

How to Submit Online Workplace Substance Abuse Program Reports (WSAP) to UT-Battelle, LLC

Background

Effective October 1, 2014, UT-Battelle, LLC (UT-B) discontinued the practice of offering to perform random drug testing for Seller's employees and began requiring each subcontractor to establish their own Workplace Substance Abuse Program (WSAP) that complied with 10 CFR 707. Prior to this, UT-B had allowed for Seller's employees to be in UT-B's testing pool.

To find out if your subcontract with UT-B contains this provision, refer to Section H/SPECIAL PROVISIONS and check for the inclusion of the following clause:

Workplace Substance Abuse Programs at DOE Sites (July 2006)

Restriction on Performance of Work under Agreements Subject to 10 CFR 707

(a) Until the Seller has been notified in writing that the Workplace Substance Abuse Program submitted by the Seller and their lower tier subcontractors plan has been approved by the Company for this Agreement, no work shall be performed under this Agreement that involves the use of individuals in Testing Designated Positions as described in 10 CFR 707.7(b) and (c). Testing Designated Positions include, but are not limited to, individuals that have Q and L security clearances. If any work violates this provision, the Seller shall immediately stop work and notify the Procurement Officer.

(b) Upon notification that the Seller's Workplace Substance Abuse Program has been approved by the Company for this Agreement, this restriction shall no longer apply.

(c) This clause applies to all lower tier subcontractors and all lower tier subcontractors are required to have their own WSAP Plan approved by the Company. No lower tier subcontract shall be awarded without this plan. If a lower tier is working without an approved plan this will be considered a material breach to the Seller.

(d) In the event Seller is an individual or a company wherein the DER (Designated Employee Representative) is also a member of the testing pool, the Seller shall request to be included in the Company's WSAP. The Company will have sole discretion as to whether or not Seller may participate in the Company's WSAP.

(e) Failure to comply with this provision shall be a material breach of this Agreement.

(f) Documents - including Baseline Requirements for Subcontracts subject to 10 CFR 707, Checklist for Substance Abuse Programs, required forms for report submittals, and WSAP Examples are available at the following site, under subheading *Workplace Substance Abuse Provision and Related Documents*, <https://contracts.ornl.gov/> under Document Index and then Special Articles and Forms.

*Beginning on July 1, 2018, UT-B is offering subcontractors an online tool (XCAMS/SharePoint) to submit both Drug Testing and Testing Designated Positions (TDP) Reports.

**Beginning on July 1, 2021, UT-B is offering subcontractors a new online tool (SAP Ariba - SM Modular Questionnaire) to submit both Drug Testing and Testing Designated Positions (TDP) Reports.

How to Submit Online Workplace Substance Abuse Program Reports (WSAP) to UT-Battelle, LLC

UT-Battelle, LLC Points of Contact for help or questions regarding these instructions or related WSAP compliance:

Gina Miller, UT-Battelle, LLC, Medical Technologist

Email: millergb@ornl.gov

Phone: 865-574-7431

Tracey Cato, UT-Battelle, LLC, Health Services Division Director, ORNL DER WSAP

Email: catotl@ornl.gov

Phone: 865-341-0386

Kathrine Higley, Procurement Compliance Manager

Email: higleykm@ornl.gov

Phone: 865-574-1410

Julia Tanes, Compliance Procurement Officer

Email: tanessjv@ornl.gov

Phone: 865-576-0387

WSAP Reporting Requirements

Reports are due biannually on January 15 and July 15 of each year.

January report covers period from July 1 to December 31

July report covers period from January 1 to June 30

To determine if you are required to submit a report, please refer to the Validity Start and End dates applicable to your subcontract. For example, if you have a subcontract with a period of performance that begins March 1, 2018, and ends September 10, 2020:

You will be required to submit six drug testing and six TDP reports over the subcontract term.

1st report would be required by July 15, 2018 and would cover the time frame from 03/01/2018 to 06/30/2018.

2nd report would cover 07/01/2018 to 12/31/2018

3rd report would cover 01/01/2019 to 06/30/2019

4th report would cover 07/01/2019 to 12/31/2019

5th report would cover 01/01/2020 to 06/30/2020

6th and final report, due no later than 01/15/2021, would be for the subcontract period of performance from 07/01/2020 to 09/10/2020.

REFERENCE LINKS to UT-Battelle, LLC Reference Documents, Clauses, and Forms

[Workplace Substance Abuse Programs at DOE Sites \(07/2006\)](#)

[Baseline Requirements for Subcontracts Subject to 10 CFR 707 \(12/2014\)](#)

[Checklist for Subcontractor Workplace Substance Abuse Programs \(12/2014\)](#)

[Report of Seller Drug Testing Program Report BSD-CS-2184 \(12/13/2016\)](#)

[Workplace Substance Abuse Policy Example \(12/2014\)](#)

Email Reminder Notifications

UT-B will issue email reminder notifications and these will be sent periodically before the report due date, up until the time your report has been received by the Company.