

**COUNTY OF HUMBOLDT
DRUG AND ALCOHOL TESTING POLICY**

1. PURPOSE

The provisions of this Policy are intended to comply with the Omnibus Transportation Employees Testing Act of 1991 (the Act) and relevant Department of Transportation regulations. The County and AFSCME agree that the workplace should be free from the risks posed by the use of alcohol and controlled substances in order to protect the safety of employees and the public. The unlawful manufacture, distribution, possession or use of a controlled substance is prohibited in the workplace. The parties further recognize that the abuse of alcohol and controlled substances is a treatable illness and the county will make reasonable efforts to provide assistance to employees in need of help. An employee assistance program is available to employees with personal problems, including those associated with alcohol or controlled substances use. The county and the union will encourage the employee to seek assistance where necessary.

2. REFERENCES

- 2.1 United States Department of Transportation regulations, "Procedures for Transportation Workplace Drug and Alcohol Testing Programs" 49 CFR part 40.
- 2.2 United States Department of Transportation, Federal Highway Administration (FHWA) regulations, "Controlled Substances and Alcohol Use and Testing" 49 CFR parts 381, et al.
- 2.3 Federal Drug Free Workplace Act of 1988.
- 2.4 County of Humboldt Drug-Free Workplace policy.

3. APPLICABILITY

- 3.1 The operation of commercial motor vehicles requiring a Commercial Driver's License is a safety-sensitive function and employees performing this function are covered by this policy and the Federal Highway Administration (FHWA) regulations.
- 3.2 A listing of positions which are covered by this policy is attached as Appendix "C" to this policy and will be maintained by the Personnel Department.
- 3.3 Pursuant to 49 CFR 382.113, each employee, as described in 3.2 above, will be required to be tested in accordance with 49 CFR Part 382, et al. The conditions requiring the testing of designated employees are described in this policy.

4. DEFINITIONS

- 4.1 **ACCIDENT** - an accident involving either: a) the loss of human life (FHWA); or b) resulting in a moving violation citation to a covered employee from the law enforcement agency investigating the accident (FHWA).

- 4.2 **ALCOHOL** - the intoxicating agent in beverage alcohol, ethyl alcohol, or other low-molecular weight alcohol, including methyl or isopropyl alcohol.
- 4.3 **ALCOHOL CONCENTRATION** - the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by a breath test.
- 4.4 **ALCOHOL USE** - the consumption of any beverage, mixture or preparation, including any medication or food, containing alcohol.
- 4.5 **COMMERCIAL MOTOR VEHICLE** - is a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:
- (1) Has a gross combination weight of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds.
 - (2) Has a gross vehicle weight rating of 26,001 or more pounds.
 - (3) Is designed to transport 16 or more passengers including the driver.
 - (4) Is of any size and is used in the transportation of hazardous materials requiring placards.
- 4.6 **CONTROLLED SUBSTANCES** - marijuana, amphetamine, opiates, phencyclidine (PCP), cocaine or methamphetamine.
- 4.7 **CONFIRMATION TEST** - for alcohol testing, is a second test that provides quantitative data of alcohol concentration following a screening test with a result of 0.02 grams or greater of alcohol per 210 liters of breath. For controlled substances testing, it is a second analytical procedure to identify the presence of a specific drug or metabolite which is independent of the screen test and which uses a different technique and chemical principal from that of the screen test in order to ensure reliability and accuracy.
- 4.8 **COVERED EMPLOYEE** - an employee who is required as a condition of employment to operate, drive or maintain a commercial motor vehicle, possess the applicable commercial driver license, and perform safety-sensitive driving and driving-related functions.
- 4.9 **EVIDENTIAL BREATH TESTING DEVICE (EBT)** is a device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath and placed on NHTSA's "Conforming Products List of Evidential Breath Measurement Devices" (CPL).

- 4.10 **MEDICAL REVIEW OFFICER (MRO)** - is a licensed Physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by an employer's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his or her medical history and any other relevant biomedical information.
- 4.11 **NEGATIVE TESTS** - a test result which is reported to the County and indicates that there are insufficient or no controlled substances and/or alcohol present in a sample in an amount sufficient to generate a positive result.
- 4.12 **ON-DUTY TIME** - as that phrase is defined by federal regulations and this policy, means all of the time from the time a covered employee begins to work, is required to be in readiness to work, until the time he or she is relieved from work and all responsibility for performing work. It also includes all time spent providing a breath sample or urine specimen, including travel time to and from the collection site, in order to comply with the testing requirements.
- 4.13 **POSITIVE TEST** - a confirmed test result which is at or above the positive test threshold for controlled substances pursuant to the Department of Health and Human Services (DHHS) guidelines or above 0.04 alcohol concentration for the covered employee.
- 4.14 **REFUSAL** - a failure to comply with the testing process including an inability to provide a urine specimen or breath sample without a valid medical explanation, a verbal refusal, obstructive behavior or physical absence which precludes completion of the test, or leaving the accident scene without a valid reason before the test has been conducted.
- 4.15 **SAFETY-SENSITIVE FUNCTION** - for purposes of this policy, shall mean any of the functions defined in Title 49 of the Code of Federal Regulations. More specifically, safety sensitive functions include any functions performed by a covered employee during on-duty time and include:
1. All time at a carrier or shipper plant, terminal, facility, or other property waiting to be dispatched unless the driver has been relieved from duty by the Employer. (FHWA)
 2. All time inspecting equipment as required by the Federal Motor Carrier Safety Regulations (FMCSRs) or other inspecting, servicing, or conditioning any commercial motor vehicles at any time. (FHWA)
 3. All time spent at the driving controls of a commercial motor vehicle. (FHWA)
 4. All time, other than driving time, spent on or in a commercial motor vehicle (except for time spent resting in the sleeper berth). (FHWA)
 5. All time loading or unloading a commercial motor vehicle, supervising or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded. (FHWA)

6. All time spent performing the driver requirements associated with an accident. (FHWA)
7. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.
- 4.16 **SUBSTANCE ABUSE PROFESSIONAL (SAP)** - is 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) with knowledge of a clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders.

5. PROHIBITED CONDUCT

- 5.1 No covered employee shall report for duty, or remain on duty requiring the performance of safety-sensitive functions, while having an alcohol concentration of 0.04 or greater.
- 5.2 No covered employee shall remain on duty, or operate a commercial motor vehicle while that employee possesses alcohol, unless the alcohol is manifested and transported as part of a shipment. This includes the possession of medicines containing alcohol (prescription or over-the-counter), unless the packaging seal is unbroken.
- 5.3 Covered employees shall not use or consume alcohol, including medication or food that contains alcohol, while performing safety-sensitive functions.
- 5.4 No covered employee shall perform safety-sensitive functions within four (4) hours after consuming alcohol.
 - 5.4.1 Any covered employee who is required to be on standby duty and is called back to work, will be asked by his/her supervisor if he or she has consumed alcohol within the past four (4) hours. If the employee states "yes," the employee will not be allowed to perform safety-sensitive functions. (FHWA)
- 5.5 Covered employees shall not consume alcohol within eight (8) hours after an accident or until completion of a post-accident alcohol test, whichever occurs first.
- 5.6 Covered employees shall not refuse to submit to a post-accident, random, reasonable suspicion, or follow-up controlled substance and/or alcohol test.
 - 5.6.1 Covered employees or job applicants who refuse to submit to a pre-employment/pre-placement controlled substance and/or alcohol test shall not be permitted to perform safety-sensitive functions.
 - 5.6.2 Covered employees who refuse to submit to a return to duty controlled substance and/or alcohol test shall be discharged from employment.

- 5.7 Covered employees shall not report for duty or remain on duty requiring the performance of safety-sensitive functions when the employee has tested positive on a controlled substance test or has used any controlled substance, including over the counter and prescribed medication, unless a physician has advised the employee, and the County has been notified in writing, of the use of the controlled substance; and has advised the County and the employee that the substance does not adversely affect the employee's ability to safely operate a commercial motor vehicle.
- 5.8 Any employee who engages in conduct described by 5.1, 5.2, 5.3, 5.4, 5.5, 5.6 or 5.7 above, could be subject to disciplinary action up to and including termination.

6. OTHER ALCOHOL RELATED CONDUCT

- 6.1 No covered employee found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform or continue to perform safety-sensitive functions until the start of the employee's next regularly scheduled duty period, but no less than twenty-four (24) hours following administration of the test. The County will make reasonable efforts to temporarily place the employee in a non safety-sensitive job function. If the employee is prohibited from performing any job function, the employee will not be paid his/her usual salary for the period of time he/she does not perform a job function, but shall be allowed to use paid leave time (vacation, compensatory, holiday).
- 6.2 Any employee who engages in conduct described in 6.1 above, could be subject to disciplinary action, up to and including termination.

7. TRANSPORTATION OF EMPLOYEE

- 7.1 If a covered employee must take a test pursuant to Sections 10 or 12 of this policy for alcohol or controlled substances, the employee will be transported to the testing site by a supervisor. The supervisor will wait until the test is completed and then transport the employee back to his or her job site or home, whichever is appropriate.
- 7.2 If a covered employee who takes a test pursuant to Sections 9, 11, 13 or 14 of this policy and produces a test result indicating an alcohol concentration equal to or greater than 0.02, the lab will contact the County immediately and have the employee stay there until that employee is transported to his or her job site or residence by the County, whichever is appropriate.

8. TESTING PROCEDURES

- 8.1 All tests conducted pursuant to this policy shall comply with the requirements of applicable federal law. See appendix "B."
- 8.2 In accordance with 49CFR, 382.505, when an employee is tested pursuant to Sections 9, 10, 11, 12, 13 or 14 of this policy, and the alcohol concentration is found to be between 0.02 and 0.039, the employee shall be subject to Section 6 above.

- 8.3 Prior to performing an alcohol or controlled substance test, the County shall notify the employee that the alcohol or controlled substance test is required by law (49 CFR, 382.113). If an employee so requests, the County will make reasonable efforts to notify a representative (chosen by the employee) that the employee is going to be tested. There will be no delay in the testing procedure due to the lack of availability of the employee's representative. No supervisor shall require an employee to have these tests done, other than defined by this policy.

9. **PRE-EMPLOYMENT TESTING**

- 9.1 An applicant seeking a position which requires, as a condition of employment, the operation, driving or maintenance of a commercial motor vehicle and possession of a commercial driver license shall be controlled substance tested prior to the performance of safety-sensitive functions. An applicant shall not be hired if the controlled substance test is positive.
- 9.2 A current employee applying for, and who does not currently hold, a position in which the employee is required as a condition of employment to operate, drive or maintain a commercial motor vehicle and possess a commercial driver license shall be controlled substance tested prior to the performance of safety-sensitive functions. The employee shall not be appointed if the controlled substance test is positive.

10. **POST-ACCIDENT TESTING**

- 10.1 A covered employee, while driving a commercial vehicle, who is involved in an accident that results in the loss of human life; or the covered employee being issued a moving violation citation, shall be tested for alcohol and controlled substances. (FHWA).
- 10.2 A covered employee shall remain readily available for testing after an accident until tests are completed pursuant to 10.3 or 10.4 of this policy.
- 10.3 A covered employee shall be tested for alcohol within two (2) hours following the accident and under no circumstances later than eight (8) hours. If the testing is not completed within two (2) hours, the supervisor shall document the cause for the delay. If the testing is not completed within eight (8) hours, the supervisor shall document the reason the test was not conducted.
- 10.4 Employees shall be tested for controlled substances within thirty-two (32) hours following an accident. If the testing is not completed within thirty-two (32) hours, the supervisor shall document why the testing was not conducted.
- 10.5 Failure of the covered employee to remain available for testing as set forth in 10.2 constitutes a refusal.
- 10.6 Nothing in this policy is intended to delay obtaining medical treatment after the accident, or to prohibit a covered employee from leaving the scene of the accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary medical care.

- 10.7 An accident that does not involve the results in 10.1 may still result in reasonable suspicion testing of covered employee(s), if the criteria for such testing are met.

11. **RANDOM TESTING**

- 11.1 The County shall randomly select covered employees for alcohol and controlled substances testing during each calendar year, in accordance with applicable federal law. The minimum annual percentage rate for random alcohol testing shall be ten percent (10%) of the average number of covered employees, until further notification is received from the Federal Department of Transportation. The minimum annual percentage rate for controlled substances testing shall be fifty percent (50%) of the average number of covered employees, until further notification is received from the Federal Department of Transportation.
- 11.2 The selection of covered employees for random alcohol and controlled substances testing shall be made by a scientifically valid method. Under the selection process used, every covered employee shall have an equal chance of being tested each time selections are made.
- 11.3 The County shall ensure that the random tests are unannounced and that the dates for administering the random tests are spread reasonably throughout the calendar year. Every covered employee who is notified of selection for random testing shall cease to Perform safety-sensitive functions and shall immediately proceed to the test site.
- 11.4 A covered employee shall be subject to random alcohol testing at the following times: while the covered employee is performing safety-sensitive functions; just before the covered employee is performing safety-sensitive functions; or just after the covered employee has ceased performing such functions.
- 11.5 Temporary, extra-help, substitute, grant, provisional, and regular part-time employees are also subject to random testing, in addition to regular full-time employees.

12. **REASONABLE SUSPICION TESTING**

- 12.1 The County shall require a covered employee to submit to an alcohol or controlled substance test, as appropriate, when the County has reasonable suspicion to believe that the employee has engaged in prohibited conduct.
- 12.2 Reasonable suspicion is based on articulable, specific, and contemporaneous observation concerning the appearance, behavior, speech, body odor, or indications of the chronic use or withdrawal effects of alcohol and controlled substances. These observations shall be made by a trained supervisor immediately prior to, during or immediately after the employee's workshift.
- 12.2.1 Whenever practicable, it is recommended that the first trained supervisor then request an observation by a second trained supervisor to confirm or deny the need for Reasonable Suspicion Testing.

12.3 A covered employee shall be tested for alcohol within two (2) hours from the observation, and under no circumstances later than eight (8) hours. Supervisors shall document the observations made, and if the testing is not completed within two (2) hours, such documentation shall include the cause for the delay. If the test is not administered within eight (8) hours, attempts to obtain a test shall cease and the reasons for not administering the test shall be recorded. The employee may be directed to have an alcohol test only if the observation is made just prior to, during, or immediately following the performance of safety-sensitive functions.

12.3.1 The supervisor who makes the determination that reasonable suspicion exists to conduct an alcohol test shall not conduct the alcohol test of the driver.

12.4 A covered employee shall be tested for controlled substances within thirty-two (32) hours of the supervisor's reasonable suspicion determination that the covered employee engaged in prohibited conduct. If the test is not administered within thirty-two (32) hours, attempts to obtain the test shall cease and the reasons for not administering the test shall be recorded.

12.5 The observation and determination that a reasonable suspicion exists will be made by a supervisor trained in detecting the symptoms of alcohol misuse and use of controlled substances as per the regulations. The training shall consist of at least sixty (60) minutes of training on alcohol misuse and at least an additional sixty (60) of training on controlled substances use.

12.6 After a reasonable suspicion assessment for alcohol has been made and no test is given, covered employee shall not perform safety-sensitive functions until the employee has a return to duty test with the results measuring less than 0.02 alcohol concentration or twenty-four (24) hours have elapsed since the observation.

12.7 The supervisor who makes the observations, within twenty-four (24) hours of the observed behavior, will prepare a written report of the observed behavior. This report will be forwarded to the County's confidential file for filing purposes.

13. NON -COMPLIANCE WITH POLICY - ZERO TOLERANCE

13.1 It is the County's intention to have zero tolerance to violations of this drug and alcohol testing policy. No applicant shall be employed who tests positive on a pre-employment controlled substances test. No current County employee who is in a non safety-sensitive position shall be promoted who tests positive on a pre-employment controlled substances test.

13.2 A County employee who tests positive on a random, reasonable suspicion or post-accident controlled substances and/or alcohol test shall be subject to disciplinary action up to and including termination from County employment, except as provided in Section 13.3.

13.3 A County employee who tests positive on a random, reasonable suspicion or post-accident controlled substances and/or alcohol test may request of the Appointing Authority a "last chance" Opportunity to conform to the County's policies concerning drugs and alcohol and the drug-free workplace. Such a request must

be made during the five (5) day response period after the employee has received his/her Notice of Intention to Terminate Employment. The Appointing Authority may consider the severity of the violation of this policy and the individual circumstances surrounding the violation, but it shall be the Appointing Authority's sole discretion to grant a "last chance" opportunity.

- 13.4 A County employee who requests a "last chance" opportunity and is granted such by the Appointing authority shall voluntarily enter into a "last chance" agreement (Agreement) with the County (Appendix D). It will be the employee's responsibility to comply completely with the terms of the Agreement. Violation of any term or condition in the Agreement will be grounds for immediate termination.
- 13.5 A covered employee who violates any of the prohibitions outlined in Section 5 shall be immediately relieved of all duties.
- 13.6 A covered employee who violates any of the prohibitions outlined in Section 5, and who is granted a "last chance" opportunity pursuant to Section 13.3 shall:
 - a. Be referred to and submit to an examination by a SAP at the employee's expense; and
 - b. Undergo treatment and testing as indicated by the SAP and required by law as noted in Section 14 of this policy at the employee's expense; and
 - c. Be tested in compliance with Section 15 of this policy.
- 13.7 Refusal to submit to any required test (Sections 9, 10, 11, 12, 14, or 15) shall be deemed a positive test result.
 - 13.7.1 The following actions shall constitute refusal to submit to a test:
 - Refusal to take a required test.
 - Inability to provide sufficient quantities of breath or urine to be tested without a valid medical explanation.
 - Tampering or attempting to adulterate the specimen or collection procedure.
 - Leaving the scene of an accident without a valid reason before the tests have been scheduled.
- 13.8 A covered employee who engages in any action described in 13.7.1, or has an alcohol concentration of .02 or higher as determined by testing performed under 10, 11, 12, 14, or 15 herein; or has a positive drug test result as determined by testing performed under 9, 10, 11, 12, 14, or 15 herein, shall not be hired (Section 9 above) or shall be relieved of all functions and will be terminated from employment.

- 13.9 A covered employee who violates this policy may be liable for penalties as provided in federal statute.

14. **RETURN-TO-DUTY TESTING**

- 14.1 Before a covered employee returns to duty requiring the performance of a safety-sensitive function, after engaging in prohibited conduct (see Section 5), he/she shall undergo a return to duty alcohol test with a result less than .02 and/or a controlled substance test with a verified negative result.

- 14.2 All return to duty testing will be paid by the employee.

15. **FOLLOW-UP TESTING**

- 15.1 A covered employee who has been referred to an SAP pursuant to this policy shall be subject to unannounced controlled substance and/or alcohol testing, performed by the County's designated testing facility, as directed by the SAP.

- 15.1.1 The follow up alcohol testing may take place only just prior to, during, or immediately following the performance of safety-sensitive functions.

- 15.2 There shall be at least six (6) tests within the first twelve (12) months following return to duty.

- 15.3 The period for follow-up testing shall not exceed five (5) years from the date of return to work.

- 15.4 Follow-up testing is separate from and in addition to any testing required by Sections 9, 10, 11, 12, and 14 of this policy.

- 15.5 All follow-up testing will be paid for by the employee.

16. **MEDICAL REVIEW OFFICER (MRO)**

- 16.1 If the controlled substance test produces a positive result, the MRO will review such results in accordance with 49 CFR 40.33.

- 16.2 Prior to making the decision to verify a positive test result for a covered employee, the MRO shall give the employee an opportunity to discuss the test result with him or her.

- 16.2.1 If the employee chooses to have the split sample tested, the employee will pay for such testing if the split sample test results are positive.

- 16.3 If the MRO is unable to contact the employee, he/she shall call the County, who shall contact the employee and direct him/her to call the MRO immediately.

- 16.3.1 The County shall document the time and date of the instruction to the employee to contact the MRO.

- 16.4 The MRO will notify the County as to whether or not the test is negative or positive, based on the review of the test results and communication or non-communication with the employee in accordance with 49 CFR 40.33.
- 16.5 If the test is positive, the MRO will immediately notify the designated County representative of the results and, in the case of an employee who is granted a "last chance" opportunity pursuant to Section 13.3, the County will refer the case to the designated Substance Abuse Professional (SAP).

17. **SUBSTANCE ABUSE PROFESSIONAL (SAP)**

- 17.1 The employee who tests positive for the presence of controlled substances or has an alcohol concentration greater than 0.04, and has been granted a "last chance" opportunity pursuant to Section 13.3, shall contact the designated SAP for evaluation and for treatment.
- 17.2 The SAP will determine what, if any, assistance the employee needs in resolving problems associated with alcohol misuse and controlled substance use.
- 17.3 If the SAP determines assistance is necessary, the follow-up testing program, as described in Section 15 will be invoked. However, whether or not assistance is determined necessary by the SAP, the employee will be tested in accordance with Section 15.2.
- 17.4 The employee will bear the cost of evaluation and treatment provided for under the law.

18. **RECORDS RETENTION**

- 18.1 The County shall retain all records in accordance with applicable federal law, as set forth in Appendix "A."
- 18.2 Upon written request from the employee, he/she may receive a copy of his/her records pertaining to his/her use of alcohol or controlled substances, including any records pertaining to his/her alcohol or controlled substances tests.
- 18.3 Employee records shall be made available to a subsequent employer (or employee identified person) upon the receipt of the employee's written consent for such release of those records.
- 18.4 The County shall notify an applicant driver of the results of a pre-employment test if the driver requests such notification within sixty (60) days of the test results.
- 18.5 The County shall notify the employee of the results of a random, reasonable suspicion or post-accident test for controlled substances, if the test was positive. The County will also notify the employee of the substance or substances that were verified as positive.

19. **EMPLOYEE INFORMATION**

- 19.1 The county shall distribute this policy to every covered employee, on an individual basis, prior to the implementation of the alcohol and controlled

substance testing policy. The County shall also distribute this policy to every covered employee hired after the adoption of the policy, and to every covered employee transferred into a position requiring driving a commercial vehicle.

- 19.2 Employees will be required to sign a statement acknowledging receipt of the policy.
- 19.3 The person responsible for answering employee questions concerning this policy shall be the Personnel Director or their designee. The Personnel Director's phone number is (707) 476-2349.
- 19.4 Educational materials regarding substance abuse and alcohol issues is attached as Exhibit E.

20. EMPLOYEE ASSISTANCE PROGRAM

Rehabilitation is the personal responsibility of the employee. Covered employees with drug or alcohol abuse problems are encouraged to seek help now to avoid engaging in conduct that would be in violation of this policy. Employees seeking treatment would be entitled to use accrued sick leave while enrolled in a rehabilitation program.

The County Employee Assistance Program provides initial counseling services free of charge for employees and their immediate family members. If additional professional help is warranted, the employee or the family member may be referred to a community agency or other professionals for further assistance. Counselors are knowledgeable of the services available to employees in the area. Employees may contact the Employee Assistance Program by calling 1-800-242-6220.

Another resource available for information about counseling programs is the County Office of Alcohol and Other Drugs. They may be reached by calling 476-4054.

21. EFFECT

- 21.1 This policy shall take effect June 23, 2009.

APPENDIX A

APPENDIX A

ALCOHOL AND DRUG TESTING REGULATIONS FOR COMMERCIAL MOTOR VEHICLE DRIVERS

RETENTION OF RECORDS

This section explains which controlled substance and alcohol test records must be completed and maintained, where they must be maintained and for how long. All records shall be maintained in a secure location with controlled access.

Required period of retention:

<u>Document to be Maintained</u>	<u>Period Required to be Maintained</u>
Alcohol test results indicating a breath alcohol concentration of 0.02 or greater	5 years
Verified positive controlled substance test results	5 years
Refusals to submit to required alcohol or controlled substance tests	5 years
Required calibration of Evidential Breath Testing Devices (EBTs)	5 years
Substance Abuse Professional's (SAP's) evaluations and referrals	5 years
Annual calendar year summary	5 years
Records related to the collection process (except Calibration) and required training	2 years
Negative and canceled controlled substance test results	1 year
Alcohol test results indicating a breath alcohol concentration less than 0.02	1 year

TYPES OF RECORDS TO BE MAINTAINED

1. Records related to the collection process:
 - Collection logbooks (if used).
 - Documents related to the random selection process.
 - Calibration documentation for EBTs.

- Documentation of Breath Alcohol Technician (BAT) training.
 - Documentation of reasoning for reasonable suspicion testing.
 - Documentation of reasoning for post-accident testing.
 - Documents verifying a medical explanation for the inability to provide adequate breath or urine for testing.
 - Consolidated annual calendar year summaries.
2. Records related to the driver's test results:
- County's copy of the alcohol test form, including results.
 - County's copy of the drug test chain of custody and control form.
 - Document sent to the County by the Medical Review Officer.
 - Documentation of any driver's refusal to submit to a required alcohol or controlled substance test.
 - Documents provided by a driver to dispute results of test.
3. Documentation of any other violation of controlled substance use or alcohol misuse rules.
4. Records related to evaluations and training:
- Records pertaining to substance abuse professional's (SAP's) determination of driver's need for assistance.
 - Records concerning a driver's compliance with SAP's recommendations.
5. Records related to education and training:
- Materials on drug and alcohol awareness, including a copy of the County's policy on drug use and alcohol misuse.
 - Documentation of compliance with requirement to provide drivers with educational material, including driver's signed receipt of materials.
 - Documentation of supervisor training.
 - Certification that training conducted under this rule complies with all requirements of the rule.
6. Records related to drug testing:
- Agreements with collection site facilities, laboratories, MROs and consortia.
 - Names and positions of officials and their role in the County's alcohol and controlled substance testing program.
 - Monthly statistical summaries of urinalysis (40.29 (g) (6)).
 - The County's drug testing policy and procedures.

LOCATION OF RECORDS:

All required records shall be maintained in a secure location with limited access. Records shall be made available for inspection at the employer's principal place of business within two (2) business days after a request has been made by an authorized representative of the Federal Highway Administration.

For example: Specific records may be maintained on computer or at a regional or terminal office, provided the records can be made available upon request from FHWA within two (2) working days.

APPENDIX B

APPENDIX B

ALCOHOL AND CONTROLLED SUBSTANCES TESTING PROCEDURES AND POLICY

INTRODUCTION

The County of Humboldt shall implement and enforce the procedures for transportation workplace testing as set forth in 49 CFR Part 40. These procedures include, but are not limited to the following information. In all cases, the requirements of 49 CFR Part 40 shall be followed.

CONTROLLED SUBSTANCE TESTING

APPLICABLE DRUGS

1. Employees subject to controlled substances testing shall be tested for the following substances:
 - Marijuana
 - Cocaine
 - Opiates
 - Amphetamines
 - Phencyclidine (PCP)
2. Although the specimen will not be analyzed specifically for adulterants, the lab may conduct adulteration checks (PH, specific gravity or creatinine). The test may be canceled if adulterants are detected. The lab is permitted to check for adulterants as per Federal Department of Transportation (DOT) guidelines.

SPECIMEN COLLECTION PROCEDURES

1. The collection shall take place in a secure location to prevent unauthorized access during the collection process.
2. The specimen shall be kept in sight of the employee and the collection site person until it is sealed and ready for shipment.
3. Employees shall have individual privacy when providing a specimen except when:
 - a. The employee presents a specimen that is outside the accepted temperature range and he/she refuses to have an oral body temperature measurement, or the body temperature measurement varies more than 1.0C or 1.8oF from the specimen temperature.
 - b. The collector observes the employee attempting to adulterant or substitute the specimen.
 - c. The employee's last provided specimen was determined to be diluted.
 - d. The employee has previously had a verified positive test.

In 'a' and 'b' above, the employee must provide a specimen under direct supervision. In 'c' and 'd' above, the County may require a direct observation collection.

4. The following specific procedures will be followed during the collection process:
 - a. The employee must submit identification to the collector. The collection shall not proceed until a positive identification is made.
 - b. The employee will not be required to undress, or to change into an examination gown. Only outer garments should be removed, i.e., jackets, etc.
 - c. The donor shall be required to wash his/her hands prior to urination, and shall not have access to any water sources until the specimen has been collected.
 - d. A bluing agent shall be added to the toilet bowl and the donor may flush the toilet only after releasing the specimen to the collector.
 - e. The specimen must be at least 45 ml to be acceptable.
 - f. The collector must measure the specimen temperature within four (4) minutes of urination to determine sample acceptability.
5. If the donor cannot provide a sufficient volume of urine, he/she shall remain at the collection site and be provided not more than twenty-four (24) ounces of fluids to drink. The donor shall have a period of up to two (2) hours to produce an acceptable sample. If the donor is unable to produce a sample without a valid medical reason, the County may consider the circumstances to be a refusal to test.
6. The specimen shall be divided into two (2) parts. The collector shall pour 30 ml of urine from the specimen bottle into a second bottle, to be used as the primary specimen. The remained of the urine, at least 15 ml, shall be poured into another container to be used as the split sample.
7. Both samples shall be shipped in a single shipping container with the appropriate chain of custody forms.
8. The collector and donor must be present together to complete the following process:
 - a. Seal and label the specimen bottle.
 - b. Donor initials the bottle label or seal.
 - c. The chain of custody forms must be signed and dated.
9. If an employee refuses to cooperate with the collection process, the collector shall notify the County representative and note the non-cooperation on the custody and control form.

SPLIT SAMPLE

1. If the test result of the primary specimen is positive, the employee may, no later than seventy-two (72) hours, request that the MRO direct that the split specimen be analyzed.

2. The split sample analysis will be conducted by a DHHS-certified laboratory who will analyze the sample for presence of the drug(s) for which a positive result was obtained in the primary sample.
3. If the result of the test of the split sample fails to reconfirm the presence of the drug(s) or drug metabolite(s) in the primary specimen, the MRO shall cancel the test and report the cancellation to the County.
4. All costs associated with the analysis of the split sample shall be the responsibility of the employee.

ALCOHOL TESTING

TESTING PROCEDURES

1. The test shall take place in a secure location that affords visual and aural privacy to prevent unauthorized persons from seeing or hearing test results. Tests shall be conducted by a Breath Alcohol Technician (BAT).
2. When an employee enters the testing location, the BAT will require him/her to provide positive identification. The test shall not proceed until positive identification of the employee is made.
3. An individually-sealed mouthpiece shall be opened in view of the employee and then attached to the testing unit.
4. The employee shall be required to blow forcefully into the mouthpiece for a least six (6) seconds or until an adequate amount of breath has been obtained.
5. The employee shall be shown the result both on the testing unit and the recording form. The employee shall verify both results are the same. If a result printed by the testing unit does not match the displayed result, the BAT shall declare the test invalid.
6. If the result of the screening test is less than 0.02 breath alcohol concentration, no other testing will be conducted.
7. If the result of the screening test reflects an alcohol concentration of 0.02 or greater, a confirmation test shall be performed.
8. Prior to conducting the confirmation test, the employee may not eat, drink, or place anything in his/her mouth. If possible, the employee should not belch during the waiting period. The confirmation test shall be conducted no less than fifteen (15) minutes and no more than twenty (20) minutes from the screening test.

The fifteen (15) minutes waiting period is provided for the employee's benefit. This time period allows for the dissipation of any mouth alcohol, thereby helping to prevent an artificially high reading.
9. In the event the screening and the confirmation test results do not match, the confirmation results will be considered the final results.

10. If the employee refuses to sign the breath alcohol testing form or fails to provide an adequate amount of breath without a valid medical reason, the County may determine the circumstances to be a refusal to test.

INABILITY TO PROVIDE ADEQUATE BREATH

1. If the employee fails to provide an adequate amount of breath, he/she shall provide the County with an evaluation from a licensed physician, who is acceptable to the County, concerning the employee's medical ability to provide adequate breath.
2. If the physician determines there is a valid medical reason precluding the employee from providing adequate breath, then the employee's failure shall not be deemed a refusal to test.
3. If the physician is unable to determine a valid medical reason, the employee's failure to provide adequate breath shall be considered a refusal to test.

APPENDIX C

APPENDIX C

COVERED EMPLOYEES (by Job Title)

Agricultural/Weights and Measures Inspector I/II/Sr.
Boat Operator I/II
Bookmobile Library Assistant
Bridge Crew Supervisor
Bridge Maintenance Worker
Equipment Mechanic I/II
Fabricator-Mechanic
Road Maintenance Supervisor
Road Maintenance Worker I/II
Road Maintenance Worker III
Senior Equipment Mechanic
Senior Road Maintenance Worker
Tire Repair Worker
Traffic Control Crew Supervisor
Traffic Control Maintenance Worker

NOTE: Not every employee in each of the above listed classes may be required to possess a commercial driver's license, or to drive covered vehicles, as a condition of employment.

APPENDIX D

APPENDIX D

AGREEMENT

The parties agree to the following:

Effective (date) as a condition of (the Employee's) continued employment with the County of Humboldt (County), and in lieu of the proposed discipline, it is hereby agreed by the parties that:

1. Employee understands and agrees that his/her condition on (date) violated the County's Drugs/Alcohol Policy, and the County's Personnel Rules and Regulations, and the terms of his/her driver's license, which are job requirements. Employee understands and agrees that the proposed discipline for this misconduct is justified. Employee agrees that (s)he is being given one last chance to become a satisfactory employee, and that the proposed discipline is held in abeyance by the County subject to his/her meeting the terms and conditions of this Agreement.
2. If employee fails to fulfill any provisions of this Agreement, employee will be terminated from employment. Prior to termination, the employee's Department Head will discuss provision violations with the employee. The Department Head, at his/her discretion, will then decide if the provisions of this Agreement have been violated. Before the termination is finalized, the Personnel Director or designee will review the employee's written response. The employee gives up the right to appeal the termination pursuant to the County's Merit System Rules. It is agreed that no further attempt to enroll the employee in any type of rehabilitation program will be made. Employee hereby waives the right to appeal this Agreement pursuant to the County's Merit System Rules.
3. Employee agrees to follow and complete, in a timely fashion, a mandatory referral to the County's Substance Abuse Professional (SAP), and to follow the advice of the SAP. This may include the completion of an alcohol/drug detoxification and recovery plan (Plan). The employee will cooperate with requests made by the SAP for information, and with the SAP's effort to establish the Plan. It is the employee's obligation to successfully complete the Plan, including follow-up testing, within the timeframe set out by the SAP. The County shall have no obligation to monitor or otherwise insure the success of the Plan. All costs and expenses for the SAP and for fulfilling the plan are the sole responsibility of the employee, and not the County.
4. Employee agrees and represents (s)he will participate in the Plan prepared by the SAP, and abide by the Plan. A refusal by the employee to follow the Plan or failing to follow the Plan for any reason will be a violation of the Agreement and will constitute grounds for immediate termination.
5. Employee hereby authorizes the County and/or the SAP to obtain copies of all medical and patient records of treatment or participation in any program and/or alcohol/drug recovery plan. Attached hereto is a copy of a Consent to Release Client Records which employee agrees to sign concurrently with execution of this Agreement.

6. Employee will, when requested by the County, submit to alcohol and/or drug tests for five years at any time (random) while employee is on duty. Refusal to do so when requested will violate the terms of this Agreement and will constitute grounds for immediate termination. Any and all costs for County requested random testing pursuant to this section shall be paid for by the County.
7. Each of the parties acknowledges, agrees and understands that this Agreement is executed voluntarily, with benefit of representation if so desired by employee, and without duress or undue influence on the part of, or on behalf of, any person or entity.
8. This Agreement may be amended only by an agreement in writing. The parties jointly agree to execute such documents as are necessary to effectuate this Agreement.
9. The union concurs with the terms and conditions of this Agreement, by its acceptance of the County's Drug and Alcohol Testing Policy.

Dated: _____

By: _____
Employee Name (Print)

By: _____
(Employee Signature)

Employee Representative

By: _____
(Representative Signature)

County of Humboldt

By: _____
(County Designee)

CONSENT TO RELEASE CLIENT RECORDS

I, _____, hereby authorize the SUBSTANCE ABUSE PROFESSIONAL (SAP) RETAINED BY THE COUNTY OF HUMBOLDT and (name of provider of alcohol or drug recovery plan) to disclose records pertaining to my participation in the recovery plan to the County of Humboldt Personnel Director.

Such disclosure shall be limited to the following specific information:

All medical records pertinent to participation in an alcohol or drug recovery plan, including but not limited to records pertaining to drugs and alcohol education and treatment.

The disclosure of information or records authorized herein is required for the following purposes:

To determine compliance with the Agreement, dated _____, and attached to this consent.

This consent is subject to revocation by the undersigned at any time except to the extent that action has been taken in reliance thereon. If not earlier revoked, it shall terminate five (5) years from date of execution.

Employee Name

Employee Signature

My initials indicate that I have received a copy of this consent to release records. _____

Employee Representative

Dated: _____

EXHIBIT E

You Need To Know...

Substance abuse has a noticeable impact on the way people perform on the job.

Whether the drug of choice is marijuana, cocaine, amphetamines, opiates, PCP, alcohol, or prescription drugs, drug use affects everyone's safety in the workplace and causes changes in "normal" work patterns and behaviors.

PharmChem Laboratories, Inc.

Even if you don't use drugs or alcohol, you can help keep your workplace drug free by learning to recognize the warning signs of drug abuse on the job.

PharmChem Laboratories, Inc.

Amphetamine/Methamphetamine

◆ Source

- May be made by pharmaceutical house or street labs. Most methamphetamine is made by street labs

◆ Common Street names

- Crank
- Speed
- Crystal
- Meth
- White

PharmChem Laboratories, Inc.

Amphetamine

◆ Distribution

- California
- Hawaii
- parts of Texas
- parts of Arizona

◆ Ingestion

- Smoked
- Snorted
- Injected

◆ Legitimate Uses

- Amphetamine can be used for attention deficit disorder or narcolepsy

PharmChem Laboratories, Inc.

Amphetamine

◆ Dependence

- Profound Physical addiction

◆ Detection

- 12-72 hours after use

PharmChem Laboratories, Inc.

Amphetamine

Effects on Driving

- ◆ Over-estimation of performance capabilities
- ◆ Likelihood of being more accident prone
- ◆ Anxiety, irritability and frequent over-reaction
- ◆ Extreme mental and physical fatigue during down
- ◆ Food and sleep deprivation
- ◆ Auditory and visual hallucinations
- ◆ Impaired motor coordination
- ◆ NOTE: A driver who uses stimulants is four times more likely to be involved in a collision than a non-user

PharmChem Laboratories, Inc.

Amphetamines

Signs and Symptoms

- ◆ Dilated pupils
- ◆ Dryness of mucous membranes (dry mouth and lips)
- ◆ Excessive sweating and shakiness
- ◆ Reduced or loss of appetite
- ◆ Lack of sleep, insomnia
- ◆ Talkativeness, but conversation often lacks continuity; changes subjects rapidly
- ◆ Unusual energy, accelerated movements and activities

PharmChem Laboratories, Inc.

Cocaine

- | | |
|-------------------------------------|----------------|
| ◆ Source | ◆ Street names |
| – Coca Plant | – Coke |
| – Mainly imported from hot climates | – Blow |
| | – Lines |
| | – White |

PharmChem Laboratories, Inc.

Cocaine

- ◆ Distribution

- Southeast
- Midwest
- Throughout world

- ◆ Ingestion

- Orally
- Snorted
- Smoked
- Injected

- ◆ Legitimate Uses

- Used during surgery to limit bleeding
- No take home prescriptions

PharmChem Laboratories, Inc.

Cocaine

- ◆ Dependence

- Short term tolerance
- Withdrawal causes drowsiness, lethargy, and depression

- ◆ Detection

- 12 to 72 hours

PharmChem Laboratories, Inc.

Cocaine

Effects on Driving

- ◆ Lapses in attention and concentration
- ◆ Aggressive behavior
- ◆ Tendency to overreact & overcompensate
- ◆ Impaired motor coordination
- ◆ Periods of loss of consciousness
- ◆ Impaired judgement
- ◆ False sense of alertness and security

PharmChem Laboratories, Inc.

Cocaine

Effects on Driving (cont)

- ◆ Convulsions, seizures, cardiac arrest and/or stroke
- ◆ Distorted vision and difficulty in seeing
- ◆ Auditory and visual hallucinations as well as cocaine psychosis (out of touch with reality)
- ◆ Profound depression, anxiety, irritability, and restlessness

PharmChem Laboratories, Inc.

Cocaine

Signs and Symptoms

- ◆ Dilated pupils
- ◆ Runny nose; reddened and sore nose, cold or chronic sinus/nasal problems, nosebleeds
- ◆ Respiratory problems
- ◆ Unexplained bursts of energy
- ◆ Restlessness or nervousness
- ◆ Repetitive and non-purposeful behavior
- ◆ Irritability and anxiety

PharmChem Laboratories, Inc.

Cocaine

Signs and Symptoms (Cont)

- ◆ Long periods without sleeping or eating, likely to be emaciated
- ◆ White powder in container and/or around nose
- ◆ Use or possession of paraphernalia including spoons, razor blades, mirrors, little bottles of white powder, and straws

PharmChem Laboratories, Inc.

Marijuana

◆ Source

- Hemp Plant

◆ Street Names

- dope
- weed
- herb
- grass
- pot
- reefer

PharmChem Laboratories, Inc.

Marijuana

◆ Distribution

- Most widely distributed drug
- Can be grown in a wide variety of conditions

◆ Ingestion

- Eaten
- Smoked
- Combined with other drugs

PharmChem Laboratories, Inc.

Marijuana

- ◆ Dependence
 - No documented physical dependence
- ◆ Detection
 - Casual use 1-4 days
 - Chronic use up to 2 weeks
- ◆ Legitimate Uses
 - Stop vomiting in cancer patients
 - Appetite enhancer in cancer or AIDS

PharmChem Laboratories, Inc.

Marijuana

Effects on Driving

- ◆ Impaired reaction time
- ◆ Impaired short term memory
- ◆ Reduced concentration
- ◆ Impaired tracking
- ◆ Distorted time and distance sense
- ◆ Lack of control of vehicle velocity and proper positioning
- ◆ Lengthened glare recovery and blurred/double vision
- ◆ Distorted visual and depth perception

PharmChem Laboratories, Inc.

Marijuana

Signs and Symptoms

- ◆ Rapid loud talking
- ◆ Excessive laughter or inappropriate happiness
- ◆ Forgetfulness in a conversation (i.e. "What was I saying?")
- ◆ Inflammation in whites of eyes; pupils unlikely to be dilated
- ◆ Appearance of intoxication, but has no smell of alcohol
- ◆ Appearance of sleepiness or stupor in the latter stages
- ◆ Distorted sense of time passage, tendency to overestimate time intervals

PharmChem Laboratories, Inc.

Marijuana

Signs and Symptoms (cont)

- ◆ Tendency to drive vehicles slowly, below speed limit
- ◆ Increase in appetite especially after smoking marijuana
- ◆ Odor similar to burnt rope on clothing or breath
- ◆ Presence of roach clips (e.g. paperclips, bobby pins, haemostats or tweezers) and bongs or water pipes

PharmChem Laboratories, Inc.

Opiates

◆ Source

- Pharmaceutical houses produce :
 - » Codeine
 - » Morphine
 - » Hydromorphone

◆ Street names

- heroin
- smack
- horse
- junk

PharmChem Laboratories, Inc.

Opiates

◆ Distribution

- Opiates are prescribed in all states for pain
- Codeine can be purchased outside U.S. without a prescription
- Heroin is always distributed illegally

◆ Ingestion

- Opiates are usually taken orally
- Heroin is smoked, injected, and snorted

◆ Legitimate Uses

- Opiates are used to relieve severe pain
- Also suppression of coughs
- No legitimate uses for Heroin

PharmChem Laboratories, Inc.

Opiates

◆ Detection

- Usually detected for 12-72 hours
- May be detected up to 96 hours in certain cases

◆ Dependence

- Codeine and hydromorphone can be moderately habituating
- Heroin and morphine have profound physical addiction

PharmChem Laboratories, Inc.

Opiates

Effects on Driving

- ◆ Effects of intoxication
- ◆ False sense of security
- ◆ Euphoric high followed by a period of stuporous inactivity
- ◆ Difficulty in focusing
- ◆ Visual distortion
- ◆ Loss of consciousness
- ◆ Coma

PharmChem Laboratories, Inc.

Opiates

Signs and Symptoms

- ◆ Pinpoint pupils that fail to respond to light
- ◆ Respiratory depression
- ◆ Drowsiness
- ◆ Nausea and vomiting
- ◆ Apathy and decreased physical activity
- ◆ Short lived euphoria or feeling good effects
- ◆ Changes in state of mind, going back and forth from feeling alert to drowsy
- ◆ Coma or death (result of overdose)

PharmChem Laboratories, Inc.

Phencyclidine (PCP)

- | | |
|----------------------------|-----------------------|
| ◆ Sources | ◆ Street Names |
| – Made only by street labs | – PCP |
| | – Angel dust |
| | – Trank |
| | – Various other names |

PharmChem Laboratories, Inc.

PCP

◆ Distribution

- Found throughout the U.S.
- Southern California
- New York
- Baltimore
- Washington D.C.
- Philadelphia

◆ Ingestion

- Smoked
- Orally
- Injected

PharmChem Laboratories, Inc.

PCP

◆ Legitimate Uses

- None

◆ Detection

- Casual use 7 days
- Chronic use 30 days

PharmChem Laboratories, Inc.

PCP

Effects on Driving

- ◆ A feeling of owning the road
- ◆ Sense of invulnerability and power
- ◆ Aggressive behavior
- ◆ Auditory and visual hallucinations
- ◆ Visual distortion
- ◆ Convulsions, coma and/or death
- ◆ Impaired coordination & dulled senses

PharmChem Laboratories, Inc.

PCP

Signs and Symptoms

- ◆ Pupils may appear dilated
- ◆ Mask-like facial appearance
- ◆ Rigid muscles, strange gait
- ◆ Irrational speech or behavior
- ◆ Symptoms of intoxication
- ◆ Hallucinations
- ◆ Violent or frightened reactions

PharmChem Laboratories, Inc.

PCP

Signs and Symptoms (cont)

- ◆ Subject to flashbacks
- ◆ Exaggerated physical and mental reaction to situations
- ◆ Disorientation; agitation and violence if exposed to excessive sensory stimulation
- ◆ Deadened sensory perception (may experience severe injuries while not appearing to notice)

PharmChem Laboratories, Inc.

Alcohol

- ◆ Performance of Safety-sensitive functions is prohibited:
 - while having an alcohol concentration of 0.04 or greater as indicated by an alcohol breath test
 - while using alcohol on the job
 - within four hours after using alcohol
 - when refusing to submit to an alcohol test
 - when using alcohol within eight hours after an accident or until tested

PharmChem Laboratories, Inc.

Alcohol

- ◆ Employees who engage in prohibited alcohol conduct must be immediately removed from safety-sensitive functions.
- ◆ Employees who have engaged in alcohol misuse cannot return to safety-sensitive duties until they have been evaluated by a substance abuse professional and have complied with any treatment recommendations to assist them with an alcohol problem

PharmChem Laboratories, Inc.

Alcohol

- ◆ Employees who have any alcohol concentration (defined as 0.02 or greater) in their breath, when tested just before, during or just after performing safety-sensitive functions, must also be removed from performing such duties for 8 hours or until another breath test is administered and the result is less than 0.02
- ◆ Commercial motor vehicle drivers must be removed from driving for at least 24 hrs.

PharmChem Laboratories, Inc.

Alcohol

- ◆ Testing will be done by Evidential Breath Testing device
- ◆ There will be no blood or urine testing for alcohol

PharmChem Laboratories, Inc.

Alcohol Detection Period

- ◆ Alcohol is metabolised by the body at a rate of .02 g% per hour
- ◆ This rate changes depending on body type and metabolism speed

PharmChem Laboratories, Inc.

Effects of Alcohol

Immediate

- ◆ Odor on breath
- ◆ Initial stimulation followed by depressed nervous system
- ◆ Flushed skin
- ◆ Glazed appearance of eyes

PharmChem Laboratories, Inc.

Effects of Alcohol

Chronic and Long Term

- ◆ Nutritional deficiencies and sleeping difficulty
- ◆ Impaired short term memory
- ◆ Slowed reaction time
- ◆ Inability to concentrate
- ◆ Physical and Psychological dependence
- ◆ Impaired motor skills
- ◆ Brain and nervous system damage
- ◆ Liver damage

PharmChem Laboratories, Inc.

Effects of Alcohol

Chronic and Long Term (cont)

- ◆ Digestive problems (gastric ulcer)
- ◆ Higher likelihood of stroke, coronary problems in general and several forms of cancer
- ◆ Disease of pancreas and kidneys
- ◆ Birth defects in children of heavy drinking women

PharmChem Laboratories, Inc.

Effects of Alcohol

Effects on Driving

- ◆ Impaired reaction time and impaired motor coordination
- ◆ Reduced concentration
- ◆ Tendency to take unnecessary risks
- ◆ Possibility of reacting with anger toward other motorists
- ◆ Euphoric high followed by a period of stuporous inactivity
- ◆ Visual distortion

PharmChem Laboratories, Inc.

ACKNOWLEDGEMENT PAGE

DRUGS/ALCOHOL IN THE WORKPLACE POLICY

COUNTY OF HUMBOLDT

I acknowledge that I have received a copy of the County's Drug and Alcohol Testing Policy as required by Federal Regulations.

My signature indicates that I will read and comply with this policy.

Employee's Signature: _____

Date: _____

