



Great Lakes  
Construction  
Alliance

An Owner, Labor, Contractor Partnership



**THE**  
**NORTHWEST OHIO**  
**GREAT LAKES CONSTRUCTION ALLIANCE**  
**SUBSTANCE ABUSE POLICY**  
**AS OF March 1, 2010**

**UPDATES INCLUDE:**  
**Change in Administration Contact info (on 2/23/2010 version)**  
**Addition of Labor Contact Page**

## Table of Contents

	<b><u>Page</u></b>
Sect 1: Introduction	3
Sect 2: Commitment to Confidentiality	3
Sect 3: Card Identification System	4
Sect 4: Types of Screening	4
Sect 5: Illegal Drugs and Substances	5
Sect 6: Procedure for Initial Random and Periodic Drug Screening	5
Sect 7: Prerequisites for a Drug/Alcohol Test for Cause	6
Sect 8: Prerequisites for Post-Accident Screening	7
Sect 9: Procedure for Cause and Post-Accident Screening	8
Sect 10: Screening for Alcohol	8
Sect 11: Employer Responsibilities	9
Sect 12: Employee / Participant Responsibilities	9
Sect 13: General Principles	9
Sect 14: Medical Review Officer Responsibilities	10
Sect 15: Consequences of a non-current Drug or Alcohol Test	10
Sect 16: Tampering with a Test	11
Sect 17: Resolution of Disputes	11
Sect 18: Definitions	11
Appendix A: Drug Information Chart	13
Appendix B: Drug / Alcohol Screen Consent Form and Member Information Form	14
Appendix C: Re-Screening Procedure	15
Appendix D: Re-Entry Screening After a “Non-current” Test (Procedures)	16
Appendix E: Employer Registration Form	17
Appendix F: On Site Drug Testing Jobsite Initiation Worksheet	18
Appendix G: Replacement Card Form	19
Appendix H: Contact Info	20

## **Section 1. INTRODUCTION**

Members of the Northwest Ohio Great Lakes Construction Alliance are committed to providing a safe work place for those working within the organized construction industry. "Striving to make a zero injury career a reality" remains a primary goal of the Alliance. A workplace unencumbered by the influences of illegal drugs and alcohol is necessary to assure this goal.

The Policy that follows was created in a collaborative effort by Labor, Owner and Contractor members of the Alliance. The first Policy was adopted March 1, 2002.

This document contains procedures to be utilized to conduct screening for illegal drugs, substances and alcohol on unionized construction projects. When implemented, this Policy applies to all employees and potential employees of contractors and subcontractors at all tiers, including bargaining unit and non-bargaining unit employees.

Individuals are prohibited from using, possessing, distributing, dispensing, manufacturing, being under the influence, or otherwise being involved with illegal substances and from abusive use of chemicals or controlled substances or alcohol while on employer or client property or while performing the employer's business.

## **Section 2. COMMITMENT TO CONFIDENTIALITY**

(a) Protecting the confidentiality of individuals is a primary interest of labor, owners, and contractors. Therefore, there will be a single entity contracted to provide medical review officer (MRO) services for the entire area covered by the Northwest Ohio GLCA Substance Abuse Policy. Only the MRO has access to an individual's medical records. Only the MRO and third party administrator (TPA) MOST have access to an individual's drug screening results.

(b) Only the MRO or MOST will be allowed to advise a designated contractor representative and local union representative when applicable that an individual is either *current* or *not current* under the NW Ohio GLCA Substance Abuse Policy. No information about test results, substances, levels of screening, or any other specific information will be shared.

(c) Contractors will designate a specific representative as the contact person. The contact person will be the only individual to receive information from the MRO.

(d) The following procedures and guidelines regarding confidentiality will be strictly observed:

(1) All test results will be considered medical records and held confidential to the extent permitted by law.

(2) All actions taken in connection with the Policy will remain confidential.

(3) Only the MRO will have detailed information concerning an individual's drug screening.

(4) Only the MRO or the TPA MOST may disclose whether an individual is current or not current with the Policy.

(5) Medical personnel, the contractor, its supervisors, or any other personnel will not disclose any information regarding the screening of an individual.

(6) Information may be divulged for grievances, arbitration, and/or litigation with respect to these matters to the extent permitted by law.

### **Section 3. CARD IDENTIFICATION SYSTEM**

- (a) Only individuals who have been issued an appropriate Identification Card, or who are in the process of being issued the Card, and who are current under the NW Ohio GLCA Substance Abuse Policy may be employed for work on a project requiring this Policy.
- (b) To obtain a card, an individual must fill out the Drug/Alcohol screen consent form and mail a color photo to: MOST/NW Ohio GLCA Program, 753 State Ave., Ste. 800, Kansas City, KS 66101(see appendix B).
- (c) Any individual who refuses to obtain a card will not be permitted to work on projects covered by this Policy.
- (d) Replacement cards may be ordered at the employee's expense for eight dollars (see appendix G).
- (e) When a potential employee reports for work and is not registered in the program, but has submitted to an initial drug screening he/she shall proceed to the appropriate contractor's field office to be signed up for employment for a probationary period, pending results of the initial drug screening.

### **Section 4. TYPES OF SCREENING**

A urine drug screen and/or breathalyzer alcohol test shall be administered under the following circumstances:

**(a) Initial Drug Screening.** All potential employees of all contractors at all tiers who work at the Project and who are not current with the NW Ohio GLCA Substance Abuse Policy shall submit to an Initial Drug Screening. The Initial Drug Screening will test for the presence of illegal drugs and substances. Information on drugs for which the test will be screening, and what levels will constitute a non-current test may be found in Appendix A. This screen will not include an alcohol test. Any potential employee refusing to submit to this test will not be permitted to work on any Project covered by this Policy.

(1) *Existing Employees Transferred From Another Location to Work on a Project Covered by this Policy:* Individuals in this classification must obtain an Identification Card and become current under the Policy. Any individual who is not current under the Policy will not be permitted to work on the Project.

(2) *Recognition of other Drug Tests:* An individual who presents proof that he/she has passed a drug screen test administered under procedures equal to or more stringent than this Policy within a twelve months prior to his/her first day of work on a Project covered by this Policy shall be classified as current under the Policy without being required to submit to an Initial Drug Screening. The date posted for the renewal will be twelve months from the date of the test not the date entered into the system. Unless the drug testing program has been previously classified as a Reciprocal Drug Testing Program, an individual shall not be eligible to work on a Project covered by this Policy until such time the other drug testing program is reviewed and classified as a Reciprocal Drug-Testing Program or one which meets the requirements of this Section 4(a)(2). Because delays will occur in the classification process, individuals are encouraged to provide information about the other drug testing program well in advance of their start date.

(3) Any individual who tests non-current under a Reciprocal Drug-Testing Program shall not be considered current under this Policy unless (a) the individual becomes current under the Reciprocal Drug-Testing Program before reporting to work on a Project covered by this Policy or (b) the individual fulfills the eligibility requirements of Section 15 of this Policy.

**(b) Random Screening.** Twenty-five percent (25%) of the workforce employed on Projects covered by this Policy shall be tested at random annually or as mandated by law. Project owners requiring site specific random collection may request the Policy administrator to segregate the individuals working on their project into a separate pool otherwise the pool will include all individuals working on projects requiring the Policy. In either case, the selection of individuals for random screening shall be

determined exclusively by the TPA MOST through its computer-generated, random-number generating Policy to ensure complete impartiality and objectivity. Selection of individuals for random screening shall not be conducted by any contractors or employers. Random screening shall screen for illegal drugs and substances. This screen shall not include an alcohol test.

**(c) Periodic Screening:** All individuals will be tested a minimum of once every twelve (12) months to maintain their status as current with the Policy. A random test will be counted in determining whether an individual has been tested within the previous twelve (12) months. Individuals who have not been tested within the previous twelve (12) months will submit to a screening test when directed to do so. Periodic screening shall include screening for illegal drugs and substances. This screen will not include an alcohol test.

**(d) Screening for Cause:** All individuals may be tested for cause for illegal drugs and substances as well as alcohol when a reasonable suspicion exists that the individual appears to be under the influence of illegal drugs or substances and/or alcohol.

**(e) Post Accident:** An individual with a chargeable accident shall be required to submit to post-accident screening for the use of illegal drugs or substances and/or alcohol as soon as possible after the accident, but in no case later than thirty-two (32) hours after the accident. Screening will only test for alcohol if a breathalyzer test is conducted within eight (8) hours after the accident.

**(f) MRO-Directed Screening:** After a non-current test individuals are subject to unannounced screening for illegal drugs and substances as well as alcohol as directed by the discretion of the MRO. Costs associated with MRO directed screenings will be paid by the individual.

## Section 5. ILLEGAL DRUGS AND SUBSTANCES

(a) Screening under the Policy includes screens for:

Amphetamines	
Barbiturates	Opiates (2 tests: 1 for synthetic opiates, 1 for opiate derivatives)
Benzodiazepines	Phencyclidine
Cocaine	Propoxyphene (Darvon)
Methadone	THC (Marijuana and Cannabinoids)

(b) A screening test will be considered non-current when it shows the presence of illegal drugs/substances in the body at or above cutoff levels stated on the Drug Information Chart contained in Appendix A.

## Section 6. PROCEDURE FOR INITIAL, RANDOM AND PERIODIC DRUG SCREENING

(a) Specimen collection may occur on-site or at an off-site clinic provided no loss of wages results. (Wages will be the responsibility of the individual's employer.) Once notified that one is chosen for random test and if that random test is to be done *outside* of work hours, individual has 48 hours to report to an approved testing location with the COC form. If random is to be done immediately, the individual shall proceed to the collection facility.

(b) Each individual will read and sign the attached Drug Screen Consent Form prior to the first test being administered. Failure to do so constitutes refusal to submit to a test.

(c) A formal chain of custody will be established for every drug test.

(d) A split sample consisting of two urine specimen bottles, sealed in a plastic container will be furnished to the individual. The bottles must contain an amount of urine sufficient for one Enzyme Multiplied Immunoassay Technique (EMIT) test and two Gas Chromatography Mass Spectrometry (GC/MS) tests, but in no event less than two bottles totaling 45 milliliters (one bottle containing 30ml and one bottle containing 15ml). Each individual's urine specimen will be collected in the plastic container and

temperature verified so as to be within "acceptable range." *In order for a specimen to be within acceptable range and thus constitute a valid sample, the temperature reading must register between 90 (ninety) to 100 (one-hundred) degrees Fahrenheit.* The second bottle will be used in the event that the first bottle has become contaminated. Both Bottle A and Bottle B are to be sent to the screening laboratory after the remainder of the collection protocol has been properly completed, especially with regard to the tamper-proof seals. If the donor's specimen temperature does not meet the Policy guidelines (90 – 100 degrees), the donor will be given the opportunity to submit a second specimen. After dumping the original specimen in front of the donor, the donor will be allowed up to three (3) hours and can consume up to 40oz of fluid to provide this second specimen, but MUST NOT be allowed to leave the collection facility. The same second specimen protocol applies in the event that the donor is unable to provide a sufficient quantity of urine (at least 45 ml), and under no circumstances may the collector combine specimen amounts from separate voids to accumulate a specimen of adequate volume. If the donor agrees to the second specimen protocol, but is unable to provide an acceptable second specimen AND there is still time remaining under the three (3) hour time limit, the donor may attempt to produce a third specimen. If the donor agrees to attempt a third collection, it MUST be a witnessed collection. All other protocols still apply.

(e) Before the specimen ever leaves the individual's sight, the urine container will be sealed with security tape, which has been initialed by the individual.

(f) A portion of the sample will be tested using the EMIT test and if non-current, another portion will be tested for verification using the GC/MS test.

(g) If a test is non-current the remainder of the urine specimen will be maintained at the laboratory for one year following the date of the test.

(h) Any individual who refuses to take a drug test will be considered having tested non-current.

(i) The results of a not current status will be communicated to the contractor's designated representative and local union representative when applicable by the MRO. If an individual has tested non-current or has otherwise become not current with the Policy, he/she will be removed from the Project immediately and paid for all hours worked, or if not yet employed, prohibited from reporting to work on a Project covered by this Policy. The individual will not become eligible for employment until such time the individual has met the requirements set forth in Section 15 unless the individual is regulated by the Department of Transportation or the Nuclear Regulatory Commission.

(j) The individual will be given a copy of non-current test results by the MRO, if requested in writing.

(l) *Rescreening.* If any individual who has tested non-current wishes to challenge the results of the GC/MS test, he/she may do so at his/her option by having a GC/MS test performed on the remainder of the previously collected urine specimen at a laboratory certified by SAMHSA (Substance Abuse and Mental Health Services Administration) of his/her choice. The MRO will have available a current list of SAMHSA certified screening facilities. The specimen will be shipped directly from the Policy administrator's laboratory to the laboratory of the individual's choice. The cost of this test will be borne by the individual (Appendix B). If the results of this test are current, the employer will reinstate the individual with full loss wages and benefits and will reimburse the individual for the cost of the test. The employer will in turn negotiate reimbursement for the associated cost for reinstatement with the owner requiring the use of this program. The individual must exercise the option of a second GC/MS test within 48 hours of being notified of the non-current test results.

## **Section 7. PREREQUISITES FOR A DRUG/ALCOHOL TEST FOR CAUSE**

(a) Individuals working at the Project may be tested for illegal drugs, substances and alcohol if there exists a reasonable suspicion that the individual is under the influence of alcohol or any of the substances identified in Section 5. For the purpose of this Policy, the terms "reasonable suspicion" shall be defined as aberrant or unusual on-duty behavior of an individual who:

(1) is observed on-duty by either the individual's immediate supervisor, higher ranking employee, or other managerial personnel of the contractor who has been trained to recognize the symptoms of drug abuse, impairment or intoxication, which observations shall be documented by the observer(s);

(2) exhibits the type of behavior which shows accepted symptom(s) of intoxication or impairment caused by controlled substances or alcohol or addiction to or dependence upon said controlled substances or alcohol; and

(3) such conduct cannot reasonably be explained as resulting from other causes, such as fatigue, lack of sleep, side effect of prescription or over-the-counter medications, illness, reaction to noxious fumes or smoke.

(b) Drug screening of this type will not be conducted without the written approval of the contractor's job superintendent or designated manager. The job superintendent or designated manager must document in writing who is to be tested and why the test was ordered, including the specific objective facts constituting reasonable suspicion leading to the test being ordered, and name of any source(s) of this information. One copy of this document shall be given to the individual before he/she is required to be tested, and one copy shall immediately be provided to the Union steward, if requested by the individual. After being given a copy of the document, the affected individual shall be allowed enough time to be able to read the entire document. Failure to follow any of these procedures shall result in the elimination of the test results as if no test had been administered. The test results shall be destroyed, and no disciplinary action shall be taken against the individual.

(c) When a supervisor, higher ranking employee or other managerial personnel has reasonable suspicion to believe that an individual is using, consuming, or under the influence of an alcoholic beverage, non-prescribed controlled substance (other than over-the-counter medication), and/or non-prescribed narcotic drug while on duty, that person will notify the job superintendent or designated manager for the purpose of observation and confirmation of the individual's condition.

(d) The individual will be offered an opportunity to give an explanation of his condition, such as reaction to a prescribed drug, fatigue, lack of sleep, exposure to noxious fumes, reaction to over-the-counter medication or illness. A Union steward or designee shall be present if appropriate and requested during such explanation and shall be entitled to confer with the individual before the explanation is presented.

(e) If after this explanation the job superintendent or designated manager, after observing the individual, has reasonable suspicion to believe that the individual is using, consuming and/or under the influence of an alcoholic beverage, non-prescribed controlled substances, or non-prescribed narcotic while on duty, then, by a written order signed by the job superintendent or designated manager, the individual may be ordered to submit to a drug and alcohol screen. Refusal to submit to this screening after being ordered to do so will result in the individual being ineligible for employment by any contractor at Projects covered by the Policy.

## **Section 8. PREREQUISITES FOR POST-ACCIDENT SCREENING**

(a) *Post Accident:* An individual with a chargeable accident shall be required to submit to post-accident screening for the use of illegal drugs or substances and/or alcohol. The screening will take place as soon as possible after the accident but in no case later than thirty-two (32) hours after the accident. The screening will only test for alcohol if the breathalyzer test is conducted within eight (8) hours after the accident.

(b) A chargeable accident is defined as:

(i) An accident involving the death of a human being or

(ii) An accident that results from the individual's negligence and results in the property or vehicular damage of five thousand dollars (\$5,000.00) or more.

(a) If it reasonably appears that an individual was injured solely as a result of another employee's action, testing will not be required.

(iii) An accident requiring any medical treatment beyond first aid as defined by OSHA.

(c) An individual who is seriously injured and cannot provide a specimen at the time of the accident shall provide the MRO the necessary authorization for obtaining hospital reports and other documents that would indicate whether there were illegal drugs or substances and/or alcohol in their system. If an individual refuses to comply with this provision, the MRO shall note such refusal and such refusal shall be considered a non-current result for this program.

(d) If the project owner has an existing post-accident testing policy, the policy may be implemented by the project owner.

## **Section 9. PROCEDURE FOR CAUSE DRUG AND POST-ACCIDENT SCREENING**

(a) Individual drug screens for cause/ post-accident will include screening for the same drugs as identified in Section 5 and alcohol.

(b) Each individual will read and sign the attached Drug Screen Consent Form prior to any test being administered. Failure to do so constitutes refusal to submit to a screening.

(c) For cause/ post-accident screening shall be performed at the appropriate jobsite trailer or at a designated off-site clinic. The individual will be accompanied to an off-site clinic by a contractor representative. A split sample consisting of two urine collection containers sealed in a plastic container will be furnished to the individual. A minimum sample of two (2) ounces per container must be collected. All other security procedures are as listed in Section 6 shall be followed.

(d) In EMIT test and, if non-current, a confirming GC/MS test will be performed on the sample. The remainder of the sample will be stored at the laboratory for one year.

(e) If the individual's test is non-current, he/she will be presented with the results of the drug screen. He/She will have the option to have a portion of the remainder of the sample tested at his/her own expense at a SAMHSA certified laboratory of his/her own choice. The screen will consist of a GC/MS test. The sample will be shipped directly from the Policy administrator's laboratory to the laboratory of the individual's choice.

(f) If the test conducted pursuant to Paragraph (e) of this Section is current, the employer will reinstate the individual with full lost wages and benefits and will reimburse the individual for the cost of the test. The employer will in turn negotiate reimbursement for the associated cost for reinstatement with the owner requiring the use of this program. The individual must exercise the option of a second GC/MS test within 48 hours of being notified of the non-current test results.

(g) Any individual whose test is non-current will not be eligible for employment on Projects covered by this Policy in accordance with Section 15.

(h) Any individual whose test is non-current is subject to unannounced screening for illegal drugs and substances as well as alcohol as directed by the discretion of the MRO.

## **Section 10. SCREENING FOR ALCOHOL**

(a) If an individual's test results indicate that he/she exceeded the Policy's .02% blood alcohol limitation, he/she will not be considered current under the Policy. Alcohol detection will be based on a breathalyzer. All breath testing shall be conducted by personnel trained in breath alcohol testing.

(b) An individual who tests non-current will be removed from the Project immediately and paid for all hours worked. If the individual has exceeded the Policy limit, they will not be eligible for employment for any employer on Projects covered by this Policy in accordance with Section 15.

(c) Any individual who refuses to take an alcohol test will be considered non-current.

(d) Any individual whose screening is non-current is subject to unannounced screening for illegal drugs and substances as well as alcohol as directed in the discretion of the MRO.



## **Section 11. EMPLOYER RESPONSIBILITIES**

- (a) Each employer working on a site requiring compliance with this Policy must be registered in the Program (see appendix E).
- (b) Each employer will enroll and process the initial drug screening if an individual has not already been enrolled into the Program.
- (c) That any chain of custody issued to an employer is the employer's responsibility and if used the employer is responsible for payment within 30 days of invoice.
- (d) Failure of the employer to comply with the Policy will be grounds to relinquish their access to the system and thus access to Projects requiring compliance with this Policy.
- (e) Each employer will monitor its individuals for behavior that may indicate drug or alcohol misuse or abuse.
- (f) Each employer will provide training to its supervisor's that meets BWC requirements to enable them to identify and document behaviors that show reasonable suspicion. The training will also educate supervisors on how to handle the confrontation of situations and how to make referrals to testing and/or assistance.
- (g) Each employer will educate their individuals by providing information about the policy and how it will operate as well as to present educational awareness sessions on substance issues that meets the BWC requirements.
- (h) Each employer will notify MOST if any of their individuals refuse to test. The employer shall use one of their chain of custody forms and fill in the individual's name, the date, and his/her social security number with a note that they refused to test. The chain of custody form should then be forwarded immediately to the MOST offices.

## **Section 12. EMPLOYEE RESPONSIBILITIES**

- (a) Each individual shall have his/her Program Identification Card in his/her possession.
- (b) Each individual shall report for screening as instructed. Failure to report will be considered a refusal to submit to the test.

## **Section 13. GENERAL PRINCIPLES**

- (a) All results of tests included in this Policy shall be considered medical records and held confidential to the extent permitted by law. However, this information may be divulged for grievances, arbitration, and/or litigation with respect to these matters.
- (b) The screening laboratory for this Policy must be a laboratory certified by SAMHSA.
- (c) It is understood that neither NW Ohio Great Lakes Construction Alliance, nor their constituent member organizations and affiliated Unions, shall be responsible for ascertaining or monitoring the drug-free or alcohol-free status of any individual or applicant for employment.
- (d) No individual or employer may modify any document involved with the administration of this Policy.

## Section 14. MEDICAL REVIEW OFFICER RESPONSIBILITIES

- (a) The MRO shall:
- (1) Maintain confidentiality on all levels.
  - (2) Review and verify a non-current test.
  - (3) Notify a tested individual of a non-current test.
  - (4) Provide the individual an opportunity to explain a non-current test.
  - (5) If an individual has appropriate documentation for use of prohibited drug and the MRO determines legitimate use, the individual will continue to be classified as current with the Policy.
  - (6) Review individual's medical records made available to him.
  - (7) Notify the designated contractor representative and if applicable the local union representative when an individual is not current with the Policy.
  - (8) Advise the individual of his right to request a second test of the split sample.
  - (9) Process request for retest of original sample.
  - (10) Participate in return to work decisions as required, noting individual's ability to return to work with or without restrictions.
  - (11) Refer individuals who test non-current to appropriate medical evaluation and make recommendations.

## Section 15. CONSEQUENCES OF A NON-CURRENT DRUG OR ALCOHOL TEST

(a) If an individual tests non-current, the individual will be removed from the Project immediately and paid for all hours worked, or if not yet employed, prohibited from reporting to work. In a situation of reciprocal programs, ineligibility to work starts upon the date the first MRO determines someone is noncompliant with their policy. The individual will not become eligible for employment until such time the individual has met the requirements set forth in Paragraphs (d), (e), (f) and (g) of this Section, unless the individual is regulated by Department of Transportation or Nuclear Regulatory Commission regulations.

(b) Individuals who test non-current and local union representatives when allowed for by the applicable collective bargaining agreement, local union rules or apprenticeship policy and procedures shall have the right to secure a copy of all data relating to the test procedures and results provided. These costs are to be paid by the individual in advance.

(c) All individuals must be current under the Policy in order to be employed on a covered Project.

(d) **First Violation of Policy:** An individual who tests non-current for the first time will be ineligible for employment on all Projects covered by this Policy for thirty (30) days from the date that he/she was notified by the MRO. Return to work is contingent on a review of a substance abuse professional, approval by the MRO and a current drug/alcohol screening.

(e) **Second Violation of Policy:** An individual who tests non-current for the second time will be ineligible for employment on all Projects covered by this Policy for ninety (90) days from the date that he/she was notified by the MRO, contingent on a review of a substance abuse professional, approval by the MRO and a current drug/alcohol screening.

(f) **Third Violation of Policy:** An individual who tests non-current for the third time will be ineligible for employment on all Projects covered by this Policy for one year from the date that he/she was notified by the MRO, contingent on a review of a substance abuse professional, approval by the MRO and a current drug/alcohol screening.

(g) **Violations of the Policy Greater than Three:** Each non-current result greater than three will result in an additional one year of ineligibility for each violation from the date that he/she was notified by the MRO, contingent on a review of a substance abuse professional, approval by the MRO and a current drug/alcohol screening.

(h) The MRO may, in his discretion, modify the ineligibility periods in 15 (d)-(g).

- (i) This Policy has no intention to mitigate a project owner's right to manage their facility. If a project owner has more severe consequences for a non-current drug and/or alcohol testing result they will be recognized for the project owner's facility only.

## **Section 16. TAMPERING WITH A TEST**

(a) Any individual who attempts to or introduces a substituted or altered specimen shall be classified as not current under the Policy, as if he/she had tested non-current.

## **Section 17. RESOLUTION OF DISPUTES**

(a) The following procedure shall be used to resolve all disputes relating to the Policy with the exception of those disputes involving individuals covered by a collective bargaining agreement that references the NW Ohio GLCA Substance Abuse Policy. The parties to such a collective bargaining agreement should use the dispute resolution procedure contained in that collective bargaining agreement. However, the parties to such a collective bargaining agreement, at their discretion, may use the following procedure, or any portion thereof, in any particular dispute if so agreed by the local union and the Contractor.

(b) When a dispute arises pertaining to the administration of the NW Ohio Substance Abuse Policy, it shall be the responsibility of the Local Union and the Employer to attempt to resolve the matter. If the individual is not covered by a collective bargaining agreement, the individual and the employer will attempt to resolve the matter. In both cases, the parties may consult with the Policy Administrator to assist in resolving the matter.

(c) Joint Committee. If the matter is not resolved by the Local Union or unrepresented individual, and the Employer as indicated in Section 17b above, the parties will have 5 days to refer the problem to the NW Ohio GLCA Joint Drug Screening Board. This Board will consist of equal numbers of Union and contractor representatives, with each side having 3 members. The Board will attempt to reach consensus and shall be chaired by an individual elected by the full Board who will serve as the tiebreaker in case a vote is necessary to reach closure. The Board will convene a meeting within 10 days of receipt of a request from a Local Union, unrepresented individual or Employer. The Board will accept verbal and written statements, review testimony and exhibits, and will render a recommendation as to the merit of the grievance within 5 days of the meeting. The Board's decision will be binding.

(d) Should any provision of this Policy be declared illegal by any court of competent jurisdiction, such provisions shall immediately become null and void, leaving the remainder of the Policy in full force and effect. The parties shall, thereupon seek to negotiate substitute provisions which are in conformity with the applicable laws.

## **DEFINITIONS**

**CHAIN OF CUSTODY:** Handling samples in a way that supports legal testimony to prove that the sample integrity and identification of the sample have not been violated, as well as documentation describing the procedures.

**CONFIDENTIALITY:** Knowledge that a specific individual is to be or has been screened for alcohol/substance abuse shall be limited to the MRO, personnel of the screening facility, the contractor's designed Policy administrator, the individual and, if the individual chooses, a representative of the union. To the extent that statistical data regarding the workforce and/or a portion of the workforce are collected, details of the screening may be included as long as the identity of the individual is protected.

**CONFIRMATION:** A second test by an alternate chemical method to positively identify a drug or metabolite. Confirmation is carried out on presumptive positive from an initial screen.

**CURRENT:** Individuals with *current* status have submitted to testing, are in compliance with the program terms, and are therefore eligible to work on projects requiring compliance with this Policy.

**DRUG & ALCOHOL SCREENING:** The method for determining the presence of controlled substances in a urine sample using a scientifically reliable method performed in accordance with procedures specified herein.

**IMPAIRED FROM ALCOHOL:** A level in excess of .02% blood alcohol.

**INDIVIDUAL:** a potential employee, employee or individual who has tested under this policy or a Reciprocal Drug-Testing Program.

**LOSS TIME INJURY:** As defined by OSHA regulations.

**MEDICAL REVIEW OFFICER (MRO):** A licensed physician whose medical training includes certification in toxicology and substance abuse treatment. The MRO is responsible for receiving the laboratory results generated by the substance abuse testing program, then interpreting and evaluating an individual's test result together with medical history and relevant biomedical information.

**NOT CURRENT:** Individuals who are not in compliance with this Policy. Individuals with a not current status shall either submit to a substance test, or complete rehabilitation and provide a current return to duty test if they wish to be eligible to work on projects requiring compliance with this Policy.

**POST-ACCIDENT:** Having a drug and/or alcohol screening done as a result of an accident.

**REASONABLE SUSPICION:** A belief that an individual shows signs of possible intoxication, use or being under the influence of drugs or alcohol. "Reasonable suspicion" may also be defined as a belief drawn from specific and particular facts and reasonable inferences that an individual is using illegal drugs or alcohol.

**RECIPROCAL DRUG-TESTING PROGRAM:** Any program administered under procedures equal to or more stringent than this Policy and approved as a reciprocal drug-testing program by the NWOGLCA.

**SCREENING FOR CAUSE:** Having a drug and alcohol screening done when an individual's fitness for duty is in question.

**THIRD PARTY ADMINISTRATOR:** The individual or entity chosen to administer the substance abuse testing related elements of the substance abuse program. (NW Ohio GLCA Substance Abuse Program TPA is:

MOST

753 State Avenue, Ste 800

Kansas City, KS 66101

[www.mostprograms.com](http://www.mostprograms.com)

phone: 1-877-522-6869.

**WRITTEN CONSENT FORM:** A form to be signed by the individual prior to submitting to a drug or alcohol screen. See Appendix B.



**NW OHIO GLCA  
SUBSTANCE ABUSE POLICY**

**Information Chart and Screening Levels**

<b>Drug Group</b>	<b>Common Name</b>	<b>Drug or Metabolite Detected</b>	<b>Initial Test Level ng/ml</b>	<b>GC/MS Test Level Confirmatory ng/ml</b>
Amphetamines	Speed, Eve, Crystal	Amphetamines	1000	500
		Methamphetamines	1000	500
Barbiturates	Secobarbital, Pentobarbital	Diverse	300	200
	Phenobarbital, Butabarbital			
Benzodiazepine	Valium, Librium	Oxazepam	300	300
Cannabinoids	Marijuana, Pot, Smoke,	delta-9-THC-9-COOH	50	15
	Weed, Mary Jane, Ganja			
Cocaine	Coke, Blow, Crack, Toot	Benzoylcegonine	300	150
Methadone	Methadone, Met	Methadone	300	300
Opiates***	Morphine, Codeine, Oxycontin, Vicodin, Dilaudin, Darvon, Demerol Heroin, Horse	Codeine, Morphine	300	300
Phencyclidine	PCP, Angel Dust, Acid,	PCP	25	25
Propoxyphene	Darvon	Propoxyphene	300	300

\* The permissible level for alcohol is less than .02% blood alcohol as screened by breath alcohol analysis. Screening for alcohol is only done for cause and post accident screenings.

\*\*The urine sample at time of collection will be temperature tested and must be between the temperature range of ninety to one hundred degrees Fahrenheit to constitute a valid sample.

\*\*\*Opiates tests are actually 2 separate tests; hence this is a 10 panel program.



**NW OHIO GLCA  
SUBSTANCE ABUSE POLICY**

**Drug / Alcohol Screen Consent Form  
and Member Information Form  
Please Print Clearly!**

*Release form for obtaining urine and/or breathalyzer samples for drug and/or alcohol screening and permission to furnish the results to employers participating in the NW Ohio Great Lakes Construction Alliance Program.*

I authorize all contractors participating in the NW Ohio Great Lakes Construction Alliance Drug and Alcohol Screening Program, MOST and any authorized collection site or agent to take urine and/or breathalyzer samples from me for use in a drug or alcohol screening. I understand why these samples are being requested and I give permission for the results to be sent to the MRO. The MRO may communicate my status (current or not current) in accordance with the NW Ohio GLCA and MOST Program. I further understand this information will be used to determine whether I am eligible for employment or continued employment under the Program's Policy. I further agree I am subject to the Program's Policy and that a non-current test will render me ineligible for employment until such time I become "current" under the policy. I also recognize that the owner may have more severe consequences for a non-current drug and/or alcohol testing result.

I further release and hold harmless MOST, the NW Ohio GLCA, and the Labor/Owner/Contractor Construction Summit, including their constituent member organizations and affiliated Unions, as well as their officers and directors from any consequences arising out of the drug and/or alcohol test or results therefrom.

I understand that this document will be valid for any and **ALL** drug and alcohol testing performed by all contractors participating in the NW Ohio GLCA Drug and Alcohol Screening Program, including randoms, and that I may not be required to fill out consent forms every time I am required to test.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Social Security # Date of Birth Home Local

\_\_\_\_\_  
First Name MI Last Name

\_\_\_\_\_  
Street Address Apartment #

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Home Phone Craft / Occupation

\_\_\_\_\_  
Employer / Jobsite

\*\*\*\*BE SURE TO MAIL IN YOUR COLOR PHOTO\*\*\*\*

When mailing photos, please include name, and social security number on the back. Photos are NOT returned, unless you request it in writing when sent in. Photos must be at least 1½" x 1½" (the size of your drivers license photo), and can be NO larger than 5" x 7". Photos should show the entire face, with no hats or scarves. Cards that are lost or stolen will be replaced after a \$8.00 processing fee is paid by money order only.

.....  
Please fax this form to: (913) 281-3922  
And mail a color photo to:  
MOST / NW Ohio GLCA Program  
Attn: Smitty Minton  
753 State Ave., Ste. 800  
Kansas City, KS 66101  
.....



## Appendix C



### **NW OHIO GLCA SUBSTANCE ABUSE POLICY**

#### **Rescreening Procedure After A Non-current Test**

*SUBJECT: Clarification of **Section 6 (1)**. - **RESCREENING PROCEDURES** After a Non-current Test Result*

Section 6 (1) Rescreening allows an individual the opportunity to confirm a non-current test result having a GC/MS test performed on the split sample previously collected at a laboratory certified by SAMHSA (Substance Abuse and Mental Health Services Administration) of their choice.

1. The individual must exercise the option of a second GC/MS test within 48 hours of being notified of the non-current test results.
2. A letter must be sent by the individual screening non-current to:

**MOST/NW Ohio GLCA  
Attn: Angie Heninger  
753 State Ave., Ste 800  
Kansas City, KS 66101**

Explaining the wish to confirm the results at a laboratory of their choice. Include the name, address and phone number of the laboratory. Also include a money order in the amount of \$150.00 (One Hundred, Fifty Dollars). If the results are current the \$150.00 will be reimbursed by the employer. The employer will also reinstate the individual with full loss wages and benefits.

3. If the results remain non-current an additional \$45.00 (Forty-Five Dollars) money order must be sent to allow the individual to retest after the applicable period of exclusion from projects covered by the Policy. A Chain of Custody will be sent by the Policy Administrator to the individual to be used at an approved collection site.

SAMHSA approved laboratories can be attained from the Medical Review Officer.



## Appendix D



### **NW OHIO GLCA SUBSTANCE ABUSE POLICY**

#### **Re-entry Screening Procedures**

**If an individual has been reported by the Medical Review Officer (MRO) to the employer as “Not Current,” the individual must:**

1. Be removed from all project requiring current status for the applicable period of time: Thirty (30) days, first offense, ninety (90) days, second offense and one (1) year, third and subsequent offenses.
2. Forward a cashier's check or money order to MOST for the amount necessary for re-entry screening. The current amount is forty-five dollars (\$45).
3. Follow recommendations of MRO.
4. Receive review of Substance Abuse Professional and follow appropriate treatment if necessary.
5. Receive release from MRO following period of suspension.
6. Receive Custody and Control (COC) form from MOST for re-entry screening. A contractor's COC will not be acceptable.
7. Submit urine sample at approved collection site.





**Appendix E**



**NW OHIO GLCA  
SUBSTANCE ABUSE POLICY**

**Employer Registration Form  
Please Type or PRINT CLEARLY**

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title of Contact Person: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Billing City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Billing Phone: \_\_\_\_\_ Billing Fax: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Upon receipt of the Employer Registration form, MOST will issue a Company Identification number to the contact person. This identification number will allow access by your company representatives to the MOST database to check the status of building tradesmen and/or other jobsite employees with regard to the NW Ohio Great Lakes Construction Alliance Program.**

Return completed Employer Registration form to:

By Mail: MOST / NW Ohio GLCA  
Attn: Smitty Minton  
753 State Ave., Ste 800  
Kansas City, KS 66101

By Fax: (913) 281-3922

By Email: [sminton@mostprograms.com](mailto:sminton@mostprograms.com)



**Appendix F**



**NW OHIO GLCA  
SUBSTANCE ABUSE POLICY**

**On Site Drug Testing  
Jobsite Initiation Worksheet  
(Please fill out completely)**

Company: \_\_\_\_\_

Jobsite/Location Name \_\_\_\_\_

Company Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Jobsite Address: \_\_\_\_\_

Jobsite City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Jobsite Contact: \_\_\_\_\_

Jobsite Contact Title: \_\_\_\_\_

Jobsite Phone Number: \_\_\_\_\_ Jobsite Fax Number: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_

Alternate Contact Title: \_\_\_\_\_

Alternate Contact Phone Number: \_\_\_\_\_

Projected Job Start Date: \_\_\_\_\_ Projected Length: \_\_\_\_\_

Number of Shifts: \_\_\_\_\_ Times of Shifts: \_\_\_\_\_

Number of Employees on each Shift: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Billing City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address (if applicable): \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Return to: MOST  
Attn: Smitty Minton  
753 State Ave., Ste. 800  
Kansas City, KS 66101  
Email: [sminton@mostprograms.com](mailto:sminton@mostprograms.com)  
or [angie@mostprograms.com](mailto:angie@mostprograms.com)  
1-877-522-6869 Office  
(913) 281-3922 Fax



## Appendix G



### NW OHIO GLCA SUBSTANCE ABUSE POLICY

#### Replacement Card Form

Member identification cards that are lost or stolen will be replaced once the replacement card form and processing fee of \$8.00 is received.

Processing fee is payable by money order only.

Date \_\_\_\_\_ SS# \_\_\_\_\_

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Date of Birth \_\_\_\_\_ Local \_\_\_\_\_

Craft/Occupation \_\_\_\_\_

Employer \_\_\_\_\_

Signature \_\_\_\_\_

Please attach a color photograph, and money order for \$8.00 processing fee payable to MOST.

Please mail form, photo, and money order to:

MOST / NW Ohio GLCA  
Attn: Smitty Minton  
753 State Ave., Ste. 800  
**Kansas City, KS 66101**



Great Lakes  
Construction  
Alliance

An Owner, Labor, Contractor Partnership



## CONTACTS

ENTITY	NOTES	PHONE, FAX, EMAIL, WEB
MOST OFFICES	MOST is our program's third party administrator	Tel: 877-522-6869 Fax: 913-281-2504
MOST "Account Officer"	Angie Heninger	Tel: 800-395-1089x314 Fax: 913-281-2504 Email: aheninger@mostprograms.com
MOST Website		www.mostprograms.com
MUST	Michigan's Substance Abuse and Safety Program	Tel: 248-352-9810 Fax: 248-352-9814
MUST Website		www.mustonline.org
NW Ohio GLCA Website		www.nwoglca.org
NW Ohio GLCA Administrator / Finance Officer	Mary Gregory	Tel: 419-666-6900
NW Ohio GLCA Local Program Coordinator Substance Abuse Program	Todd Michaelson	Tel: 419-666-6040
NWOSafety Website		www.nwosafety.com

# Craftspeople: When you have a question about the substance abuse policy, please contact your labor representatives.

NORTHWESTERN OHIO BUILDING AND CONSTRUCTION TRADES COUNCIL  
Michael T. Haupricht, Executive Secretary/Business Manager

909 Front Street • Toledo, OH 43605  
Phone: 419-693-7717 • Fax: 419-693-2813

## LISTING OF CRAFT UNIONS AND THEIR REPRESENTATIVES Updated: 01/04/10

\*\*\*\*\*

BOILERMAKERS  
LOCAL #85

Fred E. Keith, Jr., Business Manager  
Fred Hall, Jr., Assistant Business Manager  
Brad Robinson, Asst. Business Manager  
Matthew Cornett, Asst./Dispatcher  
P. O. Box 35  
319 Glenwood Rd.  
Rossford, OH 43460  
419-666-9724  
419-666-8605 (FAX)  
e-mail: [ibb85@aol.com](mailto:ibb85@aol.com)

BRICKLAYERS &  
ALLIED CRAFTWORKERS  
LOCAL #3

Don Huss, Field Representative  
4652 Lewis Ave.  
Toledo, OH 43612  
419-478-1818  
419-478-1201 (FAX)

BRICKLAYERS &  
ALLIED CRAFTWORKERS  
LOCAL #46

Steve Shively, Field Representative  
1310 Siler Street  
Fremont, OH 43420  
1-419-334-2454  
1-419-334-2437 (FAX)

CEMENT MASONS  
& PLASTERERS LOCAL #886

Jim Pedro, Business Manager/Financial Secretary-Treasurer  
Jeff Osterhout, Business Agent  
Mike Vandercook, Business Agent  
4652 Lewis Ave.  
Toledo, OH 43612  
419-478-2652  
419-478-0208 (FAX)

ELECTRICIANS  
LOCAL #8

James Kozlowski, Business Manager  
Kenny Roach, Asst. Business Manager  
Dave Austin, Business Representative  
Bill Benner, Business Representative  
Charlie Condon, Business Representative  
Ken Fischer, Business Representative  
Al Szilak, Business Representative  
Tim Sigurdson, Business Representative  
Mark Ehrenfried, Referral Agent  
Don Burnard, Organizer  
Joe Cousino, Organizer  
807 Lime City Road, Rossford, OH 43460  
419-666-8920  
419-666-3984 (FAX)

ELEVATOR CONSTRUCTORS  
LOCAL #44

Bob Fredericks, Business Manager  
2300 Ashland Ave., Room 206  
Toledo, OH 43620  
419-242-7902  
419-242-6627 (FAX)

GLAZIERS  
LOCAL #948

Brian Outland, Business Representative  
1308 W. Sylvania Ave.  
Toledo, OH 43612  
419-476-8362  
419-476-8917 (FAX)

INSULATORS  
LOCAL #45

Greg Revard, International Representative  
4904 North Summit St.  
Toledo, OH 43611  
419-726-4683  
419-726-4739 (FAX)  
e-mail: awl45@insulators.org

IRON WORKERS  
LOCAL #55

Joseph Blaze II, Business Manager (joe@iw55.org)  
Joe Blaze III, Business Agent (jblaze3@buckeyeexpress.com)  
Chris Kolbe, President (organizing@iw55.org)  
1080 Atlantic Ave.  
Toledo, OH 43609  
419-385-6613 - 419-385-2125  
419-385-6041 (FAX)

LABORERS  
Local #480

Larry Renwand, Business Manager  
Tim Dunlap, Secretary/Treasurer  
P O Box 2214 (44871-2214)  
1205 W. Perkins Ave.  
Sandusky, OH 44870-4603  
1-419-626-0793  
1-419-626-0219 (FAX)  
e-mail: laborers480@yahoo.com

LABORERS  
Local #500

Phil Copeland, Business Manager  
Kenneth Ragland, Secretary-Treasurer  
David Fleetwood, Business Agent  
Guy Daoust, Apprentice Coordinator  
2270 Ashland Ave.  
Toledo, OH 43620  
419-243-3279 - 419-243-3270  
419-243-2061 (FAX)  
Defiance, OH 43512  
Kenneth Ragland, Field Representative  
1-419-784-2960 - 419-784-4159 (FAX)

LABORERS  
LOCAL #574

(Serving Delaware, Hancock, Hardin 1585 Harding Highway East  
Marion, Seneca & Wyandot Counties) Marion, OH 43302

Duane Shaw, Business Manager  
Gary M. Bretz, VP of Operations  
740-382-4136 (PHONE)  
740-387-6354 (FAX)

PAINTERS  
LOCAL #7

James A. Peppers, Business Representative  
1308 W. Sylvania Ave.  
Toledo, OH 43612  
419-476-7505  
419-476-7506 (FAX)

PLUMBERS/FITTERS  
LOCAL #50

Jeff Vanderhorst, Business Manager  
Eric Osborn, Financial Secretary  
Lou Szabo, Business Agent  
Donald E. Lee, Business Agent  
Scott Lopez, Business Agent  
Tony Herrera, Organizer  
Bob Lynn Jr., Organizer  
John Brocus, Apprentice Coordinator  
Rick Salisbury, MES Coordinator  
7570 Caple Blvd. Suite A  
Northwood, OH 43619-1084  
419-662-5456  
419-662-4534 (FAX)  
e-mail: lois@ualocal50.com

ROAD SPRINKLER  
FITTERS  
Local #669

Ted Lewis, Business Representative  
W. Dan Franklin, Organizer  
P. O. Box 306  
Lindsey, OH 43442  
1-419-665-2516 Office  
1-419-665-2674 (FAX)  
e-mail: lewis.669@att.net

ROOFERS  
LOCAL #134

Richard Shackelford, Business Manager  
4652 Lewis Ave.  
Toledo, OH 43612  
419-478-3785  
419-478-1201 (FAX)

SHEET METAL WORKERS LOCAL #33: Reggie Hohenberger, Business Manager (Rossford/Cleveland)

Don Hafner, Business Representative  
John Russell, Business Representative  
John Schlagheck, Business Representative  
Jeff Heaney, Organizer  
27430 Crossroads Parkway  
Rossford, OH 43460  
419-873-9971  
419-873-9978 (FAX)

SIGN DISPLAY AND  
ALLIED TRADES  
LOCAL 639

Jim Watroba, Business Representative  
8257 Dow Circle  
Strongsville, OH 44136  
1-866-239-4575  
1-440-234-6527 (FAX)