

ORNL Check-List for Contractor Compliance with 10 CFR Part 707 - Workplace Substance Abuse Program at DOE Sites

Note: See 10 CFR 707 for Definitions and References

Subcontractor:	
Agreement No:	
Program Manager:	
Program Manager Contact Info:	

Item #	CFR Reference	Subject	WSAP Program Document Reference
1		Program Manager Name, Title, Address, Telephone, email	
Policy Statements			
2	707.5(A)(1)	Written policy statement prohibiting the use, possession, sale, distribution or manufacture of illegal drugs by any individual performing subcontract work at sites owned or controlled by DOE.	
3	707.5(A)(3)	Statement that anti-drug policy has been distributed or prior to start of subcontracted work will be distributed, to all individuals who will perform work on the subcontract.	
4	707.5(A)(3)(a)	Statement that all individuals performing work on the subcontract acknowledge that compliance with the policy statement is a condition of employment.	
Baseline Workplace Substance Abuse Program			
5	707.5(A)(2)	Problems of substance abuse including illegal drug use.	
6	707.5(A)(2)	Availability of assistance through either an EAP or referrals to other sources such as www.samsha.gov . (Substance Abuse and Mental Health Services Administration)	
7	707.5(A)(2)	Penalties that may be imposed upon individuals for drug-related violations occurring on DOE own or controlled sites.	
8	707.5(A)(4)	Contractor must provide written notification to UT-B within ten (10) calendar days after receiving notice of an individual's conviction for a drug-related offense.	

ORNL Check-List for Contractor Compliance with 10 CFR Part 707 - Workplace Substance Abuse Program at DOE Sites

9	707.5(A)(5) & 707.5(A)(5)(a)	After receipt of a notice of an individual's conviction for a drug related offense, contractor must take appropriate action (termination or opportunity for rehabilitation) within thirty (30) calendar days after receipt of such notice.	
10	707.5(A)(5)(b) & 707.5(B)(5)	Offering individual, consistent with subcontractor policies, an opportunity to participate satisfactorily in a drug abuse rehabilitation program approved by a Federal, state or local health or law enforcement agency.	
11	707.5(A)(5)(b)	Should the employee not participate or not successfully complete the rehabilitation program, the contractor must take appropriate action, up to and including termination, consistent with the contractor's policies.	
Education			
12	707.6	Statement indicating that the contractor will provide manager/supervisor and employee training programs that meets the requirements of 10 CFR 707.6.	
Testing Designated Positions			
13	707.5(B)(1)	List names and job titles of individuals occupying TDPs. Changes made to this list must be promptly reported to UTB.	
14	707.5(B)(2)	Prohibit any individual not free from the use of illegal drugs from working in a TDP.	
15	707.5(B)(4)(a)	Notify TDPs at least 60 days in advance of testing unless the contractor is currently conducting a testing program for individuals.	
16	707.5(B)(4)(b)	Assure individuals in TDPs pass a test for illegal drugs as specified in the regulation prior to assignment to work under the contract.	
17	707.5(B)(4)(c)	Assure individuals in TDPs participate in an on-going random drug testing program for the period of the subcontract.	
Non-random Drug Testing			
18	707.5(B)(4)(d)	Individuals shall be tested if there is a reasonable suspicion of illegal drug use.	
19	707.5(B)(4)(d) & 707.9	Individuals shall be tested following an "occurrence" as defined in 707.4 -Definitions.	

ORNL Check-List for Contractor Compliance with 10 CFR Part 707 - Workplace Substance Abuse Program at DOE Sites

20	707.5(B)(4)(d)	Individuals shall be tested as a follow-up to rehabilitation.	
21	707.5(B)(4)(e)	Individuals with unescorted access to the control areas of certain DOE reactors (see Sec. 707.7(c)) shall be tested more frequently as a result of an "occurrence" or due to reasonable suspicion.	
Statement of Procedures			
22	707.8	Drug testing of applicants for Testing Designated Position	
23	707.12	Refusal to submit to a test or adulteration of a urine sample will be treated in the same manner as a positive test for illegal drugs.	
24	707.5(A)(3)(b)	Individuals will notify employer in writing of their conviction under a criminal statute for a violation occurring on the DOE owned or controlled site no later than ten (10) calendar days after such conviction.	
25	707.14.(B)(2)	Individual returned to duty following a positive test and rehabilitation.	
26	707.5(B)(4)(f)	Individuals assigned to Testing Designated Positions (TDPs) are required to provide written notice of any drug related arrest, conviction or receipt of a positive drug test result as soon as possible but within ten (10) calendar days of such arrest, conviction or receipt of a positive test result whether occurring on or off DOE owned or controlled site.	
27	707.14(C)	Return to duty for individual with unescorted access to the control areas of certain DOE nuclear reactors.	
28	707.5(B)(6)	Immediate notification to UT-B and DOE whenever circumstances raise a drug use or security concern.	
29	707.5(C)	Compliance with 10 CFR 710 "Criteria and Procedures for Determining Eligibility for Access to Classified Matter or Significant Quantities of Special Nuclear Material".	
30	707.14(B)(1)	Notify DOE security officials for appropriate adjudication when an employee who holds, or is an applicant for, an access authorization has been tested and determined to have used an illegal drug.	
Random Drug Testing Program			
31	707.5(A)	Testing program consistent with Department of Health and Human Services "Mandatory Guidelines for Federal Workplace Drug Testing Programs".	

ORNL Check-List for Contractor Compliance with 10 CFR Part 707 - Workplace Substance Abuse Program at DOE Sites

32	707.11	Test for the use of the following drugs or classes of drugs: marijuana; cocaine; opiates; phencyclidine; and amphetamines.	
33	707.12	Process for collection and testing.	
34		Sample collection site and testing laboratory name and location.	
35		Medical Review Officer (MRO) and contact information.	
36		Designated Employer Representative (DER) and contact information.	
37		Provide UT-Battelle written reports semi-annually (January 1 to June 30 and July 1 to December 31) within 15 days of the close of each period during subcontract performance period which will reflect all drug testing activity, including test results and any cases giving rise to a drug or security concern, that will enable UT-B to properly monitor the program and report drug matters to DOE as appropriate.	

Date Submitted: _____

Date Review Complete: _____