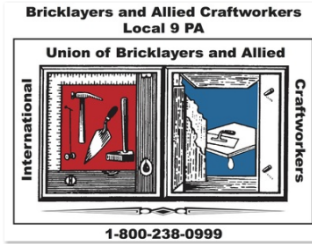

Western Pennsylvania Construction Industry Drug Free Partnership Program

Procedure Manual



Trades



DRYWALL TAPERS AND FINISHERS
OF DISTRICT COUNCIL #57 OF
WESTERN PA



Associations

INSULATION CONTRACTORS
ASSOCIATION OF PITTSBURGH



MASON CONTRACTORS
ASSOCIATION OF WESTERN PA



Master Builders' Association
Of Western Pennsylvania, Inc.

Sponsor Of Construction Advancement Program



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INTRODUCTION

The Western Pennsylvania Construction Industry Drug Free Partnership (Partnership) exists so that workforce and stakeholders of the construction industry in our region can receive all the benefits of a drug-free project. By establishing a ready-to-work pool of drug-free tradespeople, the Partnership helps reduce accidents, improve craft worker health, increase quality and productivity, and enhance the quality of life for craft workers and their families in our region.

Under the direction of a joint labor-management committee, the Partnership strives to meet its goal of providing a drug-free workforce for our projects while ensuring fairness to all participants. In order to achieve its potential, the Partnership requires the active participation of craft workers, contractors, and the administrator of the program. This manual is designed to define the roles of everyone involved and detail the procedures to follow so that together we can all enjoy the benefits of being drug free.

ROLES OF THE PARTIES

Participating Entities

All participating entities involved in a substance abuse program are vital to the goal of a drug free work force.

Contractor

Contractor is required to comply with testing and verify that participants hired have a current drug free eligible status within the program.

- Hires drug free craft workers
- Enforces program requirements
- Promotes program to customers/owners

Designated Representative (DR)

Union and Contractor DR's are notified of test results or eligibility changes and charged with the removal of any participant testing positive from projects with drug testing requirements.

- Receives results/eligibility changes
- Enforces disciplinary procedures

Labor Organization

Labor Organizations are responsible for staffing projects with participants eligible to perform work on projects requiring substance abuse testing. The labor organization is responsible for developing and communicating the program to the participants.

- Promotes program to membership
- Provides locations for group testing that will be convenient for membership
- Promotes program to users and customers

Owner/Customer

Owner/Customer requires substance abuse testing on projects.

- Designates projects for required substance abuse testing
- Enforces contractor compliance to program

Participant

Participants voluntarily test in the program and comply with testing and eligibility requirements.

- Enters program with initial test
- Reports for testing when selected
- Remains drug free

Employee Assistance Program (EAP)/Member Assistance Program (MAP)

Designated EAP/MAP are responsible for assisting employees/union members and their eligible family members with interpersonal conflicts, family problems, workplace crises, eldercare stresses, psychological problems and financial management.

Substance Abuse Professional (SAP)

Certified SAP's evaluates participant and prescribes rehabilitation program.

Testing Entities

Collection Site

Collection Sites are approved location where a participant can provide a specimen for testing.

- Collects specimens
- Notifies Third Party Administrator of collection event
- Ships specimens to approved laboratory

Laboratory

A laboratory is a licensed accredited (SAMHSA) facility, which analyzes participant specimens.

- Analyzes specimens
- Provides results & transfers to Third Party Administrator and or Medical Review Officer

Medical Review Officer (MRO)

MRO's are licensed physician responsible to receive, verify and notify Third Party Administrator of participants' non-negative test results.

- Interviews participants having positive tests
- Confirms the lab positives
- Reports final results to TPA

Third Party Administrator (TPA)

Mobile Medical Corporation (MMC), the TPA for the program, is located at 2413 Lytle Road, Bethel Park, Pennsylvania 15102. Mobile Medical Corporation's phone number is (412) 835-8358 or toll-free (888) 662-8358. The TPA is the primary point of contact for all entities comprising the program. The TPA is responsible for all of the following administrative duties:

- Enrolling new locals in the program
- Notifying participants when they are to renew their eligibility
- Processing participant requests for testing
- Managing random test coordination (mailed or jobsite testing)
- Managing return-to-duty test coordination
- Receiving and maintaining test results
- Distributing Program's Drug Free Cards to qualified participants
- Notifying Designated Representatives (DR) of participants test results and changes in eligibility
- Compiling comprehensive program reports for DRs and owners/customer

Questions for the TPA can be directed to the following MMC contacts at (412) 835-8358 or toll-free (888) 662-8358:

Cynthia Velasco, Program Coordinator (extension 111)

Sara Yanko-Nagle, Program Coordinator (extension 122)

Jessica Wolinski, Field Technician Scheduler/Dispatch (extension 123)

Alyson Kuzmovich, Department Manager (extension 121)

PROGRAM TEST TYPES

Pre-Employment/Entrance Testing

To participate in the program, participants must first submit an initial negative program test. This test date will establish their first eligibility expiration date.

Annual Testing

All participants who wish to become eligible shall submit to a substance abuse test at least one time every year. In order to remain an eligible participant and have current status within the eligibility pool, each participant must continue to submit a test every twelve (12) months. Subsequent annual testing shall occur during the anniversary period of the most recent eligible test. Current status within the eligibility pool will be issued to a participant testing negative.

A participant refusing to submit or electing not to submit to testing will not have current status within the eligibility pool. Participants are notified between their eligibility expiration date and 30-45 days prior.

A participant who is not current can become eligible by taking and passing another annual test. This does not apply to a participant who is ineligible as a result of a program violation.

Random Testing

All participants will be subject to unannounced screening for illegal drugs and controlled substances based on random selection. **The parties will test one-hundred percent (100%) of the jobsite visited, including both bargaining unit and non-bargaining unit workers who are subject to the program,** to assure a minimum of twenty-five percent (25%) of total participants every twelve (12) months is achieved. A participant may be randomly tested more than once or not at all during each calendar year.

Post Accident/For-Cause Testing

A participant (or participants) may be asked to submit to a drug and alcohol test due to post accident or cause exists, which indicates that his/her health and safety or inability to perform work is observed by a supervisor and/or customer representative. Post-accident drug and/or alcohol testing will only be conducted when it is reasonable to believe that drug and/or alcohol use could have contributed to the injury/illness or damage. The general principle here is that drug testing will not be used by the employer as a form of discipline against employees who report an injury or illness, but may be used as a tool to evaluate the root causes of workplace injuries and illness in appropriate circumstances. A participant may be tested for cause under any of the following circumstances:

- 1) Involvement in or cause of, an incident, accident, or near miss, which causes or could have caused injury to the participant or another individual.
- 2) Involvement in or cause of, an incident, accident, or near miss, which causes or could have caused damage or destruction to contractor and/or owner/customer property.
- 3) Tardiness, excessive absenteeism, erratic behavior such as noticeable imbalance, incoherence, and or disorientation.

The contractor and TPA will coordinate the testing, at the time the incident is reported, in a for cause situation and the responsibility for all non-bargaining unit participants shall be borne by the contractor.

If the test result is positive, the participant will become inactive in the program and removed from the jobsite immediately. To reestablish eligibility, the participant must comply with all requirements of the program prior to retesting and obtaining new eligible status within the program's eligibility pool to remain current.

CONTRACTOR RESPONSIBILITIES

Verifying Eligibility at Initial Hire

Before placing an individual onto a jobsite, contractors have to verify the individual is eligible for employment. The WPACIDFP Program uses the Internet to centralize craft worker eligibility information. If the potential employee is in the data pool, contractors can verify that the craft worker has current eligibility based on recent substance abuse tests within the Mobile Medical Corporation website www.mobmed.com.

It is the CONTRACTOR'S responsibility to make sure its members are current and eligible. Contractors should check their employee list weekly to ensure their members' status has not changed.

SkillCheck ID = Last Name + Last 4 digits of SSN

How to Verify Participant Eligibility:

- Go to www.mobmed.com and click on the My SkillCheck™ logo or link located on the right hand side of the screen.
- Enter username and password
First time users must register a username and password with MMC.

If you do not have a username/password please contact your local MMC Office.
- Select the various Job ID's that you will search
*Recommended to select all jobs to provide broad data results
- Type in SkillCheck ID's into the search box
*To search multiple SkillChecks hit "enter" between participants
*Do not use punctuation, prefixes, or suffixes
- Search results will appear at the bottom of the screen. Click the participants SkillCheck ID to get a more detailed Eligibility Report.

Name	SkillCheck™ I.D.
Flintstone, Fred Jr.	flintstone4444
Rubble, Barney	rubble1234
Flintstone, Wilma	flintstone3313



Drug Tests

Skillcheck ID	Participant Name	DFWP Status	Job	Last Test	Source
Davis1234	Davis, John T.	Current	WPA-CARP-RC	9/23/201	SCMS

If a search for a participant produces "no matches found," contractor/DR should contact Mobile Medical Corporation at 1-888-662-8358 to discuss this participant with a program coordinator. This result may indicate one of several situations and the program coordinator will be able to advise the contractor and participant on the next steps necessary to regain eligibility.

JOBSITE RANDOM SELECTION

1. MMC contacts randomly selected contractor's DR to notify them that they have been selected for a random drug test.
2. Selected contractor DR provides a list of sites and approximate manpower to MMC.
3. MMC selects jobsite for random testing.
 - a. DR provides list of all of its contractors/subcontractors on the selected site.
4. If the selected contractor is NOT the General Contractor (GC) on this jobsite then:
 - a. MMC will contact the GC to notify it that the contractor/jobsite has been selected for random testing under the program.
 1. If the GC of the selected jobsite agrees to comply with the program testing selection, MMC will test 100% of the jobsite.
 2. If the GC of the selected jobsite is not a participating contractor in the program and does not agree to comply with the program testing selection, MMC will test 100% of the selected contractor and subcontractors' employees.
5. If the selected contractor is on a multiple prime jobsite then:
 - a. MMC will contact each prime to notify it that the jobsite has been selected for random testing under the program.
 1. If the other prime contractor(s) of the selected jobsite agrees to comply with the program testing selection, MMC will test 100% of the jobsite.
 2. If the other prime contractor(s) of the selected jobsite does not agree to comply with the program testing selection, MMC will test 100% of the selected contractor and subcontractors' employees.
6. MMC coordinates with selected contractor DR and/or other GC/prime contractors for date and time of testing.
7. All contractors will be responsible for all participants who are not covered under the program.
 - a. Results will be provided to the contractor DR.
 - b. Invoices will be submitted directly to the contractor.
 - c. If program is paid by a group or association affiliated with an individual local union, invoices will be sent to the appropriate party covering the cost of all tests.

On-Site Random Drug Testing

1. MMC arrives onsite.
2. All participating contractors submit a list of all employees on the jobsite to MMC.
3. MMC technicians coordinate with contractors to process all participants on the entire site as efficiently as possible.
4. Contractors will send approximately 5-10 members at a time to the MMC designated testing area until all of the participants have been tested.
5. A refusal to test is considered a positive result and a program violation.

A participant's random date will become their new eligibility date. Each participant will receive a new drug free card within 7-10 days of their test results.

Job Site Random Testing Responsibilities

<p style="text-align: center;">Construction Manager</p> <p>Support the selection and notification process by facilitating all contractor/employee information available to the TPA/testing entity.</p>	<p style="text-align: center;">Contractors/ Subcontractors</p> <p>Provide all employees to be tested and identify those who left the site without testing.</p>
<p style="text-align: center;">Non-Bargaining Unit Participants</p> <p>Participate in a drug free workplace and the on-site testing just as bargaining unit participants participate.</p>	<p style="text-align: center;">Non-Participation (IBEW LU 5)</p> <p>IBEW LU 5 members will receive testing packets with instructions to complete the random test within 24 hours or they will be considered a refusal.</p>

Job Site Random Testing: Non-Negative Notification Procedures

1. Following a MRO non-negative result, MMC contacts the participant's contractor DR to notify it of the eligibility change for the participant.
2. Contractor DR should remove the participant from the project site immediately.
3. Following a MRO non-negative result, MMC contacts the project site general contractor to notify it of the eligibility change for the participant.
4. Following a MRO non-negative result, MMC contacts the local union Joint Apprenticeship Training Center (JATC) coordinator, if the participant is an apprentice, to notify them of the result and or the eligibility change for the participant.
5. Following a MRO non-negative result, MMC contacts the local union DR only if that specific local union requests to be notified in these situations.

NON-NEGATIVE PROCEDURES

Notification

Participant will be notified by MRO following a non-negative test result.

The MRO shall be responsible for:

- Reviewing and verifying a confirmed positive result;
- Notifying the tested participant of a positive result within 24 hours of receiving the laboratory result;
- Providing the participant with an opportunity to discuss why the test result is positive;
- Reviewing the medical records as provided by or at the arrangement of the tested participant;
- Verifying the laboratory result;
- Notifying the program coordinator of all non-negative test results;
- Processing re-test requests; and
- Participating in return-to-duty decisions as required.

Participant will be the sent reinstatement procedure documents by program coordinator.

In case of a positive result of any test, the participant shall:

- Have the right to have the original split specimen “B” sample independently analyzed (at their expense and paid for in advance) by a SAMHSA certified laboratory of their choice from the list of approved SAMHSA certified laboratories provided to them by the MRO.
- Notify the TPA of the request for reanalysis within seventy-two (72) hours of the time they were notified of the non-negative result. If a donor did not provide specimen quantities required for a split specimen (45-60mL), the donor will waive their right to have the “B” sample reanalyzed but may use the original “A” sample if the quantity remaining is sufficient.
- If the independent analysis is negative, the participant shall regain eligible status in the program.
- Have the right to secure a copy of all data relating to the test procedures and results, providing the costs are paid in advance to the program administrator.

In keeping with DOT guidelines, an adulterated specimen will be considered a positive drug screen and the participant submitting the adulterated specimen will be required to reestablish eligibility prior to further testing.

Reinstatement

A participant who has a confirmed non-negative test result or who does not comply with the program requirements will not be eligible to participate in the program until they are evaluated by a Substance Abuse Professional (SAP) which they may be able to access through their Employee Assistance Program (EAP)/Member Assistance Program (MAP) and complete the program reinstatement requirements of their respective trades.

Suspension

Participants who have tested positive (failed) during any testing for illegal drugs, controlled substances, or alcohol or refused testing within the program will not be eligible to participate in the program until:

- A suspension period of thirty (30) calendar days has passed since the drug screen was collected or the drug screen collection was refused; and
- The participant has completed an approved and certified rehabilitation program and evidence of it is provided to the program coordinator; and
- The participant passes a subsequent return-to-duty drug screen in accordance with this program.

After meeting the conditions specified above, the participant will be subject to unannounced follow-up periodic testing for a period of one (1) year commencing on the date of their negative retest. The SAP will determine this accelerated random testing requirement. A journeyman participant testing positive two (2) times will be suspended from the program for a period of one (1) year and must reestablish eligibility as outlined above. A journeyman participant testing positive three (3) times will be removed from the program permanently. Any craft specific difference on suspension period for program violations can be found in the WPACIDFP Policy Addendum 1.

An apprentice testing positive one (1) time may be removed from the program permanently. Differences may exist between JATC programs.

Responsibility of Payment

The member is responsible for paying for the return-to-duty drug test, except for Iron Workers Local Union #3 and Roofers Local Union #37 members.

RECIPROCITY

Trades participating in the WPACIDFP Program are:

Craft/Trade	Local Union	Craft/Trade	Local Union
Bricklayers & Allied Crafts	9	Operating Engineers	66
KML Regional Council of Carpenters	432 420 (Lawrence County only) 441 (Floorcoverers & Pile Drivers only)	Plumbers	27
Operative Plasterers & Cement Masons	526	Roofers	37
Drywall Finishers	2006	Sheet Metal Workers	12
Heat & Frost Insulators	2	Sprinkler Fitters	542
Iron Workers	3	Steamfitters	449
Laborers DC	286 323 373 419 603	IBEW	5
	824 833 910 952 964		56
	1451		712

Associations participating in the WPACIDFP Program are:

Master Builders' Association of Western PA, Inc.	Mason Contractors Association of Western PA
Ironworker Employers Association of Western PA, Inc.	Insulation Contractors Association of Pittsburgh
Master Interior Contractors Association of Western PA	
Mechanical Contractors Association of Western PA, Inc.	
Western PA National Electrical Contractors Association	
SMACNA of Western PA, Inc.	

Substance Abuse Programs reciprocal with the WPACIDFP Program are:

Owner/Customer	Labor
US Steel Contractor Program	Iron Workers Local Union #549

If you have members working in other areas and would like reciprocity, please contact Mobile Medical Corporation at 1-888-662-8358.