

Northwest Sheet Metal Labor Management Cooperation Trust

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Sheet Metal Workers, Local #66 and the Inland Northwest Sheet Metal Contractors Association are committed to protecting the safety, health and well being of sheet metal workers and all people who come into contact with them on worksites or use the products they produce.

Information about the new drug testing program for Spokane area members

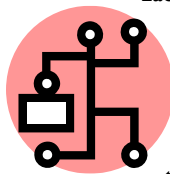
How the SNAP Drug Testing Program Works

Sheet Metal Northwest Anti-Drug Program All covered employees are required to take a baseline drug test (during January 2008). Bargaining unit workers must have passed an initial baseline test before they are eligible for dispatch and will be issued testing forms and instructions when registering with the local union.

If the test is negative (passed), the employer will be notified and the employee's status (o.k. to work) will be entered into a confidential database by the program administrator.

If a worker switches employment, the new employer must check with the program administrator (web based interface) to determine that the worker is still in good standing in the program to avoid another test. The program administrator can now track by computer where each participant is currently employed.

Each month, the program administrator uses a computer to lottery select a small percentage of workers for testing. Workers' names are matched to the company where they are currently working. The program administrator confidentially notifies a pre-designated employer representative at each company that certain workers have been selected.



Each worker must then go to a designated collection site for a drug test within 24 hours of notification. The *employee copy* of the chain-of-custody may be shown to the pre-designated manager at the company to verify collection.

All test results are confidentially tracked by only the SNAP program administrator to insure compliance with program rules.

The program administrator will issue a \$35 wellness benefit check to each bargaining unit employee after passing a baseline or random drug test.

Safeguards

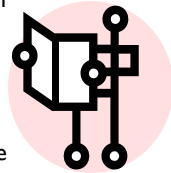
The program is set up and administered by *Drug Free Business*, an independent, non-profit third party administrator (TPA).

A joint sub-committee, equally representing both Sheet Metal Local #66 and employers, can give quick response to requests for clarification, exceptions, and other issues that may arise that have not been covered in these guidelines.

All collections are performed by trained personnel following the Department of Transportation protocols and guidelines for workplace drug testing.

All drug analysis is performed in laboratories certified by the Substance Abuse and Mental Health Services Administration (SAMHSA). All alcohol testing is performed and/or confirmed by evidential breath testing devices approved by the National Highway Traffic Safety Administration.

All drug tests are reviewed by an independent, certified Medical Review Officer (MRO) before verified results may be reported to the designated employer representative. This gives the employee a chance to explain a valid reason for a positive test, for example, prescription drugs. The MRO will act as a vital screen to assure that management is not notified of a positive result on a drug test until the MRO is satisfied that it resulted from illegal drug use.

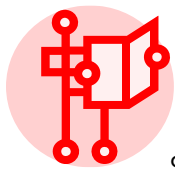


Each employer has a designated employer representative to coordinate substance abuse and drug testing issues. This individual has received training on program administration, substance abuse and chemical dependency, drug and alcohol testing, the proper use of employee assistance programs and confidentiality requirements. Positive tests will be treated confidentially by the employer.

What happens when someone tests positive?

The illicit use, purchase, possession, sale, conveyance, distribution, or manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner, including having a detectable presence of illegal drugs in the body systems is strictly prohibited. In addition, the program strictly prohibits the use or being under any influence of alcohol during working hours. Prescription or nonprescription medications are not prohibited when taken in accordance with a lawful (under both federal and local laws) prescription or consistent with standard dosage recommendations. Employees in safety-sensitive jobs are responsible for notifying their supervisors when prescribed medications may interfere with their ability to do their jobs safely.

If the test has been verified as positive, the Medical Review Officer will notify the designated employer representative and the program administrator. The employee's status in program is changed to *not o.k. to work*. The employee is notified in writing and suspended from all duty pending the results of a professional assessment.



The employee must contact the employee assistance program (EAP) 1-800-648-5834 to arrange for a professional assessment. The EAP may require that the employee obtain additional assessments, attend substance abuse educational programs, or enroll in an appropriate treatment program.

There is no charge to the employee for the Employee assistance program benefits. Payment for any additional treatment or counseling is the responsibility of the employee and his/her medical insurance program.

Employees will not be allowed to return to work until authorized by the employee assistance program. At that time, the employee is reinstated in good standing in the program. The EAP will continue to monitor the employee for up to two years to confirm compliance with recommendations and/or successful completion of any recommended treatment program.

After being authorized to return to work the employee must pass a return-to-work test and is subject to an additional four unannounced follow-up tests per year for two years.

When does the program start?

During the month of January 2008 everyone participating in the program must complete the baseline or initial test. Your *Designated Employer Representative* or if you are unemployed, your Union will contact you with instructions.

Who is required to be in the program?

This program applies to all bargaining unit members represented by Local Union 66 of the Sheet Metal Workers' International Association under the Collective Bargaining Agreements with Inland Northwest Sheet Metal Contractors Association (SE Washington and NE Oregon, and now Spokane area) and the Sheet Metal and Air Conditioning Contractors National Association (SMACNA) - Western Washington.

Non-bargaining employees (required): Testing will be required of all non-bargaining employees (including owners) who meet *ANY* of the following categories or descriptions:

- Are specific employees who act as Designated Employer Representatives (administrators) of this program for the employer. At a minimum, every employer must have one Designated Employer Representative in the program.
- Visit a shop or jobsite while performing supervision
- Perform on-site project management
- Are non-bargaining employees who work at the jobsite or in the shop on a routine or continuous basis

Testing will also be required of all employees, bargaining and non-bargaining, when the owner or general contractor of a specific project requires testing as a condition of admittance to the jobsite.

Non-bargaining employees (optional): Employers have the option to extend this program to include other non-bargaining employees, subject to an agreement to pay an annual fee per employee to cover program costs.

More Information?

To obtain copies of the SNAP Administrative Guide, maps to collection sites, telephone numbers, and additional information go to:

snap.drugfreebusiness.org

SNAP c/o Drug Free Business
11511 NE 195th St. Suite 102
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**Sheet Metal
Northwest
Anti-Drug
Program**