

TO: All Company Designated Employer Representatives
(DERs) (and Back-up DERs)

**Sheet Metal
Northwest
Anti-Drug
Program**

RE: Instructions for Notifying Affected Employees for
Baseline Drug Test in January, 2008

You are receiving this email in your capacity as the DER (or Back-up DER) for your company for SNAP – the comprehensive drug-free workplace program adopted by sheet metal contractors through its collective bargaining representative Inland Northwest Sheet Metal Contractors Association, and the Sheet Metal Workers Local #66.

Please read and follow these instructions carefully. If you have any questions or need assistance, please contact SNAP via email at snap@drugfreebusiness.org or call the administrator, Drug Free Business at 425-488-9755.

As a requirement of SNAP, all affected employees in the Spokane area are required to pass a baseline drug test in January, 2008. This includes all bargaining unit workers who are represented by Local #66. It also includes all non-bargaining employees who meet the criteria outlined in the Affected Employees section of the Administrative Guide that you have registered to participate. (To obtain a copy of the Administrative Guide and the Cost & Fee Memo, visit the website at <http://snap.drugfreebusiness.org>)

Below are instructions for you to follow to give notice to all affected workers – both bargaining and nonbargaining– related to their obligation to report to a collection site during the month of January, 2008 for a baseline drug test. Recommendations for distribution of these notice materials are detailed at the end of this message.

NOTE: Contractors are being asked to produce and distribute notices to all of their affected workers - both bargaining and non-bargaining.

Step 1: Make sure you have *registered* all of the *non-bargaining* employees who must participate in SNAP

If you have not already done so, go to the snap website at <http://snap.drugfreebusiness.org> and register names of all non-bargaining employees who must participate in SNAP. You will need to enter the SS# for each employee. (All information for all bargaining workers was provided by Local 66.)

Step 2: Download the SNAP Test Authorization Form

There are three (3) versions of the SNAP Test Authorization Form now available in the shared documents area of the SNAP home page. You should download these to your computer and save for future use. One is a Word document (read only-but you may change it after you save it). Another is a Word template file and the last is an Acrobat pdf file. You may print a supply of these forms and then write in by hand the 8 items in the center section for each employee to be tested. Or, you can save the Word documents to your computer and type in the information needed.

Step 3: Download a master copy of the lists of collections sites

On the left side of the SNAP home page or in the Documents and Lists section, notice the two lists on the Quick Links section. You may see the lists for both the

LabCorp/DynaCare/DrugProof sites and the PACLAB/PAML sites. You should export each list to spreadsheet format onto your hard drive so you may select, sort, and print them off of a spreadsheet format. You can also print maps to each of the collection site locations.

Note: Quest Diagnostics collection sites. Any person desiring to use the Quest patient service centers must arrive with a pre-printed Quest multi-part Custody & Control drug testing form. The SNAP *Test Authorization Form* by itself will NOT be accepted at Quest patient service center sites. Thus Quest drug testing forms will be made available to participating companies and Local #66 offices only by request for baseline testing.

Step 4: Prepare a SNAP Test Authorization Form for each of your affected employees – bargaining and nonbargaining

All 8 items need to be completed on each form for each employee. (See Step 3 above for guidance on creating a template)

Step 5: Give a filled out *Test Authorization Form* to each affected employee, with verbal or written instructions that the initial (baseline) test must be completed during the month of April 2005.

For Commercial Drivers (CDLs), DERs must also affix a special pre-printed *federal* testing form as well. If you employ and use Commercial Drivers, please contact SNAP (Tom Pool) for addition instructions and forms.

DERs are encouraged to give copies of lists of collection sites and/or maps to workers as well.

Recommendations for distribution of notice materials:

1. Spread distribution of notices out over a period of time during January, so collection sites will not be overwhelmed by SNAP workers at the same time.
2. Local 66 workers must report to the collection site outside of work hours. If they successfully pass the test, each Local 66 worker will receive a \$35 wellness benefit check. Non-bargaining employees will not receive a wellness check.
3. Employers will receive notice and instructions within 24-48 hours if the test results are positive and the employee's status is considered "not ok to work." This will be after the MRO has spoken with the employee and has made the decision that the specimen does not meet acceptable standards. (See the Administrative Guide for information on what can happen next in this situation.)
4. DERs can check the SNAP database to track results for all tested employees to see their status following a test. As the test results begin to come in, DERs will receive a telephone call from the Medical Review Officer to initially report results and gather additional contact information.