

CHECKLIST FOR SUBCONTRACTOR  
10 CFR 707 WORKPLACE SUBSTANCE ABUSE PROGRAMS (Feb 2009)

<b>Name of Subcontractor</b>		
UT-Battelle Subcontract Number		
UT-Battelle Subcontract Administrator		
		<b>Page &amp; Section #</b>
<b>1</b>	Program Manager Name, Title, Address, Telephone, Fax	
<b>Policy Statements</b>		
<b>2</b>	Written policy statement prohibiting use, possession, sale, distribution, manufacture of illegal drugs by any employee or individual performing subcontract work at sites owned or controlled by DOE	
<b>3</b>	Statement that anti-drug policy (2 above) has been distributed (or prior to start-up of subcontract work will be distributed) to all individuals who will perform work on subcontract. Such individuals acknowledge that as a condition of employment they agree to 3.a. and 3.b.	
<b>3.a.</b>	Abide by the terms of the anti-drug policy statement	
<b>3.b.</b>	Will notify employer in writing of the employee's conviction under a criminal drug statute for a violation occurring on the DOE owned or controlled site no later than 10 calendar days after such conviction	
<b>4</b>	Education and Training - supervisors and employees	
<b>4.a.</b>	Problems of substance abuse, including illegal drug use	
<b>4.b.</b>	Availability of assistance through the EAP and referrals to other sources	
<b>4.c.</b>	Penalties that may be imposed upon employees for drug-related violations occurring on DOE owned or controlled site	
<b>5</b>	Provision for written notification to UT-B within 10 calendar days after receiving notice of conviction from a subcontract employee or otherwise receiving actual notice of a conviction of a drug-related offense	
<b>6</b>	Provision for imposing one of the following actions with respect to any employee who is convicted of drug-related violation occurring in the workplace, within 30	
<b>6.a.</b>	Taking appropriate personnel action against such employee up to and including termination	
<b>6.b.(1)</b>	Offering such employee, consistent with the subcontractor's policies, an opportunity to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.	
<b>6.b.(2)</b>	If the employee does not participate in such a rehabilitation program, the contractor must take appropriate personnel action, up to and including termination, in accordance with the contractor's policies.	
<b>7</b>	<b>Employee Assistance Program</b>	
<b>7.a.</b>	Information about EAP, including duties & responsibilities of provider	
<b>7.b.</b>	EAP Provider name, title, address, phone, fax	
<b>8</b>	<b>Specimen Collection and Testing</b>	
<b>8.a.</b>	Process for collection and testing	
<b>8.b.</b>	Testing facility name	
<b>8.c.</b>	MRO name, title, address, phone, fax	
<b>9.a.</b>	List names and job titles of employees occupying TDPs - if none, state none	
<b>9.b.</b>	Prohibit any individual not free from use of illegal drugs from working in TDP	
<b>9.c.</b>	Notify all TDPs at least 60 days in advance of testing they are subject to drug testing	

CHECKLIST FOR SUBCONTRACTOR  
10 CFR 707 WORKPLACE SUBSTANCE ABUSE PROGRAMS (Feb 2009)

9.d.	Assure all employees in TDPs pass a drug test as specified in the regulation before assignment to subcontract work.	
9.e.	Assure all employees in TDPs are in an on-going random drug testing program and subject to being called without notice to undergo a test at any time during the period of subcontract work performance.	
9.f.	<b>Assure that drug testing of an employee will be conducted for the following.</b>	
9.f.(i)	If there is reasonable suspicion of drug use	
9.f.(ii)	Following an occurrence as defined in the regulation	
9.f.(iii)	As a follow-up to drug rehabilitation.	
9.g.	<b>Policy/Procedure if an employee:</b>	
9.g.(i)	Refuses to submit to a test	
9.g.(ii)	Receives a positive drug test	
9.g.(iii)	Is being returned to duty following a positive drug test	
9.h.	Assure that any individual (including non-employee) with unescorted access to control areas of certain DOE reactors specified in 10 CFR 707.7 will be required to undergo on-going random testing; and reasonable suspicion and occurrence drug testing as required	
9.i.	Require employees in TDPs to provide written notice of any drug related arrest, conviction, or receipt of positive drug test result regarding that employee ASAP but within 10 calendar days of such arrest, conviction or receipt.	
9.j.	Notify UT-B immediately whenever circumstances raise a drug or security concern, even if it is not clear that the individual has actually used an illegal drug.	
9.k.(1)	Identify drug-testing laboratory to be used.	
9.k.(2)	State that it has been certified by the DHHS to conduct testing under federal programs.	
9.k.(3)	Identify MRO and collection site personnel to be used.	
9.k.(4)	Indicate the drugs for which the lab will test employees.	
10	Assure the written program complies with 10 CFR Part 710, "Criteria and Procedures for Determining Eligibility for Access to Classified Matter or Significant Quantities of Special Nuclear Materials."	
11	List of names and job titles of individuals who will perform work under the subcontract. If during the subcontract performance changes are made to the list, updated lists must be promptly reported to UT-B.	
12	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.	
	TESTING PERFORMED BY UT-B. Must provide name, position title, phone number and pager number (if applicable) of point of contact.	