing of the field of attention begins at about 0.04 percent BAC.

MARIJUANA

Marijuana is one of the most misunderstood and under-estimated drugs of abuse. It is used for its mildly tranquilizing, mood and perception altering effects. It alters the brains interpretation of incoming messages but does not depress the reactions of the central nervous system. It alters a person's sense of time and reduces the ability to perform tasks requiring concentration, swift reflexes and coordination. The drug has a significant effect on a user's judgment, caution and sensory/motor abilities.

SIGNS AND SYMTOMS OF USE:

- Reddened eyes
- Slowed speech
- Distinctive, pungent odor on clothing (aroma of alfalfa combined with incense)
- Lackadaisical "I don't care" attitude
- Chronic fatigue and lack of motivation
- Irritating cough
- Chronic sore throat

- Restlessness
- Inability to concentrate
- Increased pulse rate and blood pressure
- Rapidly changing emotions and erratic behavior
- Impaired memory and attention
- Hallucinations, fantasies and paranoia
- Decrease in/temporary loss of fertility
- Distorted perception of time
- Apathy
- Delayed decision making
- Aggressive urges
- Confusion
- Hallucinations

HEALTH EFFECTS:

- Lung irritations
- Emphysema-like conditions
- Cancer
- Heart conditions
- Respiratory tract and sinus infections caused by the fungus *Aspergilla*, a common contaminant of marijuana
- Lowered immune system response
- Aggravation of ulcers
- Brain damage

HOW MARIJUANA IMPAIRS SAFE WORK PERFORMANCE AND DRIVING

Marijuana impairs driving ability for at least 4-6 hours after smoking one “joint” (cigarette); it impairs signal detection (ability to detect a brief flash of light); it impairs tracking (ability to follow moving objects with the eyes); it impairs visual distance measurements; and it chemically alters the brain and gross motor functioning of the body, having a direct impact on the complex system of critical thinking skills and reflexes that allow people to drive safely and conscientiously.

COCAINE

Cocaine is used medically as a local anesthetic. It is abused for its powerful physical and mental stimulant properties. The entire central nervous system is energized by cocaine. Heart rate and blood pressure are elevated. Muscles become tenser and the body burns up more energy. The brain experiences an exhilaration caused by a large release of neuro-hormones associated with mood elevation.

Crack or rock cocaine gets its name from the popping sound heard when it is heated. The most dangerous effect of crack is that it can cause vomiting, rapid heartbeat, tremors and convulsive movements. All of this muscle activity increases the demand for oxygen, which can result in a cocaine-induced heart attack. Since the heat regulating center in the brain is also disrupted, dangerously high body temperatures can occur. With high doses, brain functioning, breathing and heartbeat are depressed – leading to death.

SIGNS AND SYMTOMS OF USE:

- Fatigue
- Anxiety and agitation
- Runny or irritated nose
- Difficulty in concentrating
- Dilated pupils and visual impairment
- High blood pressure, heart palpitations and irregular heart rhythm
- Insomnia
- Profuse sweating and dry mouth
- Impaired driving ability
- Hallucinations
- Talkativeness
- Restless, aggressive behavior
- Wide mood swings
- Increased physical activity
- Heightened, but momentary, feeling of confidence, strength and endurance
- Paranoia (which can trigger mental disorders in users prone to mental instability)
- Repeated sniffing/snorting causes irritation of the nostrils and nasal membrane, which may cause nosebleeds
- Compulsive behavior such as teeth grinding or repeated hand washing
- Craving for more cocaine

HEALTH EFFECTS:

- Accelerated pulse, blood pressure and respiration. Use may cause spasms of blood vessels in the brain and heart, leading to ruptured vessels that lead to heart attack and stroke.
- Regular use may upset the chemical balance of the brain, which may speed up the aging process by causing irreparable damage to critical nerve cells.
- Mental dependency on crack cocaine occurs within days (within several months when coke is snorted)
- Cocaine is extremely dangerous when taken with depressant drugs. Death due to overdose can be rapid, and the potentially fatal effects of an overdose are often not reversible.

HOW COCAINE IMPAIRS FUNCTIONS NEEDED FOR SAFE WORK PERFORMANCE:

Cocaine chemically alters the brain and gross motor functioning of the body, having a direct impact on the complex system of critical thinking skills and reflexes that allow people to drive safely and conscientiously.

AMPHETAMINES AND METHAMPHETAMINES

Amphetamines and methamphetamines are drugs that stimulate the central nervous system and promote a feeling of alertness and an increase in speech and general physical activity. While amphetamines are usually sold in tablet form, methamphetamines are available as a powder, and may be swallowed, snorted or injected.

Although they were widely prescribed at one time for weight reduction and mood elevation, the legal use of amphetamines is now limited to a narrow range of medical conditions. In action, methamphetamines are nearly identical to amphetamines. It is abused for the physical sense of energy at lower doses and the mental exhilaration at higher doses. Even small, infrequent doses can produce toxic effects in some people.

SIGNS AND SYMPTOMS OF USE:

- Hyper-excitability, restlessness, anxiety
- Dilated pupils
- Profuse sweating
- Rapid respiration
- Difficulty focusing eyes
- Exaggerated reflexes, body tremors
- Impaired driving ability
- Loss of appetite
- Headaches/dizziness
- Confusion
- Panic
- Talkativeness
- Inability to concentrate
- Short term insomnia
- Paranoid thoughts
- Hallucinations

HEALTH EFFECTS:

- Heart beat disturbances or heart damage caused by severe constriction of capillary blood vessels
- Increased blood pressure
- Convulsions

- Coma
- Brain damage resulting in speech disturbances
- High doses may cause toxic psychosis resembling schizophrenia
- Long-term users often have acne resembling measles, trouble with their teeth, gums and nails, and dry, dull hair.

HOW AMPHETAMINES IMPAIR FUNCTIONS NEEDED FOR DRIVING AND SAFE WORK PERFORMANCE:

They chemically alter the brain and gross motor functioning of the body, having a direct impact on the complex system of critical thinking skills and reflexes that allow people to drive safely and conscientiously.

OPIATES

Sometimes narcotics found in medicines are abused. This includes pain relievers containing opium and cough syrups containing codeine. Heroin is illegal and cannot even be obtained with a physician's prescription. Most medical problems associated with the use of opiates are caused by uncertain dosages, use of unsterile needles or from combining a narcotic with other drugs.

SIGNS AND SYMPTOMS OF USE:

- Mood changes
- Impaired mental function and alertness
- Impaired vision
- Constricted pupils
- Impaired coordination
- Impaired driving ability
- Drowsiness followed by sleep
- Decreased physical activity
- Sleeplessness and drug craving
- Depression and apathy
- Constipation
- Nausea and vomiting

HEALTH EFFECTS:

- IV needle users have a high risk for contracting hepatitis and HIV due to the sharing of needles
- Narcotics increase pain tolerance. As a result, people could more severely injure themselves and fail to seek medical attention due to a lack of pain sensitivity
- The effects of narcotics are multiplied when used in combination with alcohol and other depressant drugs, causing an increased risk for overdose.

HOW OPIATES IMPAIR FUNCTIONS NEEDED FOR DRIVING AND SAFE WORK PERFORMANCE:

Opiates chemically alter the brain and gross motor functioning of the body, having a direct impact on the complex system of critical thinking skills and reflexes that allow people to drive safely and function conscientiously.

PHENCYCLIDINE (PCP)

PCP was developed as a surgical anesthetic in the late 1950s. Later due to its unusual side effects in humans, it was restricted to use as a veterinary anesthetic and tranquilizer. Today it has no lawful use and is no longer legally manufactured. It is abused largely for its variety of mood-altering effects.

PCP scrambles the brain's internal stimuli and alters how users see and deal with their environment. Routine activities like driving and walking become very difficult.

A low dose produces sedation and euphoric mood changes. The mood can change rapidly from sedation to excitation and agitation. Increased doses produce an excited, confused state including any of the following: muscle rigidity, loss of concentration and memory, visual disturbances, delirium, feelings of isolation, and convulsions.

SIGNS AND SYMTOMS OF USE:

- Impaired driving ability
- Impaired coordination
- Thick, slurred speech
- Severe confusion and agitation
- Muscle rigidity
- Profuse sweating
- Loss of concentration and memory
- Extreme mood shift
- Nystagmus (jerky, involuntary eye movements)
- Rapid heartbeat
- Dizziness
- Convulsions
- Memory loss

HEALTH EFFECTS:

- The potential for accidents and overdose emergencies is high due to the extreme mental effects combined with the anesthetic effect on the body.
- PCP becomes more potent in combination with other depressant drugs, including alcohol, increasing the likelihood of an overdose reaction.

HOW PCP IMPAIRS FUNCTIONS NEEDED FOR DRIVING

PCP chemically alters the brain and gross motor functioning of the body, having a direct impact on the complex system of critical thinking skills and reflexes that allow people to function safely and conscientiously. PCP also causes severe disorientation.

METHYLAMPHETAMINE (MDMA) (Ecstasy)

MDMA (Methylamphetamine, also known as ecstasy) is a synthetic drug that causes both hallucinogenic and stimulant effects. The drug was developed in Germany in the early twentieth century as an appetite suppressant, but today's users consume the drug for its hallucinogenic effects, which they claim heighten their senses and make them feel less inhibited.

SIGNS & SYMPTOMS OF USE:

- Muscle tension
- Involuntary teeth clenching
- Nausea
- Blurred vision
- Tremors
- Rapid eye movement
- Sweating
- Chills
- Confusion
- Anxiety
- Sleeplessness
- Paranoia

HEALTH EFFECTS:

- Heart disease & circulatory problems due to MDMA can increase heart rate and blood pressure.
- Dehydration, hyperthermia, and heart or kidney failure due to overexertion
- Overdose & death.

HEROIN

Heroin is an opiate drug that is synthesized from morphine, a naturally occurring substance extracted from the seed pod of the Asian opium poppy plant. Heroin usually appears as a white or brown powder or as a black sticky substance, known as "black tar heroin." Heroin enters the brain, where it is converted to morphine and binds to receptors known as opioid receptors.

These receptors are located in many areas of the brain (and in the body), especially those involved in the perception of pain and in reward.

SIGNS & SYMPTOMS OF USE:

- Runny nose or constant sniffing
- Needle marks on arms and even on legs
- Slurred speech
- Very little motivation
- Displays of hostility toward others
- Possession of drug paraphernalia
- Small pupils
- Dry mouth
- Muscle spasms

HEALTH EFFECTS:

- Infectious diseases, including HIV/AIDS and Hepatitis
- Pulmonary complications including pneumonia
- Collapsed veins
- Infection of the heart lining and valves
- Toxic damage to vital organs
- Overdose & death

OVER-THE-COUNTER & PRESCRIPTION MEDICATIONS

Over-the-counter medications, and even prescription medications, may interfere with your ability to drive safely and/or perform job functions safely. Make sure that you know about the possible side effects of these drugs before you take them. Consult your physician if you have any questions about a prescription and read the directions for use on every over-the-counter drug you use.

APPENDIX B.

Employee Assistance Program

Al-Anon Family Group Headquarters, Inc.

Al-Anon provides information on alcoholism and alcohol abuse and refers callers to local Al-Anon support groups established to help friends and families of alcoholics. For a brochure, call 1-888-4-AL-ANON; or contact:

Al-Anon Family Group Headquarters, Inc.
Virginia Beach VA 23454-5617
757-563-1600 (USA)
613-722-1830 (Canada)

Alcoholics Anonymous World Services

Alcoholics Anonymous (AA) provides information and support to recovering alcoholics through local chapters in communities nationwide.

Alcoholics Anonymous World Services
475 Riverside Drive
New York, NY 10115
Phone: **212-870-3400**

American Council on Alcoholism

The American Council on Alcoholism provides referrals to alcohol treatment programs nationwide and provides written materials. (**1-800-527-5344**)

DrugHelp.org

Treatment facility referrals and helpline. (**800-HELP-111**)

Narcotics Anonymous

Narcotics Anonymous (NA) provides information and support to recovering addicts through local chapters in communities nationwide.

Narcotics Anonymous World Services, Inc.
PO Box 9999
Van Nuys, CA 91409, USA
Phone: **818-773-9999**

National Clearinghouse for Alcohol & Drug Information

National Clearinghouse for Alcohol & Drug Information
P.O. Box 2345
Rockville, MD 20847-2345
M-F 8am-7pm EST

National Council on Alcoholism and Drug Dependence, Inc.

The National Council on Alcoholism and Drug Dependence provides written information on alcohol/drug abuse and provides a referral service to treatment and counseling centers across the country.

National Council on Alcoholism and Drug Dependence, Inc.
12 West 21st, 7th Fl.
New York, NY 10017
212-206-6770
800-NCA-call or 800-622-2255

National Institute on Drug Abuse (NIDA)

National Institute on Drug Abuse (NIDA) is federally funded service providing referrals to drug and alcohol programs, including referrals to programs for those who cannot pay for services (**1-800-622-HELP**)

National Institute on Drug Abuse
5600 Fishers Lane, Room 10A03
Rockville, MD 20857
301-443-4577

800-COCAINE

800-COCAINE is an information and referral hotline that refers callers to drug rehabilitation and counseling services in its area. 800-COCAINE also mails out basic information on cocaine and crack.

(1-800-COCAINE)

Community Organizations are available to help with drug or alcohol problems. Check your local telephone directory under heading such as: Alcohol/Drug Abuse Information, Treatment, or Counseling.

APPENDIX C.
DRIVER'S RECEIPT OF INFORMATION
Per DOT Regulations CFR 49 Part 382 Subpart F

I acknowledge receipt of materials containing the following awareness topics:

- _____ The designated person to answer questions about the materials
- _____ The categories of drivers subject to Part 382
- _____ Sufficient information about the safety sensitive functions and periods of the work-day that compliance is required
- _____ Specific information concerning prohibited driver conduct
- _____ Circumstances under which a driver will be tested
- _____ Test procedures, driver protection and integrity of the testing processes, and safe-guarding the validity of the test
- _____ The requirements that tests are administered in accordance with Part 40
- _____ An explanation of what will be considered a refusal to submit to a test and the consequences
- _____ The consequences for Part 382 Subpart B violations including removal from safety sensitive functions and Part 40, Subpart O procedures
- _____ Consequences for drivers found to have an alcohol concentration of 0.02 or Higher but less than 0.04
- _____ Information on the effects of alcohol and controlled substances use on:
 - An individual's health
 - Work
 - Personal life
 - Signs and symptoms of a problem
 - Available methods of intervening when a problem is suspected

Employee Printed Name

Date

Employee Signature

APPENDIX D.
ACKNOWLEDGEMENT OF RECEIPT OF SUBSTANCE ABUSE
INFORMATION AND CONSENT TO TEST

GROUSE MOUNTAIN ENVIRONMENTAL CONSULTANTS, LLC

1. I understand that it is my duty to read and ask questions about any parts of this Policy and Procedure Manual that I do not understand, and that I must abide by this policy to ensure my safety and that of my fellow workers as well as the reputation of the company.
2. I understand that as a driver/ employee of the company, I will be required to take an alcohol and/or drug test, and that refusal to submit to such a test will be considered grounds for termination and will be treated as if the test results were positive.
3. I understand that if I am a job applicant, I am required to pass a drug and/or alcohol test and that if I fail such a test, I will be denied employment. I also understand that successful completion of any requested drug testing does not insure automatic employment with the company.
4. I understand that this policy may be changed from time to time with the only notification being the posting of changes on the employee bulletin board or through safety meetings. I also understand that a copy of the policy and revisions therein, is available to me upon request.
5. I acknowledge receipt of materials contained in the manual including information concerning the effects of alcohol and drugs on an individual's health, work, and personal life, including signs and symptoms of abuse and misuse and where to get help for myself or a coworker. I also am aware that either my employer or safety supervisor will be available to help provide access to phone numbers and addresses of Substance Abuse assistance providers upon request.
6. I understand that acceptance of the terms of the Policy and Procedure is a condition of employment. I also understand that I am free to resign my employment at any time for any or no reason, without notice. Similarly, I understand that the Company, GROUSE MOUNTAIN ENVIRONMENTAL CONSULTANTS, LLC, reserves the right to terminate my employment, for any or no reason, without notice.

Employee Printed Name

Date

Employee Signature