REASONABLE SUSPICION DRUG AND ALCOHOL TESTING GUIDE

WHAT PROMPTS A TEST?
A decision to test under the reasonable suspicion provision must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the employee. At least two company supervisors, one of whom is trained in detection of the possible signs and symptoms of drug and alcohol use, shall substantiate and concur in the decision to test an employee. The concurrence between the two supervisors may be by telephone. Cause sufficient to justify testing will generally be based on the following physical, behavioral or performance indicators:

- Direct observation by a supervisor or employee of drug or alcohol use.
- Direct observation by a supervisor or employee of possession of drugs or drug paraphernalia or alcohol.
- Direct observation by a supervisor or employee of symptoms of drug or alcohol use or impairment, such as slurred speech, unsteady walk or impaired coordination.

WHAT BEHAVIORS TO LOOK FOR?
Supervisors should complete the Reasonable Suspicion Observation Checklist and note any other relevant behaviors.

WHAT ARE THE PROCEDURAL STEPS?
1. The supervisor making the determination to test shall document, in writing, the behavioral signs and symptoms that support the determination to conduct a reasonable suspicion test. This documentation of the employee's conduct shall be prepared and signed within 24 hours of the observed behavior or before the results of the tests are released, whichever is earlier. Print and review the Reasonable Suspicion Observation Checklist.

2. Escort employee to a safe, private area and, when possible, get another supervisor or management representative to observe the employee. If not possible, another supervisor or management representative must be telephoned. The observations must be reported over the telephone, and the remote management representative must concur in the decision to test. Complete and sign the Reasonable Suspicion Observation Checklist.

3. Contact an employee and labor relations representative to consult on behaviors observed and facts surrounding the decision to test. A listing of employee and labor relations contact information can be found on MidAmerican Online under Emp/Labor Relations Staff.

4. If the employee does not appear to have violated the drug and alcohol prohibitions and is able to perform work duties, discuss with the employee and labor relations representative the best action to take to maintain a safe work environment.
5. If it is determined that testing is required, complete the Authorization for Drug and Alcohol Testing form as follows:

   a. Enter the employee’s name, employee’s T-number, current date and collection site.

   b. If the employee performs DOT work, select DOT Drug Screen and DOT Breath Alcohol Test. Select the specific DOT category for the covered employee: HIGHWAY (FMCSA), PIPELINE (PHMSA) or COMBO (both FMCSA and PHMSA). If you are unsure of the employee’s DOT category, contact the company’s designated employer representative at 515-281-2456.

      i. Employees holding a CDL may be sent for a DOT/FMCSA reasonable suspicion alcohol test only if the employee is performing safety-sensitive functions, is about to perform such functions, or has just completed safety sensitive functions. Employees holding a CDL may be sent for a DOT/FMCSA reasonable suspicion drug test at any time during their working hours.

      ii. Employees performing pipeline work may be sent for a DOT/PHMSA reasonable suspicion alcohol test only if the employee is performing covered functions, is about to perform covered functions or has just completed covered functions. Employees performing pipeline work may be sent for a DOT/PHMSA reasonable suspicion drug test at any time during their working hours.

   c. If the employee does not perform DOT work, select Non-DOT Drug Screen. Note: Non-DOT employees should not be tested for reasonable suspicion of alcohol.

   d. Select Reasonable suspicion for each test selected.

6. Inform the employee of the observed behaviors and invite an explanation.

7. If the employee's explanation is insufficient, escort the employee and provide a completed copy of the Authorization for Drug and Alcohol Testing form to the collection site.

8. If an employee refuses to be tested or if the employee may be impaired but for some reason will not be tested, make the necessary arrangements to have the employee taken home. Do not permit the employee to drive. If the employee refuses any assistance, then make sure the company representative can verify that the employee refused such assistance. However, if an employee cannot control his or her actions, then under no circumstances should the employee be allowed to leave without assistance. The supervisor must call the local police chief or sheriff to warn them of the employee's condition and refusal of assistance before the employee is allowed to leave company property. Tell the employee you are advising law enforcement of his or her apparent condition. Tell the law enforcement officials the employee's name, make of car and license plate number.
9. If it is determined that the employee is to be tested under the DOT, but the alcohol test is not conducted within 2 hours and/or is not administered, or the drug test is not conducted within 32 hours and/or is not administered, prepare a written statement documenting the reason and send to the company’s designated employer representative. Utilize the Post-Accident /Reasonable Suspicion Supervisor Written Record.

10. When the testing process is complete, send the completed and signed Reasonable Suspicion Observation Checklist and Post-Accident/Reasonable Suspicion Supervisor Written Record (if applicable) to the drug and alcohol designated employer representative, human resources, DM28.

WHAT IF THE EMPLOYEE NEEDS MEDICAL ATTENTION?
Necessary medical attention shall not be delayed in order to administer a test.

WHERE AND HOW SHOULD THE TEST BE PERFORMED?
The supervisor must accompany the employee to the testing collection site.

WHAT IF THE EMPLOYEE REFUSES TO COOPERATE?
Failure of an employee to cooperate fully will be grounds for termination. See above for steps to send the employee home.

WHEN CAN THE EMPLOYEE RETURN TO WORK?
After returning from the collection site, the employee should not be allowed to perform safety-sensitive functions pending the results of the drug or alcohol test.

WHO CAN ANSWER QUESTIONS ABOUT THESE PROCEDURES?
For questions about the testing process, contact an employee and labor relations representative or the designated employer representative at 515-281-2456.