

APPENDIX B
Certificate of Receipt

I have received a copy of The Town of Merrimack's Drug and Alcohol Procedure 1.01 regarding controlled substances and alcohol policies and procedures and educational materials.

Date

Driver's Signature

Driver's Name (printed)

Driver Identification



Drug & Alcohol Testing Procedure 1.01

Effective July 1, 2019

Drug & Alcohol Testing Procedure 1.01

I. Introduction and Applicability

This policy applies to all Merrimack Public Works Department employees who operate commercial motor vehicles (“CMVs”) while engaged in any municipal business (“Covered Employees”). “CMVs” is defined in Section III (Definitions) below. Individuals operating CMVs pursuant to their employment with the Town must have a valid commercial driver’s license (“CDL”).

This policy establishes the procedures and practices that we will use to comply with Federal Motor Carrier Safety Administration (“FMCSA”) and Department of Transportation (“DOT”) drug and alcohol testing and policy requirements. It includes elements that are required to be included in this policy by Federal regulations and also outlines the procedures and consequences associated with a positive drug or alcohol test.

Each employee subject to this policy is required to sign a certification that he or she has been provided a copy of this policy.

For all practical purposes, given the varied nature of municipal needs, our CDL Drivers are considered to have the potential to serve in safety-sensitive functions during any part of their job. Therefore, they must consider themselves subject to this policy at all times while they are actively working or during periods when they may be called into work (i.e. snowstorms and related maintenance, emergency situations, etc.). Safety sensitive functions and other terms are defined in Section III (Definitions) below.

II. Contact Person

Employees who have any questions about the Town’s Drug & Alcohol Policy or this Drug & Alcohol Testing Procedure should contact the Human Resources Coordinator at (603) 423-8506.

III. Definitions

“**Accident**” shall mean an occurrence associated with the operation of a CMV which requires a CDL to operate, if as a result:

- An individual dies, or
- The Covered Employee receives a citation within 8 (for the purpose of alcohol testing) or within 32 hours (for the purpose of drug testing) hours of the occurrence under state or local law for a moving traffic violation arising from the accident, if the accident involved:
 - An individual who suffers a bodily injury and immediately receives medical treatment away from the scene of the accident, or,
 - One or more vehicles incur disabling damage as the result of the occurrence and are transported away from the scene by a tow truck or other vehicle. For purposes of this definition, “disabling damage” means damage that precludes departure of

any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include: damage which can be remedied temporarily at the scene of the occurrence without special tools or parts; or tire disablement without other damage even if no spare tire is available; or damage to headlights, taillights, turn signals, horn, mirrors or windshield wipers that makes them inoperative.

"**CDL**" shall mean a commercial driver's license issued by the State of New Hampshire.

"**CDL Driver**" shall mean an employee who operates a vehicle that requires a CDL while engaged in any municipal business. A CDL Driver is also referred to herein, as a "**Covered Employee.**"

"**CMV**" shall mean a commercial motor vehicle, and shall mean a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the vehicle - (1) has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle rating of more than 10,000 pounds; or (2) has a gross vehicle weight rating of 26,001 or more pounds; or (3) is designed to transport 16 or more passengers, including the driver; or (4) is of any size and is used in the transportation of materials found to be hazardous for the purpose of the Hazardous Material Transportation Act and which require the motor vehicle to be placarded under the Hazardous Material Regulations (49 CFR Part 172, Subpart F).

"**Commerce**" shall mean any trade, traffic, or transportation within the jurisdiction of the United States between a place in a state and a place outside of such a state, including a place outside of the United States and trade, traffic, and transportation in the United States which affects any trade, traffic, and transportation described above.

"**Department**" shall mean the Department of Public Works of the Town of Merrimack, New Hampshire.

"**Employees**" shall mean all employees of the Department; full-time, part-time, temporary or otherwise.

"**MRO**" shall mean Medical Review Officer, which shall mean a licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by an employee'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 results together with or his or her medical history and any other relevant biomedical information.

"**Provider**" shall mean the contractor used by the Town to provide alcohol and drug testing services in compliance with USDOT regulations. Currently, the Town's Provider is DSI Medical Services, Inc.

"**Safety sensitive function**" includes the timeframe that begins when a driver starts work or is required to be in readiness to work until the time s/he is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include:

- a) All CMV driving time;
- b) All inspecting, servicing, maintaining, or conditioning of any CMV at any time;
- c) All time other than driving time in or upon any CMV;
- d) All time loading, unloading, or preparing a CMV, supervising or assisting in loading, unloading, or vehicle preparations, attending a vehicle being loaded or unloaded;
- e) All time a Covered Employee is in readiness to operate a CMV or waiting to be dispatched;
- f) All time repairing, obtaining assistance, or remaining in attendance upon a disabled CMV; and
- g) All time related to accidents.

“Substance Abuse Professional” (SAP) shall mean a licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission or by the International Certification Reciprocity Consortium/Alcohol and other Drug Abuse) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

“Test Refusal or refusal to test” occurs when an employee:

- Fails to appear for any test within a reasonable time, as determined by the Town or testing pool administrator, after being directed to do so by the employer;
- Fails to remain at the testing site until the testing process is complete;
- Fails to provide a urine specimen for any drug test required by federal agency regulations;
- In the case of an observed collection in a drug test, fails to permit the observation or monitoring of collecting of a specimen;
- Fails to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
- Fails or declines to take a second test that the Town or collector has directed the employee to take;
- Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the Designated Employer Representative (DER) as part of the "shy bladder" procedures;
- Fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process);
- If the MRO reports that there is verified adulterated or substituted test result.

“Verified negative test” shall mean a drug test result reviewed by a MRO and determined to have no evidence of prohibited drug use above the minimum cutoff levels established in DOT Rule 49 CFR Part 40 Section 40.87 as revised.

“Verified positive test” shall mean a drug test result reviewed by a MRO and determined to have evidence of prohibited drug use above the minimum cutoff levels specified in DOT Rule 49

CFR Part 40 Section 40.87 as revised.

"Town buildings and property" shall mean any enclosed structure owned or under the control of the Town of Merrimack and any property owned by or under the control of the Town of Merrimack. This shall include any Town vehicle.

"Working hours" shall mean hours within the basic work week as defined within, including all overtime and callback time, including meals which are contained within the workday.

IV. Prohibitions

The following prohibitions apply to CDL Drivers:

- No CDL Driver may possess or consume alcohol while on duty.
- CDL Drivers who notified that they may be called in to perform safety-sensitive job functions are prohibited from consuming alcohol that would interfere with their ability to report to work.
- A CDL Driver called in to perform safety-sensitive job functions who has consumed alcohol must acknowledge the use of alcohol at the time that s/he is called to report for duty. The employee will subsequently be relieved of his/her on-call responsibilities related to that call-in or for at least four (4) hours.
- No CDL Driver 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, regardless of when the alcohol was consumed.
- No CDL Driver shall perform safety sensitive functions within four (4) hours after using alcohol.
- No CDL Driver required to take a post-accident alcohol test shall use alcohol for eight (8) hours following the accident or until he/she undergoes a post-accident alcohol test, whichever occurs first.
- No CDL Driver shall report for duty or remain on duty when using or possessing any prohibited drug, except when use is pursuant to the instructions of a physician who advised the employee that that controlled substance does not adversely affect the driver's ability to safely operate a CMV and/or perform safety-sensitive functions.
- No CDL Driver shall refuse to submit to a drug or alcohol test required by this policy or applicable law.

If a CDL Driver engages in prohibited conduct, he/she is not qualified to drive a CMV and shall be immediately removed from service and will be subject to disciplinary action up to and

including termination.

Supervisors are prohibited from allowing a Covered Employee to perform or continue to perform safety sensitive functions when:

- The supervisor has actual knowledge that the employee is under the influence, in possession of, or using alcohol or a controlled substance, or that the employee has used alcohol within four (4) hours;
- The supervisor has actual knowledge that the employee has an alcohol concentration of 0.04 or greater;
- The employee refuses to submit to required drug or alcohol tests.

NOTE: In addition to these prohibitions required by the FMCSA and the DOT drug and alcohol testing and policy requirements, employees should understand that it is the Town's policy that no employee shall report for duty, remain on duty, or operate a Town vehicle, regardless of its gross vehicle weight, while under the influence, while in possession of, or while using alcohol or a controlled substance, unless the controlled substance has been prescribed by or used pursuant to the advice of a physician and the physician advised the employee that the substance does not impair his/her ability to operate a motor vehicle. Employees who violate this policy will be subject to disciplinary action up to and including immediate termination.

V. TESTING

All CDL drivers will be subject to testing in accordance with DOT requirements. Prescribed testing includes: pre-employment, random, reasonable suspicion, post-accident, return to duty, and follow-up, if applicable. All CDL drivers will be placed into a random testing pool, which currently is administered by the Town's Provider.

All testing will be conducted consistent with the procedures set forth in 49 CFR Part 40, as amended.

Testing shall apply to all CDL Drivers. ***The refusal to submit to a required test will be considered a positive result.***

The following classes of drugs will be subject to testing by urinalysis:

- (1) Marijuana;
- (2) Cocaine;
- (3) Opioids (including Codeine, Morphine, Heroin (6-Acetylmorphine), Hydrocodone, Hydromorphone, Oxycodone, and Oxymorphone);
- (4) Amphetamines (including methamphetamines, MDMA, and MDA); and
- (5) Phencyclidine ("PCP")

Alcohol testing is done through breath analysis.

A. Pre-Employment/Pre-Performance of Safety-Sensitive Functions Testing

All applicants for CDL Driver positions who have been offered a position of employment must submit to controlled substance and alcohol testing. This includes both non-employee applicants, as well as employees who wish to transfer into a new CDL Driver position.

Employment of CDL Drivers required to undergo pre-employment testing pursuant to this policy is contingent on the receipt of satisfactory test results. CDL Driver applicants will not be hired if pre-employment testing returns a confirmed positive test result.

CDL Driver applicants will be notified at the time of initial application that they will be tested for controlled substances and alcohol if they are offered a position of employment and will be advised how they may review this policy.

Any offer of placement/transfer/promotion of a current employee from a non-CDL position to a covered CDL Driver position shall be conditioned upon negative drug and alcohol tests. Before a current employee with a CDL performs any safety-sensitive functions (whether or not required by his/her position) that person must undergo testing for controlled substances and alcohol before performing any safety-sensitive function.

Applicants must arrange pre-employment testing with the Town. Costs for pre-employment testing will be paid by the Town. The Town will also pay for the cost of initial testing for any current employees who may be required to undergo this “pre-employment” testing as a result of an offer of placement/transfer/promotion.

Alcohol breath analysis must be performed by a trained breath analysis technician. All test results must be submitted to the MRO for verification. The MRO will communicate negative results to the Town Manager and/or Human Resources Coordinator.

B. Reasonable Suspicion Testing

All CDL Drivers will be subject to a reasonable suspicion controlled substance and/or alcohol test when a trained Town official, trained supervisor, or law enforcement official has reasonable suspicion to believe that controlled substance or alcohol use is occurring or has recently occurred.

The Department's determination that sufficient reasonable suspicion exists to require a Covered Employee to undergo controlled substance or alcohol testing may be based upon specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the Covered Employee. The observations may include indications of the chronic and withdrawal effects of controlled substances.

If it is determined that reasonable suspicion exists to test, then the employee shall be placed on paid administrative leave. The employee's supervisor or other Town supervisor will transport the employee or arrange to have the employee transported to the testing or collection site.

C. Post-Accident Testing

After an accident, any CDL Driver may be subject to testing and/or disciplinary proceedings based on reasonable suspicion. Please see, Section B, above.

In addition, in the event of an Accident involving a CMV on a public roadway, the Town shall test any CDL Drivers who were performing safety-sensitive functions with respect to the vehicle, for drugs and alcohol. "Accident" is defined in Section III (Definitions) above.

Post-Accident Testing Procedures/Requirements:

- The Covered Employee shall be placed on paid administrative leave.
- Required drug testing must be performed as soon as practicable but not more than thirty-two (32) hours after the accident. If drug testing cannot be performed within thirty-two hours (32) post-accident all attempts to drug test shall stop. In such event, the Director must document why testing could not be done within the required period.
- Required alcohol testing must be performed as soon as practicable but not more than two (2) hours after an accident. If, for unavoidable reasons, alcohol testing is performed after two (2) hours but before eight (8) hours post-accident, the Director must document why there was a delay in testing.

If alcohol testing cannot be performed within eight (8) hours post-accident all attempts to alcohol test shall stop. In such event, the Director must document why testing could not be done within the required period.

- Any employee that is involved in an Accident in which alcohol testing is required must abstain from alcohol use until:
 - a. He/she is alcohol tested; or
 - b. Eight (8) hours have elapsed post-accident.
- Post-accident alcohol testing may be performed or referred by trained law enforcement officials in lieu of the Town's regularly designated collection site.
- The employee's supervisor or other Town supervisor will transport the employee or arrange to have the employee transported to the testing or collection site.
- If an employee is injured, unconscious, or otherwise unable to evidence consent to the drug test, to the extent permitted by law, all reasonable steps will be taken to obtain a sample(s). The Town will notify hospital or medical treatment facility where the employee has been taken of the need to obtain specimens for drug and alcohol testing. Necessary medical attention shall not be delayed in order to collect any specimen and any injury to the employee should be treated first.

D. Random Testing

All CDL Drivers will be subject to random, unannounced testing for alcohol and controlled substances. There is no discretion on the part of management in the selection and notification of the individuals who are to be tested.

All Covered Employees are placed in a Drug & Alcohol testing pool that is operated by the Town's Provider. The Provider will select employees at random, using a scientifically valid method of randomly generating an employee identifier from the pool of safety-sensitive employees. Employees will randomly and periodically be drawn. The Provider will provide a list of randomly selected employees to Town Manager or Human Resources Coordinator. Random tests will be conducted on a quarterly basis at threshold levels prescribed by the Town. Except for providing and updating the list of affected employees to the Provider the Town will not be involved in the random selection process.

It is important for employees in the random pool to understand that if they are drawn for a drug or alcohol random test, their name is not withdrawn from the pool. Rather it goes back into the random pool and may be selected again in the future. This can result in an employee being randomly tested several times in one year.

Random Testing Procedures/Requirements:

- At least fifty percent (50%) of Covered Employees shall be selected for random drug testing and twenty-five percent (25%) shall be selected for random alcohol testing each year. These percentages are subject to amendment by the Town
- Each quarter, the Town Manager or Human Resources Coordinator will send to the Director, via confidential envelope, the list of randomly selected employees within the Department.
- Tests shall only be scheduled during work hours. If a selected employee is on leave, his/her name may be held in reserve until such time as he/she is available for testing.
- The Director will only notify selected employees to report for testing when the employee is available and on duty.
- At the time of notification, the employee must report immediately for testing. All time spent reporting for and being tested shall be considered "on-duty." If the employee uses his or her personal vehicle to report to a testing site, mileage will be reimbursed.

VI. COLLECTION SITES

A collection site is a place designated by the Town where Covered Employees present themselves to provide a urine specimen to be analyzed for the presence of drugs and/or breath and/or blood sample for alcohol analysis. The Town's regularly designated collection site is ExpressMED/BOAC. The Town reserves the right to change designated collection sites under this policy and a designated collection site may be any suitable location where specimens can be

collected under the conditions set forth in regulations, including a properly equipped mobile facility. In the case of a post-accident drug test, specimens may be collected in the hospital or emergency medical facility where the employee has been taken for medical attention, provided that it meets the collection conditions set forth in USDOT regulations. Also, any site which meets the requirements of USDOT's collection regulations may be substituted by the Town if it is impracticable for a drug test to be performed at one of the designated collection sites.

The services of collection sites, the MRO, and the testing laboratory are contracted for by the Town for purposes of compliance with this policy and federal law. Such individuals are not employees of the Town and neither the collection site, the testing lab, their employees, nor the MRO are under the direction or control of the Town. All collection sites, labs, and the MRO are intended to be, and are, independent contractors.

VII. COLLECTION AND TESTING PROCEDURES

The Town will follow drug and alcohol procedures contained in 49 CFR Part 40 *Procedures for Transportation Work Place Drug Testing Programs* and 49 CFR 382 which include preparation for testing procedures, specimen collection procedures, laboratory requirements, retention of samples procedures, and MRO qualifications and functions.

The collection site procedures shall provide for the collection of split sample urine specimens in accordance with USDOT procedures. Alcohol testing shall include an initial screening test through breath analysis or other alternative authorized for federal regulations and a second confirmation test performed through breath analysis or, if requested by the employee, blood analysis for alcohol content.

Chain-of-custody and quality control of samples shall follow NIDA and USDOT guidelines to assure the accuracy of collection and testing procedures.

VIII. COLLECTION SITE PROCEDURES

- A. Cooperation of employees is expected at collection sites. Any lack of cooperation will be reported to the Town Manager or Human Resources Coordinator and appropriate disciplinary action will be taken.
- B. The collection site will notify the Town Manager or Human Resources Coordinator if a scheduled employee fails to arrive at his or her assigned time.
- C. The employee must show a picture ID (e.g., driver's license with photo) upon arrival and check in. If positive identification cannot be made, the collection process will stop.
- D. Employees who refuse to provide a specimen or fail to cooperate with collection will be reported to the Town Manager or Human Resources Coordinator immediately, the behavior shall be documented. **Refusal to provide a specimen for analysis will be treated as if the employee tested positive.** Please refer to Section X(b) related to positive results.

IX. RE-TESTING OF SPECIMENS

- A. Should any question arise as to the accuracy or validity of a positive drug test result, the MRO may order, at any time, a test of the split sample at the certified laboratory and verify that the lab report and assessment are correct. The employee who tested positive may also request that the MRO direct that the split sample be tested, if such a request is made within seventy-two (72) hours of the employee's having actual notice of the positive test result.
- B. If a positive result is consistent with legal drug use (a determination that there is a legitimate medical explanation for the positive test result) the MRO shall report the test result to the Town as negative.
- C. Within 60 days of an employee's receipt of a final positive test result from the MRO, the employee shall have the right, upon written request to the MRO, to have the original specimen re-tested, either at the original lab or at another NIDA certified laboratory. Only the MRO can authorize a reanalysis of a sample.
- D. Because some analytes deteriorate or are lost during freezing and/or storage, quantification for a retest of an original specimen or for the test of a split sample are not subject to a specific cutoff requirement, but must provide data sufficient to confirm the presence of the drug or metabolite. Detected levels of a drug below the detection limits established in DOT procedures, but equal to or greater than the established sensitivity of the assay will, as technically appropriate, be reported and considered corroborative of the original positive results.
- E. An employee who elects to have an original specimen re-tested or a split sample tested will pay in advance all costs associated with the shipping and re-testing, but the employee will be reimbursed these costs if the retest is negative.
- F. If a specimen is sent to a second lab, the first lab must maintain the chain-of-custody.
- G. If either a retest of an original sample or a test of a split sample is negative, the drug test results shall be deemed negative by the MRO.
- H. Samples that yield positive results on confirmation will be retained by the testing laboratory in properly secured, long term, frozen storage for at least 365 days. Within this 365 day period, the employee, his representative, or the Town may request that the testing laboratory retain the sample for an additional period.

X. TEST RESULTS

- A. Negative results (i.e., employee passes the drug and/or alcohol test):
 - a. The Town Manager or the Human Resources Coordinator will be contacted with

the results of the test. The Town Manager or the Human Resources Coordinator will contact the Director with the results of the test. If the employee was removed from work during the pendency of the test, the Director will inform the employee that he/she will be returned to work without loss in pay and benefits unless the behavior(s) itself which prompted the test warrants discipline or it is established that the employee was impaired due to other reasons in violation of this policy or other Town policy.

B. Positive Results (i.e., employee fails the drug and/or alcohol test):

- a. A positive result during the initial screening requires that the laboratory perform a confirmation test. Once confirmed, the results are submitted to the MRO.
- b. Employees who test positive will then have an opportunity to discuss the test results with the MRO during a medical interview prior to the time that the MRO finalizes his/her decision to verify the test results as positive. This opportunity for a medical interview will be offered to the employee in accordance with the procedure established in the USDOT regulations. Any employee directed by the Town to contact the MRO shall be required to do so as soon as possible and either to participate in or expressly decline the medical interview. If the employee fails to contact the MRO within three days (72 hours) after being directed by the Department to do so, the MRO may verify a drug test result as positive without having communicated directly with the employee. If the results of the drug test are verified as positive by the MRO, appropriate disciplinary action will be taken and, where action short of discharge is taken, the Employee will be required to successfully complete the return-to-duty process with a DOT-qualified Substance Abuse Professional (SAP) prior to returning to any safety-sensitive functions.
- c. In the event of a verified positive, the MRO will first notify the employee and then the Town Manager or the Human Resources Coordinator. The Town Manager or Human Resources Coordinator will contact the Director with the test results. The Town Manager in consultation with the Director and Human Resources Coordinator shall have the option to automatically terminate said employee or take any lesser disciplinary measure. However, if action short of discharge is taken, the employee shall be, at least, suspended without pay for a minimum of seven calendar days for a first offense.
- d. In the case of a positive drug test result, the employee may request a test (at their expense) of the split sample urine specimen by writing to the MRO within 72 hours of notification of a positive result. The Town, however, shall not delay discharge (or any lesser disciplinary action) in the case of a verified positive. Should the split sample test result in a negative report, the Town shall reimburse the cost of the retest to the employee, and the employee will be reinstated with back pay and full benefit.
- e. NOTE: Employees who are directed to take a test and refuse to cooperate will be subject to immediate suspension and will be treated as an employee who tests positive. This means that appropriate disciplinary action will be taken. If the

discipline is short of discharge, the employee will be required to successfully complete the return-to-duty process with a DOT-qualified substance abuse professional prior to returning to any safety-sensitive functions.

XI. CONFIDENTIALITY OF INFORMATION

- A. Except as otherwise provided herein or under federal law, the MRO shall not disclose to any third party medical information provided by the employee to the MRO as part of the testing verification process.
 - 1. The MRO may disclose such information to authorized Town personnel, a USDOT agency or other federal safety agency, or a physician responsible for determining the medical qualification of the employee under a USDOT agency regulation, as applicable, only if:
 - a) An applicable USDOT regulation permits or requires such disclosure; or,
 - b) In the MRO's reasonable medical judgment, the information could result in the employee being determined to be medically unqualified under an applicable USDOT agency rule; or
 - c) In the MRO's reasonable medical judgment, in a situation in which there is no USDOT rule establishing physical qualification standards applicable to the employee, the information indicated that continued performance by the employee of his or her safety-sensitive function could pose a significant safety risk.
 - 2. The Town's contract with the Provider requires that the Provider maintain employee records in confidence, as provided in USDOT regulations. The contract provides that the laboratory shall disclose information related to a positive test of an individual to an individual, the employer, or the decision-maker in a lawsuit, grievance or other proceeding initiated by or on behalf of the individual and arising from a certified positive test.
 - 3. Any employee who is the subject of a controlled substance or alcohol test under this policy shall, upon written request, have access to any records relating to his or her test and any records relating to the results of any relevant certification, review, or revocation of certification procedures.

XII. LICENSE DRUG AND ALCOHOL CLEARINGHOUSE

All Covered Employees should be aware that in accordance with federal law, the following personal information that is collected and maintained pursuant to the drug and alcohol testing of CDL Drivers shall be reported to the Commercial Driver's License Drug and Alcohol Clearinghouse:

- A verified positive, adulterated, or substituted drug test result;
- An alcohol confirmation test with a concentration of 0.04 or higher;
- A refusal to submit to any test required by federal drug and alcohol testing laws and regulations;
- An employer's report of actual knowledge, as defined at 43 CFR §382.107;
 - On duty alcohol use pursuant to 49 CFR §382.205;
 - Pre-duty alcohol use pursuant to 49 CFR §382.207;
 - Alcohol use following an accident pursuant to 49 CFR §382.209;
- Controlled substance use pursuant to 49 CFR §382.213;
- A SAP (as defined by 49 CFR §40.3) report of the successful completion of the return-to-duty process;
- A negative return-to-duty test; and
- An employer's report of completion of follow-up testing.

For more information about the Clearinghouse, please see 49 CFR §382.701 *et seq.*

XIII. NOTIFICATIONS

This policy provides each Covered Employee with educational information as required by the Code of Federal Regulations, Title 49 Part 382.

In addition to the information provided in the policy, the Town shall also make available to CDL Drivers information concerning the effects of alcohol and controlled substances on an individual's health, work, and personal life; signs and symptoms of an alcohol or a controlled substance(s) problem (the driver's or co-worker's); and available methods of intervening when an alcohol or controlled substance(s) problem is suspected, including confrontation, referral to a substance abuse professional or rehabilitation program, and referral to management.

Representatives of employee organizations shall be notified of the availability of this information. The Town shall also include in the package of informational material submitted to each CDL Driver a statement to be signed certifying that he/she has received the informational material. The Town shall maintain the original signed copy of the statement on file.

XIV. REFERRAL, EVALUATION, AND TREATMENT

- A. Referral. A Covered Employee who has engaged in conduct prohibited by this policy shall be advised by the Town, through the Town's Employee Assistance Provider, of resources available to him/her in evaluating and resolving problems associated with the misuse of alcohol and use of controlled substances. The information the Covered Employee receives will include: names, addresses, and telephone numbers of SAPs, counseling and treatment programs. Employees are responsible for paying for such services to the extent they are not covered by insurance.
- B. Evaluation/Treatment. A Covered Employee who engages in conduct prohibited by this policy shall be evaluated by a SAP who shall determine what assistance or treatment, if any,

the employee needs in resolving the alcohol or controlled substance(s) use.

XV. RETURN TO DUTY

If the Town has not discharged a CDL Driver due to his/her engagement in prohibited conduct under this policy, the CDL Driver must, prior to returning to safety-sensitive duties:

- A. Undergo return-to-duty testing and obtain an alcohol concentration level of less than 0.02 and/or a verified negative test for controlled substances;
- B. Have been evaluated by a SAP; and
- C. Have followed prescribed and/or recommended treatment.

The employee will be responsible for the costs any prescribed or recommended treatment. The Town shall be responsible for the costs of any return to duty testing.

Any employee returned to work under this section after completing rehabilitation who has a verified positive test for substance abuse at any time thereafter will be subject to immediate discharge.

XVI. ENFORCEMENT

The Town, in its independent authority as an employer, shall subject any CDL Driver who violates this policy or federal regulations to disciplinary action up to and including dismissal, except to the extent that any state law or collective bargaining agreement requires otherwise.

In addition, any CDL Driver who refuses to submit to a post-accident, random, reasonable suspicion, return-to-duty or follow-up test(s) shall not perform or continue to perform safety-sensitive functions.

Furthermore, no CDL Driver tested and 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 including driving a commercial motor vehicle until the start of the driver's next regularly scheduled duty period, but not less than twenty-four (24) hours after the test was administered.

XVII. RECORDS

- A. The Town shall keep the following:
 - 1. Records that the collection process conforms to federal law for three (3) years.
 - 2. Records that show employees who failed a drug test and the type of test failed, and records that demonstrate rehabilitation, if any, for five (5) years, including the following:
 - a) the function performed by the employee
 - b) the prohibited drugs used by the employee

- c) the disposition of the employee
 - d) employee's age
 - e) type of test failed
3. Records that show employees who passed a test (i.e., negative test results) will be kept for one (1) year.
 4. Records that show the number of employees tested, by the type of test, will be kept for five (5) years.
 5. Records of employee education and supervisor training related to this policy will be kept for three (3) years.
- B. Any employee who is the subject of an alcohol or drug test conducted shall, upon written request, have access to any records relating to his/her drug test, and any records relating to the results of any relevant laboratory certification, review, or revocation-of-certification proceedings.

XVIII. CONTRACTORS

Agreements between the Town and independent contractors to provide highway maintenance, including, but not limited to, snow plowing, will include certification that the contractor is in compliance with USDOT drug and alcohol testing requirements.

XIX. LEGAL COMPLIANCE

This policy is based on, and intended to comply with all applicable laws. Certain provisions of applicable laws are referred to specifically in this policy. All applicable laws apply in their entirety, even if not specifically referred to or identified in this policy. Should any of these regulations or procedures be modified or amended, or should the Town become subject to additional federal or state regulations, this program will be modified accordingly. If a conflict should arise between any provision of this policy and a current or future law, the law will apply.

XX. EMPLOYEE NOTIFICATION

- A. This policy will be implemented effective **July 1, 2019**.
- B. Procedures for employee notification will consist of the following:
 1. Distribution of the policy/procedure to all employees.
 2. Educational meetings for all employees.
 3. Training sessions for supervisors.
- C. All management and supervisory personnel are charged with the responsibility of being alert to the possibility of drug and alcohol usage or drug related activity in their area of

responsibility.

- D. It is required that all employees carefully and thoroughly read, understand, and adhere to this alcohol and substance abuse policy.

APPENDIX – A

DOT Reasonable Suspicion of Drug Use or Alcohol Misuse

Physical Appearance					
	Normal		Flushed		Constricted Pupils
	Disheveled		Profuse Sweating		Bloodshot Eyes
	Dry Mouth		Runny Nose		Dilated Pupils
	Puncture Marks		Tremors		Drowsy
	Sunglasses Indoors		Glassy Eyes		Other:
Behavior					
	Normal		Lack of Coordination		Agitated
	Erratic		Withdrawn/Avoidant		Repetitive
	Swaying		Sluggish		Hypersensitive
	Aggressive		Fast Moving		Restless
	Exaggerated Movements		Tearful		Other:
Speech					
	Normal		Silent		Unusually Talkative
	Unusually Loud		Incoherent		Stumbles Over Words
	Unusually Soft		Slurred		Unusually Slow
	Unusually Fast		Rambling		Other:
Body Odor					
	Smell of alcohol on breath or clothes			Smell of marijuana on breath or clothes	
	Other:				

Comments: _____

Supervisor:_____Date and Time of Observation:

Location:_____

Witnessed by: _____

APPENDIX B
Certificate of Receipt

I have received a copy of The Town of Merrimack's Drug and Alcohol Procedure 1.01 regarding controlled substances and alcohol policies and procedures and educational materials.

Date

Driver's Signature

Driver's Name (printed)

Driver Identification



Controlled Substances

The regulations require 5-panel testing for the following classes of substances:

- Marijuana
- Cocaine
- Opiates — opium and codeine derivatives
- Amphetamines and methamphetamines
- Phencyclidine — PCP

For more information, visit:

<https://www.transportation.gov/odapc/part-40-dot-5-panel-notice/>



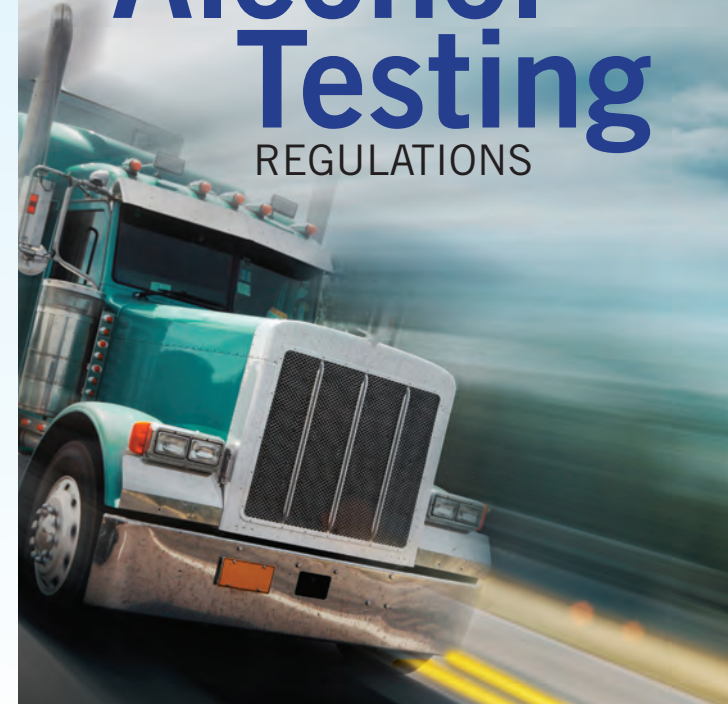
Consequences

- ✓ A positive drug test result, an alcohol concentration of .04 or more or a refusal requires the driver to be immediately removed from operating any CMV on public roadways. The employer must provide the driver with a list of acceptable SAPs from which to choose to begin the “return-to-duty” process. This process must be completed before a driver who has tested positive, or refused a drug test, can legally return to driving CMVs for any employer, including an owner operator.
- ✓ The impact of testing positive or refusing to test can be devastating for the driver’s family. It often results in extended periods of unemployment, due to the time necessary to complete the “return-to-duty” process with a qualified SAP and the tendency of employers not to hire drivers with drug or alcohol histories.
- ✓ Even after completing the “return-to-duty” process and finding employment, the additional return-to-duty and follow-up testing often adds increased stress and financial strain on the driver.

For additional research and reading on the Federal Motor Carrier Safety Administration’s Drug and Alcohol Testing Regulations, please visit:

www.fmcsa.dot.gov/regulations/drug-alcohol-testing/overview-drug-and-alcohol-rules

FEDERAL Drug & Alcohol Testing REGULATIONS



Be a Driver in the Know...



U.S. Department of Transportation
Federal Motor Carrier Safety Administration

The U.S. Department of Transportation (DOT) drug and alcohol testing regulations for Commercial Driver Licensed (CDL) employees are contained in 49 CFR Part 382, and 49 CFR Part 40. These regulations can be found at:

www.fmcsa.dot.gov

This brochure summarizes the regulations as they apply to CDL drivers, and is intended to better educate drivers about their rights and obligations as participants in a DOT drug and alcohol testing program.

Who Must Be Tested?

All CDL drivers operating commercial motor vehicles (CMVs) (greater than 26,000 GVWR, or transporting more than 16 passengers, including the driver, or placarded hazardous materials) on public roadways must be DOT drug and alcohol tested. This applies to any driver required to possess a CDL, including those employed by Federal, State, and local government agencies, “owner operators,” and equivalently licensed drivers from foreign countries. Part-time drivers must also be included in an employer’s drug and alcohol testing program. Drivers who only operate CMVs on private property not open to the public do not require testing.

Required Tests

CDL drivers are subject to each of the following types of tests:

Pre-Employment – New drivers must be drug tested with a negative result before an employer can permit them to operate a CMV on a public road. Alcohol testing is permitted only if it applies to all CDL drivers. If a driver is removed from a random testing pool for more than 30 days, the driver must again be pre-employment tested.

Post-Accident

– CDL drivers must be drug and alcohol tested whenever they are involved in a fatal accident, or receive a traffic citation resulting from an injury or

vehicle-disabling accident. The alcohol test must occur within 8 hours, and the drug test must occur within 32 hours.

Random Testing – CDL drivers are subject to unannounced random testing. A driver may be directed to take a drug test even when at home in an off-duty status. Random alcohol testing may only occur when the driver is on-duty or immediately before or after. Once notified to report for random testing, the driver must immediately report to the testing location. A delayed arrival may be considered a refusal (see 49 CFR 40.191), which is equivalent to testing positive.

Reasonable Suspicion – DOT-trained supervisors can direct a driver to be drug or alcohol tested whenever he or she exhibit signs of drug or alcohol abuse. The decision must be based on observations concerning the appearance, behavior, speech, or body odors of the driver.

Return-to-Duty – Return-to-duty tests require “direct observation” as prescribed in 49 CFR 40.67. They are only required after an employee has completed the “return-to-duty” process, before returning to perform a safety sensitive function (i.e., driving CMVs). They may replace the pre-employment test for “positive” tested and “refusal” drivers.

Follow-Up – Follow-up drug and alcohol tests are required as prescribed by the substance abuse professional (SAP) who signs the return-to-duty report. They consist of a minimum of at least

six unannounced directly observed tests conducted during the first 12 months following the return-to-duty test. The SAP can prescribe follow-up testing for a maximum of 5 years for drivers who have tested “positive” or “refused to test.” Follow-up testing is in addition to any selections for random testing.

Testing Procedures

- Once notified to report for testing, a CDL driver must report to the collection site immediately (For additional information on the collection, please refer to: www.transportation.gov/odapc).
- DOT drug testing only recognizes urinalysis as a valid means for drug testing. If problems are identified, a driver may be required to retest under direct observation. A driver is only permitted three hours to produce a urine specimen. Leaving the collection site before the process has been completed may be declared a “refusal.” In addition, if unable to provide a specimen as required, a driver is subject to the “shy bladder” evaluation that can result as a refusal due to the absence of a medical condition as deemed by the medical review officer (MRO).
- Once tested, the laboratory will report the analysis to a MRO. If the analysis indicates a positive result, the MRO will contact the driver to determine whether there are circumstances that would explain the positive result. If there are none, the MRO will report a positive result to the employer.



SUBSTANCE ABUSE

Family and Coworker Impact



Enabling Defined:

Action that someone takes to protect the person with the problem from the consequences of his or her actions. Unfortunately, enabling actually helps the person to NOT deal with his or her problem.

Examples of Enabling Include:

- **Covering Up** – Providing alibis, making excuses or even doing an impaired worker's work rather than confronting the issue that he/she is not meeting his/her expectations.
- **Rationalizing** – Developing reasons why the person's continued substance abuse or behavior is understandable or acceptable.
- **Withdrawing/Avoiding** – Avoiding contact with the person with the problem.
- **Blaming** – Blaming yourself for the person's continued substance abuse or getting angry at the individual for not trying hard enough to control his/her use or to get help.
- **Controlling** – Trying to take responsibility for the person by throwing out his/her drugs, cutting off the supply or trying to minimize the impact by moving him/her to a less important job.
- **Threatening** – Saying that you will take action (ceasing to cover up, taking formal disciplinary action) if the employee doesn't control his/her use, but not following through.

Examples of Traps that Family Members and Coworkers May Fall Into:

- **Sympathy** – Trying to get you involved in his/her personal problems.
- **Excuses** – Having increasingly improbable explanations for everything that happens.
- **Apology** – Being very sorry and promising to change. ("It won't happen again.")
- **Diversions** – Trying to get you to talk about other issues in life or in the workplace.
- **Innocence** – Claiming he/she is not the cause of the problems you observe, but rather the victim. ("It isn't true." "I didn't know." "Everyone is against me.")
- **Anger** – Showing physically intimidating behavior, blaming others. ("It's your fault.")
- **Pity** – Using emotional blackmail to elicit your sympathy and guilt. ("You know what I'm going through. How can you do this to me now?")
- **Tears** – Falling apart and expressing remorse upon confrontation.

For assistance with substance abuse, call LifeResources -
Employee Assistance Program. We'll be glad to help!

1.800.759.8122



SUBSTANCE ABUSE

If someone close has a problem with alcohol or drugs



The person who has someone close who drinks too much or uses other drugs has plenty of company. Individuals experiencing alcohol and other drug problems often feel they hurt only themselves. That isn't true. They also hurt their families, friends, coworkers, employers, and others. Experience shows that for every person with an alcohol or other drug problem, at least four others are affected by his or her behavior. Here are some suggestions which may be of use.

What To Do:

- Try to remain calm and factually honest in speaking about his or her behavior and its day-to-day consequences.
- Let the person with the problem know that you are reading and learning about alcohol and other drug abuse, attending Al-Anon, Nar-Anon, Alateen, and other support groups.
- Discuss the situation with someone you trust -- someone from the clergy, a social worker, a counselor, a friend, or another individual who has experienced alcohol or other drug abuse personally or as a family member.
- Explain the nature of alcoholism and other drug addiction as an illness to the children in the family.
- Encourage new interests and participate in leisure time activities that the person enjoys. Encourage him or her to see old friends.
- Be patient and live one day at a time. Alcoholism and other drug addiction generally take a long time to develop, and recovery does not occur overnight. Try to accept setbacks and relapses with calmness and understanding.

What Not To Do:

- Don't attempt to punish, threaten, bribe, or preach.
- Don't try to be a martyr. Avoid emotional appeals that may only increase feelings of guilt and the compulsion to drink or use other drugs.
- Don't allow yourself to cover up or make excuses for the alcoholic or drug addict or shield him or her from the realistic consequences of their behavior.
- Don't take over his or her responsibilities, leaving him or her with no sense of importance or dignity.
- Don't hide or dump bottles, throw out drugs, or shelter him or her from situations where alcohol is present.
- Don't argue with the person when he or she is impaired or high.
- Don't try to drink along with the problem drinker or take drugs with the drug abuser.
- Refuse to ride with anyone who's been drinking or using other drugs.
- Above all, don't feel guilty or responsible for another's behavior.

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Employee Assistance Program. We'll be glad to help!

1.800.759.8122



SUBSTANCE ABUSE

Use, Abuse, Addiction



Use:

Alcohol and other drugs may be used in a socially accepted or medically authorized manner to modify or control one's mood or state of mind. Examples include having a drink with friends or taking an anti-anxiety medication as prescribed by a physician. Described below are different ways that people use alcohol and other drugs without necessarily becoming addicted.

- **Experimentation**

Out of curiosity and/or at the urging of peers, individuals may try drinking or using drugs illegally. If the illegal drug use is not repeated, or discontinues after a short time, such experimentation may not be problematic. Likewise, deciding to drink alcoholic beverages after early experimentation is not problematic for most adults.

- **Social/Recreational**

Drinking alcoholic beverages is permitted in American society, and some excessive use may even be condoned. If use doesn't cause problems for the user, or those around him/her, most people would consider such use to be social or recreational. Some use marijuana in a similar manner – only in certain social or recreational situations and without immediate adverse consequences. However, marijuana use remains illegal, except in a few states.

- **As a Stress Reliever**

Many people use alcohol or other drugs to help them cope with pressure or stress. If this type of use is infrequent and doesn't create more stress or difficulties for the user, or those around him/her, it may not lead to addiction, but alcoholism and drug addiction often begin with relief drinking.

Abuse:

The use of a substance to modify or control one's mood or state of mind in a manner that is illegal or harmful to oneself or others is considered problematic use, or abuse. Examples of potential consequences of harmful use are:

- Accidents or injuries
- Blackouts
- Legal problems
- Poor job performance
- Family problems
- Sexual behavior that increases the risk of HIV infection

Addiction:

A number of individuals occasionally use or abuse alcohol or drugs without becoming addicted. However, for others, abuse continues despite repeated attempts to return to more social or controlled use, ultimately leading to addiction. Addiction is the irresistible compulsion to use alcohol and drugs despite adverse consequences. It is characterized by repeated failures to control use, increased tolerance and increased disruption in the family.

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Employee Assistance Program. We'll be glad to help!

1.800.759.8122



Alcohol Use and Your Health

Drinking too much can harm your health. Excessive alcohol use leads to about 88,000 deaths in the United States each year, and shortens the life of those who die by almost 30 years. Further, excessive drinking cost the economy \$249 billion in 2010. Most excessive drinkers are not alcohol dependent.

What is considered a “drink”?

U.S. Standard Drink Sizes



12 ounces
5% ABV beer



8 ounces
7% ABV malt liquor



5 ounces
12% ABV wine

(examples: gin, rum,
vodka, whiskey)



1.5 ounces
40% ABV (80 proof)
distilled spirits

Excessive alcohol use includes:



Binge Drinking

For women, 4 or more drinks
consumed on one occasion

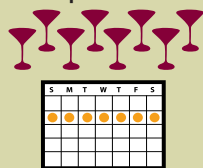


For men, 5 or more drinks
consumed on one occasion



Heavy Drinking

For women, 8 or more drinks
per week



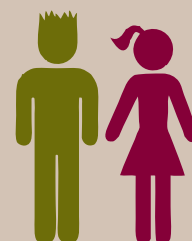
For men, 15 or more drinks
per week



Any alcohol used by pregnant women



Any alcohol used by those under the age of 21 years



If you choose to drink, do so in moderation:



DON'T DRINK AT ALL if you
are under the age of 21, or if
you are or may be pregnant,
or have health problems
that could be made worse by
drinking.

FOR WOMEN, up to
1 drink a day



FOR MEN, up to 2
drinks a day



NO ONE should begin drinking
or drink more frequently based
on potential health benefits.

National Center for Chronic Disease Prevention and Health Promotion
Division of Population Health



Excessive alcohol use has immediate effects that increase the risk of many harmful health conditions. These are most often the result of binge drinking. Over time, excessive alcohol use can lead to the development of chronic diseases and other serious problems.

Short-Term Health Risks

Injuries

- Motor vehicle crashes
- Falls
- Drownings
- Burns

Violence

- Homicide
- Suicide
- Sexual assault
- Intimate partner violence

Alcohol poisoning

Reproductive health

- Risky sexual behaviors
- Unintended pregnancy
- Sexually transmitted diseases, including HIV
- Miscarriage
- Stillbirth
- Fetal alcohol spectrum disorders (FASDs)



Long-Term Health Risks

Chronic diseases

- High blood pressure
- Heart disease
- Stroke
- Liver disease
- Digestive problems

Cancers

- Breast
- Mouth and throat
- Liver
- Colon

Learning and memory problems

- Dementia
- Poor school performance

Mental health

- Depression
- Anxiety

Social problems

- Lost productivity
- Family problems
- Unemployment

Alcohol dependence

I haven't thought about changing my drug use...

1. Think about how drug use fits into your life.
2. Review the doctor's advice, and risks associated with drug use.
3. Make a list of what's good and not so good about drug use. Consider both the short-term and long-term consequences.
4. Check out these websites:
www.health.org
www.niaaa.nih.gov
www.nidha.nih.gov
5. Talk with close friends and family about their concerns about your drug use.

I'm ready to take action to reduce or stop my drug use....

1. Make a list of high-risk situations where you might be tempted to use drugs. Avoid these situations.
2. If you find yourself in a high-risk situation, use distraction techniques, such as leaving, taking a walk or using relaxation or meditation.
3. Let people know you're making a change.
4. If you think about using drugs, talk through these thoughts with a supportive friend or family member.
5. Make a list of the risks and negative consequences of drug use and read it over.
6. Make a list of the advantages of avoiding drugs and review it to remind yourself of the reasons for making a change.
7. Contact The Center for Alcohol & Drug Studies & Services at 619-229-5038.

What's Good & Not So Good About Drug Use		
	GOOD	NOT SO GOOD
Short-Term		
Social		
Emotional		
Financial		
Long-Term		
Health		
Work		
Legal		
Relationships		

PERSONAL CHANGE PLAN	
to reduce or stop using drugs:	
1.	
2.	
3.	



Center for Alcohol & Drug Studies and Services

6386 Alvarado Court • Suite 224 •
 San Diego, CA 92120 •
 Phone 619-229-5038 •
 Fax 619-265-5775 •

www.centerforaod.sdsu.edu •

Services are supported by a grant from the Substance Abuse and Mental Health Services Administration Center for Substance Abuse Treatment through a sub-grant with State Department of Alcohol & Drug Programs. Services are provided under contract with the County of San Diego.

DRUG USE

Reducing RISKS



CASBIRT: California

- **Screening**
- **Brief Intervention**
- **Referral**
- **Treatment**



Doctor's **ADVICE**



There is NO SAFE LIMIT for illicit drug use.

Physicians advise you to ALWAYS abstain from illicit drug use.

If You Are...

Not Using Drugs:

Continue to avoid illicit drugs

At-Risk or High Risk:

Abstain from any further illicit drug use

Severe Risk:

Abstain from illicit drug use and get further assessment



Prescription and over-the-counter medications should only be used as directed. Prescribed medications should only be used if prescribed to you.

Drug **RISK LEVELS**

Severe Risk	2%
High Risk	3%
At-Risk	5%
No Use	90%

Health **RISKS** of Using Drugs

Marijuana/Cannabis: *dope, weed, pot, grass, reefer, Mary Jane*

Signs & Symptoms: mood swings, slow thinking and reflexes, dilated pupils, increased appetite

Health Risks: frequent colds, shortness of breath, heart and lung disease, dependence

Methamphetamine: *crystal, ice, crank, glass, speed, meth, tweek*

Signs & Symptoms: euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite

Health Risks: anxiety, body sores, excessive perspiration, headaches, blurred vision, coma, death

Cocaine/Crack: *coke, flake, rock*

Signs & Symptoms: excitability, anxiety, increased pulse rate, dilated pupils, agitation, paranoia

Health Risks: addiction, violent behavior, impaired sexual performance, respiratory problems

Inhalants: *airplane glue, nail polish, lighter fluid, hair spray, nitrous oxide*

Signs & Symptoms: slurred speech, lack of coordination, nausea, vomiting, slowed breathing

Health Risks: brain damage, heart trouble, depression, fatigue, loss of appetite, nosebleeds

Narcotics: *heroin, morphine, codeine, Demerol, Methadone*

Signs & Symptoms: drowsiness, nausea, constipation, constricted pupils, slowed breathing

Health Risks: addiction, mood swings, tremors, toxic psychosis, HIV infection

Hallucinogens: *LSD (acid), PCP, mescaline*

Signs & Symptoms: euphoria, increased pulse rate, insomnia, hallucinations

Health Risks: paranoia, depression, flashbacks, impaired judgment, violent behavior

Depressants: *Valium, Librium, Ativan, Xanax, Seconal*

Signs & Symptoms: drowsiness, confusion, slurred speech, depressed pulse rate, shallow respiration

Health Risks: anxiety, depression, restlessness, changes in eyesight, severe withdrawal symptoms

Club Drugs: *Ecstasy (X), Rohypnol (roofies), Ketamine (Special K), GHB*

Signs & Symptoms: sweating, shaking, feeling sleepy, having problems walking and talking, vomiting

Health Risks: brain damage, baldness, diarrhea, violent behavior

LEGAL Risks

Being arrested for possession, selling drugs, conspiracy to sell drugs, and/or driving under the influence

FINANCIAL Risks

*Losing your job due to random drug testing
Not getting hired at a new job due to failing a drug test
Spending money on drugs instead of on food, rent or your family*

PERSONAL Risks

*Relationships are threatened when family and friends have concerns about your drug use
You may not be setting the example you would like for your children and others
You may put yourself in embarrassing or risky situations when using drugs*

