



NON-DOT SUBSTANCE ABUSE PLAN AND PROCEDURE

Effective May 10, 2016

(Revised January 1, 2020)

SECTION I. INTRODUCTION AND GENERAL INFORMATION.....	1
A. Drug and Alcohol Prohibition Policy	1
1. Policy.....	1
2. Purpose.....	1
3. Policy Prohibitions.....	1
B. Effective Date of Policy	2
C. Acceptance of Policy	2
D. Applicability.....	2
E. Circumstances for Testing.....	2
1. Pre-Employment Testing.....	2
2. Post-Accident Testing	3
3. Random Testing	3
4. Reasonable Cause/Suspicion Testing.....	4
5. Additional Circumstances for Testing	4
F. Refusal to Submit to Testing and Use of Adulterants.....	4
G. Disciplinary Action for Policy Violations	5
SECTION II. SAMPLE COLLECTION AND TESTING PROCEDURES	5
A. Collection of Samples.....	5
B. Testing Procedures.....	6
C. Review of Drug Test Results.....	6
1. Medical Review Officer	6
2. Reporting and Review of Results	6
3. Prescription Drug Use	6
4. Results Consistent with Legal Drug Use.....	7
SECTION III. ON-CALL EMPLOYEES	7
A. General:.....	7
SECTION IV. FIT FOR DUTY	7
A. General:.....	7
SECTION V. EMPLOYEE ASSISTANCE PROGRAM (EAP)	8
A. Employee Training:	8
B. Supervisor Training	8
C. Employer's Resource File	8

SECTION VI. CONFIDENTIALITY OF RESULTS	8
A. General:.....	8
SECTION VII. RIGHT TO SEARCH	9
A. General:.....	9
SECTION VIII. EMPLOYEE NOTIFICATION	9
A. General:.....	9
SECTION IX. EMPLOYEE REPORTING REQUIREMENTS	10
A. General:.....	10
SECTION X. AT-WILL EMPLOYMENT	10
A. General:.....	10
SECTION XI. COMPLIANCE WITH APPLICABLE LAWS	10
A. General:.....	10
SECTION XII. DEFINITIONS.....	11
SECTION XIII. DRUG AND ALCOHOL PERSONNEL AND SERVICES.....	13
APPENDIX A.....	A-1
WHAT ARE THE EFFECTS OF.....	A-1
ALCOHOL AND DRUGS ON THE BODY?	A-1
ALCOHOL	A-1
MARIJUANA	A-2
COCAINE	A-3
AMPHETAMINES AND METHAMPHETAMINES	A-4
OPIATES	A-5
PHENCYCLIDINE (PCP)	A-6
METHYLAMPHETAMINE (MDMA)	A-7
HEROIN	A-7
OVER-THE-COUNTER & PRESCRIPTION MEDICATIONS	A-8
APPENDIX B.....	B-1
Employee Assistance Program.....	B-1
APPENDIX C.....	C-1
ACKNOWLEDGEMENT OF RECEIPT OF SUBSTANCE ABUSE	C-1
INFORMATION AND CONSENT TO TEST.....	C-1

DRUG AND ALCOHOL PLAN

Non – Regulated Employees

SECTION I. INTRODUCTION AND GENERAL INFORMATION

A. Drug and Alcohol Prohibition Policy

1. Policy.

- a. GROUSE MOUNTAIN ENVIRONMENTAL CONSULTANTS, LLC, also referred throughout this document as “Company”, has a long-standing commitment to maintain the highest standard 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.

2. Purpose.

- a. The purpose of this Drug and Alcohol Plan is to maintain the highest safety, health and work performance standards possible and to reduce work-related accidents, injuries and damage which may be caused by drug or alcohol use. This policy is also intended to ensure the maintenance of productivity, the quality of products and services and the security of property.

3. Policy Prohibitions

- a. The use, possession, solicitation for, sale of narcotics or other illegal drug, alcohol or prescription medication without a valid prescription, on the premises of the Company, the premises of our customers, or while performing an assignment for the Company.
- b. Being impaired or under the influence of legal or illegal drugs or alcohol away from the premises of the Company or customer premises, if such impairment could have adverse effects on the employee’s work performance, the safety of the employee or the others, or put at risk the reputation of the Company.
- c. Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from the premises of the Company or customer premises, if such activity or involvement could have adverse effects on the employee’s work performance, the safety of the employee or the others, or put at risk the reputation of the Company.
- d. The presence of any detectable amount of prohibited substances in the employee’s system while at work, while on Company Premises or the premises of the customers of the Company, or while on assignment for the Company.

- e. Prohibited substances include illegal drugs, alcohol or prescription drugs not taken in accordance with a legally obtained prescription given to the employee, or a legally obtained prescription or over the counter medication that bears a warning that use of the prescription or over the counter medication may cause drowsiness, dizziness or excitability.
- f. Possession of contraband on Company property, job sites and in Company vehicles is prohibited. Contraband includes illegal drugs and alcoholic beverages, drug paraphernalia, lethal weapons and firearms, explosives, incendiaries, stolen property, counterfeit money and pornographic materials.

B. Effective Date of Policy

- 1. This policy is effective immediately. Updates to the policy may be implemented as needed without notice.
- 2. Prospective and existing employees shall receive a copy of this plan and sign that they understand the policies in the Company Drug and Alcohol Plan. Copies of the Drug and Alcohol Plan are on file in the Administrative Offices and are 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 the long-term employment.

D. Applicability

- 1. Individuals Subject to Drug and Alcohol Policy: Any prospective employee or employee of the company.

E. Circumstances for Testing

1. Pre-Employment Testing

- a. All job applicants will be required to submit to, and pass, a Pre-Employment drug test. Any applicant refusing to consent to testing will be denied employment.

2. Post-Accident Testing

a. Persons Subject to Post- Accident Testing

- 1) Employees whom the Company reasonably believes may have contributed to an accident/incident in the workplace or during the work time may be required to undergo drug and / or alcohol impairment testing.
- 2) Drug testing will be conducted within eight (8) hours of the accident, if possible, but no later than thirty-two (32) hours after the accident. Alcohol testing will be performed within two (2) hours of the accident, if possible, but no longer than eight (8) hours after the accident. If testing cannot be performed within two (2) hours for alcohol, and eight (8) hours for drugs, a report must be made and maintained in the employee's file as to the reason for the delay in testing.
- 3) It is the responsibility of the employee to report to management any involvement in an accident or incident resulting in unspecified property damage, injury, or an incident disrupting production or an activity in progress and submit to testing recommendations deemed appropriate by the Company.

b. Obligations of Employee Subject to Post-Accident Testing:

- 1) An employee 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 or the results of testing.

3. Random Testing

- ### a.
- All employees shall be subject on an unannounced and random basis to drug and alcohol testing. Random drug testing will be conducted at a selection rate determined by the employer, with a minimum rate of 20% of the employer's annual average number of employees selected for drug testing. Random testing selections will be spread reasonably over a twelve (12)-month period.

In addition:

- 1) Random alcohol tests will only be administered just before, during, or just after an employee's work time. Random drug tests may be administered at any time.
- 2) Employees must remain in the random selection pool at all times, regardless of whether or not they have been previously selected for testing.

- ### b.
- Employees shall be selected for testing by using a computer-based random number generator.

4. Reasonable Cause/Suspicion Testing

- a. Any employee whom the Company reasonably suspects may be affected by the use of drugs or alcohol which may adversely affect job performance, safety or the work environment will be required to submit to a drug and /or alcohol test. This also includes instance when an employee demonstrates behavior that leads to the suspicion 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 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, especially when there is some evidence of drug related behavior on or off the work site;
 - 2) physical signs and symptoms consistent with substance abuse: and
 - 3) evidence of illegal substance use, possession, sale, or delivery while on duty.
- d. Events After Determination Is Made
 - 1) 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.
 - 2) The employee will be relieved of his/her duties pending the result of the substance abuse testing.

5. Additional Circumstances for Testing

- a. A refusal to take a drug or alcohol test when requested or required by management will result in immediate termination of employment and /or failure to hire a job applicant. A violation of any drug or alcohol prohibition set for the in this policy shall result in discipline up to and including termination of employment. Possession, transfer or delivery of contraband will also result in disciplinary action up to and including termination.

F. Refusal to Submit to Testing and Use of Adulterants

1. A refusal to submit to testing will be treated as if it were a positive test. Any employee who refuses to submit to testing for any reason will be terminated.

2. A specimen containing an adulterant, a substance used to hinder the detection of a drug, will be treated the same as a positive test. Tampering with a specimen or substituting another specimen for one's own are acts also considered refusals to submit to testing. An employee who is found to have adulterated, tampered with or substituted another sample for their sample will be terminated.

G. Disciplinary Action for Policy Violations

1. A refusal to take a drug or alcohol test when requested or required by management will result in immediate termination of employment and /or failure to hire a job applicant. A violation of any drug or alcohol prohibition set forth in this policy shall result in discipline up to and including termination of employment. Possession, transfer or delivery of contraband will also result in disciplinary action up to and including termination.

SECTION II. SAMPLE COLLECTION AND TESTING PROCEDURES

A. Collection of Samples

1. Drug testing under this policy will be conducted by approved means to include urinalysis, saliva and/or hair follicle tests. Pre-Employment testing may be conducted using one or more of these approved methods.
2. Drug testing for Random, Post-Accident and Reasonable Suspicion purposes will require a urinalysis following procedures set forth in part 40 of CFR 49.
3. Note: Procedures set for the in Part 40 of CFR 49 required that a split specimen urine collection be sent to the laboratory for testing following Department of Transportation procedures for specimen collection
 - a. The Company may request that alternative forms of testing (urine express, saliva and/or hair follicle) be conducted in addition to the split specimen collection, provided that the additional and alternative methods for testing do not interfere with or take place of the required specimen collection preformed under part 40 of CFR 49.
4. Evidential breath testing devices or a Q. E. D. saliva test may be used when measuring blood alcohol content in all circumstances for testing.
5. The collection site shall have all necessary trained personnel, materials, equipment, facilities, and supervision to provide for the collection, security, temporary storage, and shipping or transportation of specimens to a certified drug testing laboratory designated by the company.

6. Alcohol tests will be scheduled during, immediately before, or immediately after the employee's regular work period or work time. Testing under this policy is considered work time and will be compensated at the employee's normal rate of pay.

B. Testing Procedures

7. The Company shall use a drug-testing laboratory approved or certified by the Substance Abuse and Mental Health Services Administration (SAMHSA) to confirm all initial non-negative express drug tests.
8. Positive urine & saliva drug tests will be confirmed by gas chromatography mass spectrometry. The Company will not rely on an initial positive drug test unless the confirming drug test results have been reviewed by a licensed Medical Review Officer.
9. Alcohol testing will be performed by a Breath Alcohol Technician (BAT) or a Saliva Test Technician (STT). If the result of an alcohol screening test is a alcohol concentration of 0.02 or greater, a confirmation test will be performed. The confirmation test will be conducted no sooner than fifteen (15) minutes, but not more than thirty (30) minutes after the screening test. The results of these tests will be reported directly to Company Management.

C. Review of Drug Test Results

1. Medical Review Officer

- a. All confirmed drug test results will be reviewed by a Medical Review Officer (MRO) contracted by the test laboratory.

2. Reporting and Review of Results

- a. The MRO shall review confirmed positive test results. The MRO shall first attempt to contact the employee within forty-eight (48) hours of receiving the results from the laboratory to offer the employee an opportunity to discuss the test results.
- b. This review shall be performed by the MRO prior to the transmission of results to the Company. The Company will insure that after any confirmed test result the employee shall have five (5) days in which to discuss the result with the employer and offer explanations, in any, as to why the test was positive.

3. Prescription Drug Use

- a. The use of prescription drugs and/or over the counter medications must be reported to the Company if any 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.

- b. If the prescription drug use has the ability to cause production or safety problems, a supervisor may grant the employee sick leave, if available, or temporarily assign the worker different duties.
 - c. Use of a prescription or legal drug that results in a positive drug test will be subject to disciplinary action when:
 - 1) 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 performances of duties;
 - 2) Verification of valid current prescription or legal use of such drug is not provided upon request by the next scheduled work day; or
 - 3) Misuse of the prescription or recommended drug has been established by the MRO.
4. Results Consistent with Legal Drug Use
- a. If the MRO determines there is a legitimate medical explanation for the positive test result, the MRO may report the test result to the Company management as negative.

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 off time, it is the responsibility of the employee to report to the supervisor any possible impairment due to drug or alcohol use before reporting for duty. 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 function on behalf of the Company whether on or off Company premises are required to be fit for duty. Several conditions may render the employee un-fit to work. The Company will consider:
 - a. a medical concern
 - b. a mental or emotional problem
 - c. fatigue

- d. a reaction to prescription medication and
- e. substance abuse when determining whether the employee is able to perform job duties.

SECTION V. EMPLOYEE ASSISTANCE PROGRAM (EAP)

A. Employee Training:

1. The Employee Assistance Program, for the purpose of this plan, will provide one (1) hour per year of education and training on drug abuse and alcohol misuse to all employees. The education shall include, but not be limited to:
 - a. Informational material distributed to employees;
 - b. Distribution of the Company Drug and Alcohol Plan regarding the use of Prohibited drugs and alcohol to all employees; or
 - c. Audio and video presentations

B. Supervisor Training

1. Supervisory personnel will receive two (2) hours of training per year regarding the 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 all supervisors who may need to make a determination whether an employee will be drug and alcohol tested for reasonable suspicion.

C. Employer's Resource File

1. The employer shall maintain a resource file of assistance programs, telephone numbers and organizations designed to offer assistance to employees with personal or behavioral problems. Access to this information will be made available to all employees through the office of the Human Resource Manager or Designated Employee Representative.

SECTION VI. 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 the Company relevant to an employee's drug and/or alcohol test and received through the employer's 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 result or hear the explanation from the employee or prospective employee,
 - c. As ordered by court government agency; or
 - d. In any proceeding initiated by or on behalf of the individual arising from a positive test.

SECTION VII. 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 illicit drugs, alcohol and/or contraband 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 the policy.
3. Decisions to search Company owned equipment and workspace does not have to be based on any cause to suspect a violation of the policy.
4. An employee's consent to search is a required condition of employment. A refusal to consent will result in disciplinary action up to and including termination of employment.

SECTION VIII. 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 IX. EMPLOYEE REPORTING REQUIREMENTS

A. General:

1. All employees are required to report to management within twenty-four (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 X. 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 XI. 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 XII. 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.

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.

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 XIII. 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 (10) 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 brain's 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 brain's 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 SYMPTOMS 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 more tense 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. 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)

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 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.
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