

Amended November 9, 1999

TOWN OF SKOWHEGAN ABUSE POLICY
APPLICANTS

A. COVERED ESTABLISHMENT

Town of Skowhegan
225 Water Street
Skowhegan, ME 04976
474-6900

Contact regarding substance abuse testing policy:

Finance/Human Resource Director 474-6906

Locations Covered:

Municipal Building	Community Center
Highway Department	Solid Waste Mgt. Facility
Fire Department	Police Department
Water Pollution Control Plant	

B. SCOPE OF TESTING

Only individuals who are “applicants” as defined by this program and state law will be tested as “applicants”. For the purpose of this program, an “applicant” will not be any person separated from employment by this employer while receiving a mandated benefit from or on account of this employer, including but not limited to Workers’ Compensation, Unemployment Compensation and Family Medical Leave and for a period of 30 days beyond the termination of the benefit, nor will an “applicant” be any person separated from employment by this employer while receiving a non-mandated benefit from or on account of this employer for a period of 30 days beyond the separation.

Applicants will be notified at the time of application that they will be subject to testing for substances of abuse if offered employment with the company. Any applicant who expresses a desire to review the company’s Applicant Substance Abuse Testing Policy or the Maine Substance Abuse Testing Law (26 MRSA Subsection 681) will be informed where they can review the policy and the statute. Applicants offered employment will be provided with a copy of the company’s applicant Substance Abuse Testing Policy prior to testing and asked to sign the applicant statement contained in this policy.

1. Substances to be tested for

a. Test procedure to be used and cut off limit for positive screening test.

- 1) Screening will be the EMIT (Enzyme Multiplied Immunoassay Test) methodology
- 2) Substances

	Screening Concentration Cut Off (In Urine)
Amphetamine/Methamphetamine	1000 NG/ML
Barbiturates	300 NG/ML
Benzodiazepines	300 NG/ML
Cannabinoids	50 NG/ML
Cocaine and/or Metabolites	300 NG/ML
Methadone	300 NG/ML
Methaqualone	300 NG/ML
Opiates	2000 NG/ML
Phencyclidine	25 NG/ML

b. Test procedure to be used and cut off limit for positive confirmation test.

- 1) Confirmation test will be by GC/MS (Gas Chromatography/Mass Spectrometry) methodology.
- 2) Substances

	Confirmation Concentration Cut Off (In Urine)
Amphetamine/Methamphetamine	500 NG/ML
Barbiturates	300 NG/ML
Benzodiazepines	200 NG/ML
Cannabinoids	15 NG/ML
Cocaine and/or Metabolites	150 NG/ML
Methadone	300 NG/ML
Methaqualone	300 NG/ML
Opiates	2000 NG/ML
Phencyclidine	25 NG/ML

2. Testing Applicants

Classification or position titles to be tested:
All Full-Time applicants for all departments

C. ACTIONS TO BE TAKEN

Action to be taken for refusal to submit to a test:
Applicant will not be hired

Action to be taken between a test and receipt of test results:
Applicant will not be hired

Action to be taken based on a confirmed positive test result from a test of an applicant:
Applicant will not be hired

D. TESTING PROCEDURES

1. Collection facility

Industrial Medicine
Fairview Avenue
Skowhegan, ME 04976

2. Method of sample collection

a. Procedure to segregate a portion of the sample at applicant's request:

At the request of the applicant, at the time the test sample is taken, a portion of the sample collected, sealed, and labeled according to State regulations and these procedures, will be segregated for that person's own testing. This sample will be stored by the laboratory and chain of custody shall be maintained as provided in this policy. Within 5 days after notice of the test result is given to the applicant, the applicant shall notify the employer and the facility of the testing laboratory selected for that person's own testing. The laboratory so selected must be licensed by the Maine Department of Human Services. The employer's laboratory shall promptly send the segregated portion of the specimen to the selected laboratory, subject to the same chain of custody and security requirements as observed for the employer's specimen.

The applicant will be required to pay for the segregation of a second sample as well as the expense of said additional testing only if and when the applicant notifies the employer that the applicant actually wishes the test to be made and the applicant notifies the employer of the choice of laboratory to which the second sample is to be sent.

b. Procedure to collect:

The employer will not require an applicant to remove any clothing for the purpose of collecting a urine sample, except that the employer will require that an applicant leave any personal belongings other than clothing and any unnecessary coat, jacket or similar outer garments outside the collection area.

No applicant may be required to provide a urine sample while being observed, directly or indirectly, by another individual.

Each urine specimen will be assessed by the person in charge of collection, in the presence of the applicant by measuring:

1. The temperature of the specimen within three (3) minutes of voiding – must be between 97-99 degrees F. (unless the applicant's temperature is higher than 99 degrees or lower than 97 degrees F.)
2. The PH of the specimen – must be between 5-8.

and by evaluating the odor and color of the specimen for other signs of contamination.

If the specimen does not meet any of these assessment standards, the specimen will be rejected and the applicant will be given an opportunity to provide a second specimen. The applicant will remain under observation at the medical facility and may be given liquids until the second specimen is provided. If the second specimen fails to meet any assessment standard, the employer may deny employment to the applicant and neither specimen will be tested for substances of abuse.

3. Storage of Sample

a. At collection point:

Samples will be collected in new, clean containers manufactured for the purpose of urine collection. Immediately after assessment, the container will be sealed with tamper-proof tape and labeled in the presence of the applicant. The seal will cover the cap and extend over the sides of the container. The label will contain the date and time of collection, and the identifying number of the applicant. All information on the label will be written clearly and with indelible ink.

Samples will be transported or shipped promptly to the testing laboratory in a secure fashion, so as to prevent tampering. If shipment or transport is not feasible, the specimen will be secured, held at room temperature and shipped the next business day.

b. At laboratory:

All positive specimens will be retained by the laboratory in the original containers in secure storage at freezing temperatures (-20 C or less) for at least 6 months. Should legal challenge occur, the specimen will be retained throughout the period of resolution of the challenge.

4. Chain of Custody

a. Labeling and Packaging:

Immediately upon collection of each sample, a chain of custody record will be established for that sample, indicating the identity of each person having control over the sample, and the times and dates of all transfers or other actions pertaining to the sample.

b. Transport:

Samples will be picked up from the facility within 24 hours of collecting the sample and will be transported in a secure fashion, so as to avoid tampering.

Each person who takes custody of the sample in the course of transport will record on the chain of custody log the date, time, transporter's name and employer's name, origin and destination of the sample.

c. At Lab:

When a sample arrives at the lab, the person receiving the sample shall record the time of receipt and the location of each sample in the lab's storage system. Any technician or other person who removes the sample from storage or opens the sample shall record the date, time, their name and the purpose for removal or opening of the sample.

5. Identify testing laboratory:

Robert F. Foery, Ph.D.
Laboratory Corporation of America
D.B.A. Med Express
4022 Willow Lake Blvd.
Memphis, Tennessee 38118
(901) 795-1515

6. Procedure for notifying applicant of the results:

The applicant will be notified by personal telephone call and confirmed by mail unless the applicant otherwise instructs.

All laboratory reports, including the screening, confirmation and quality control data shall be reviewed by the Finance/Human Resource Director as accurate. The report will identify the name of the laboratory, the drugs and metabolites tested for, whether the test results were negative or confirmed positive, and the cutoff levels for each substance. The report will include any available information concerning the margin of accuracy and precision of the test methods employed.

- a. Unless agreed upon by the applicant, no report will show the quantity of substance detected, but only the presence or absence of that substance relative to the cutoff level.
- b. No report will show that a substance was detected in a screening test, unless the presence of the substance was confirmed in the confirmatory test. Test results will be randomly delayed from 2 to 5 days so that the employer cannot gauge screening test results from the time results are reported. In addition, all testing will be billed to the employer at a single rate per sample tested. (Which may be periodically adjusted by the laboratory.)
- c. No substance may be reported as present if the employer did not request analysis for that substance.
- d. Reports of samples segregated at the applicant's request, for testing by the applicant's choice of laboratory, will be provided to the applicant and to the employer.

Unless the applicant consents, all test results and any information acquired by the employer in the testing process is confidential and may not be released to anyone except the applicant tested. This requirement applies to the personnel of all laboratories involved and to the employer. However, this does not prevent the disclosure of results or information if:

- 1) Release of information is required or permitted by state and federal law including release under 26 M.R.S.A. Sec. 683. (8) (D), or
- 2) The use of this information is part of any grievance procedure, administrative hearing or civil action relating to the imposition of the test or the use of test results.

The results of any test may not be required, requested or suggested by the employer to be used in any criminal proceeding as provided by 26 M.R.S.A. Sec. 685 (3) (B).

- e. The laboratory shall retain records of confirmed positive results in a numerical or quantitative form for at least two years.
7. Procedure for an applicant to appeal and contest the accuracy of a confirmed positive result.

If the applicant chose to segregate a portion of their sample and elects to submit that sample to a laboratory of their choice, the results of the second test will be controlling. To appeal the results of a confirmed positive result in lieu of testing the segregated sample, the applicant must fill out and sign the

attached “Substance Abuse Test Appeal” form submitting information explaining or contesting the results, within five (5) working days after notice of confirmed positive test result. The appeal process will be conducted without cost to the applicant. The applicant will then be scheduled to meet within 14 days with the Town Manager and Finance/Human Resource Director. The applicant will explain the basis for the appeal and may be asked questions. After the meeting concludes, a written report of finding and conclusions will be prepared and a copy sent to the applicant.