



Human Resources Substance Screening

HR (8.105)
Rev. # 0.1

Date 04/18/2023
Page 1 of 3

Purpose:

Process of screening for drugs which includes pre-hire, random, post-accident, and cause based screenings. Alcohol screening is a separate request for post-accident or cause-based screenings. This is in compliance with the Tennessee Workers Compensation Reform Act of 1996, and especially the provisions of Section 49 and 50 of the Act, and the adoption of a Tennessee Drug-Free Workplace program. See additional policies related to Drug Free Workplace Program and Substance abuse for additional information.

Procedure:

Laboratory Testing All drug testing will be performed by a SAMHSA/NMA certified laboratory. Initial screening will be immunoassaying testing. All specimens which screen positive will be confirmed positive by Gas Chromatography/Mass Spectrometry (GC/MS).

Substance	- Range	+ Range
Ethyl Alcohol	.04% BAC	0.4% BAC
Amphetamines	1000 ng/ml	500 ng/ml
Opiate Metabolites	300 ng/ml	300 ng/ml
Cocaine Metabolites	300 ng/ml	150 ng/ml
Marijuana Metabolites	50 ng/ml	15 ng/ml
Phencyclidine	25 ng/ml	25 ng/ml
Methadone	300 ng/ml	300 ng/ml
Propoxyphene (PCP)	300 ng/ml	300 ng/ml
Creatinine	20 ng/ml	20 ng/ml
Barbiturates	300 ng/ml	200 ng/ml
Benzodiazepines	300 ng/ml	300 ng/ml
MDMA/MDA (Amphetamines)	500 ng/ml	250 ng/ml
6-Acetylmorphine (Opioids)	10 ng/ml	0 ng/ml
Benzoyllecgonine-Cocaine	150 ng/ml	100 ng/ml
Cocaine/Morphine (Opioids)	2000 ng/ml	2000 ng/ml
Hydrocodone/Hydromorphone	300 ng/ml	300 ng/ml
Oxycodone/Oxymorphone	100 ng/ml	100 ng/ml
Amphetamine/Methamphetamine	500 ng/ml	250 ng/ml

A. Types of Screening:

- 1) Pre-employment substance screening-passing a drug and alcohol screen is a contingent to the offer letter and is listed in the offer letter.
 - a) After the offer letter has been accepted by the candidate, and prior to starting work, HR will notify the individual of the details of the substance screening facility and ask them to complete the screening (approx. 1 week before start).
Instructions include directions to the facility and an Acknowledgement form for the individual to complete.
 - b) Candidates will follow the procedures to complete the screening and within a week the screening results will come electronically to HR for review from the MRO.



Human Resources
Substance Screening

HR (8.105)
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Date 04/18/2023
Page 2 of 3

- c) HR will review and if any results of drug shows, will discuss with the hiring manager before making an employment decision.
- 2) Random- All employees will be subject to random drug testing at locations and at a frequency specified by the Company.
 - a) The screening facility requests a list of current employees and sends the random selection name to HR.
 - b) HR contacts the employee directly and copies the manager or asks the manager/superintendent to direct the employee to complete the screening within 2 business days.
 - c) Reports are completed within approximately a week; the screening results will come electronically to HR for review from the MRO.
- 3) Post Accident Screening - Following any on-the-job injury that requires treatment at a medical facility or following a serious or potentially serious accident or incident involving damage to Company property; including, but not limited to vehicles and other equipment. All persons involved and within the immediate vicinity of the incident may be required to be tested.
 - a) HR will arrange the drug and alcohol screening following any accident right after the accident for those involved and/or when the employee is stable.
 - b) Reports are completed within approximately a week; the screening results will come electronically to HR for review from the MRO.
 - c) HR will work with Workers' compensation insurance, safety staff, and manager on the results of the screening.
- 4) Reasonable Suspicion - When an employee's supervisor has a reasonable suspicion* that an employee, or other person on Company property, is intoxicated, using or under the influence of prohibited drugs and substances. Whenever Company suspects that an employee's work performance or on-the-job behavior may have been affected in any way by alcohol or drugs, or that an employee has otherwise violated this, Policy.

When an employee or person is found in possession of suspected illicit or unauthorized drugs and/or alcohol or when any of these items are found in an area controlled or used exclusively by designated employees.

 - a) Upon notification of reasonable suspicion of possession, HR will arrange the drug and alcohol screening that must be immediately completed by the employee.
 - b) Reports are completed within approximately a week; the screening results will come electronically to HR for review from the MRO.
 - c) HR will work with Workers' compensation insurance, safety staff, and manager on the results of the screening.
- 5) Return to duty. An employee who has been suspended by the Company for violation of this policy may not return to duty until the employee has passed a drug and/or alcohol test and certain other conditions are met. HR will arrange the screening prior to reinstatement.



Human Resources
Substance Screening

HR (8.105)
Rev. # 0.1

Date 04/18/2023
Page 3 of 3

- B. Medical Review. All tests will be reported by the testing laboratory to a Medical Review Officer (MRO). The MRO will review and interpret each confirmed positive and interview the donor to determine if there is an alternative medical explanation for the positive test result, the company will be notified by phone. If an employee's or job applicant's explanation is unsatisfactory to the MRO, the MRO will report a confirmed positive test result to the Company. A person may contest the drug test result pursuant to rules adopted by the Tennessee Department of Labor.
- C. Confidentiality- All test results will remain confidential and under the control of the MRO. The Company will keep drug test results information in a secure location separate from personnel files to minimize exposure and possible breach of confidentiality.
- D. TN Drug Free Workplace Program- Company must re-apply annually or if workers' compensation policy changes to the TN Drug Free Workplace Program.