

What Contractors need to know and do to get started with the Sheet Metal SNAP Drug Testing Program – A Quick Guide

1. Go to the Web and become familiar with the SNAP web portal, snap.drugfreebusiness.org. All written program material and access to program features is available from this site. If you have any questions or need help, (or are an *Out of Area Contractor*) just call Drug Free Business, the program administrator at 800-598-3437 or snap@drugfreebusiness.org. Their job is to make this easy for you.
2. Decide who needs to be in this program. All Local #66 workers covered by the collective bargaining agreement with SMACNA – Western Washington, must be in the program as well as non-bargaining employees as defined on page 5 of this Guide. You will be charged \$100 for each non-bargaining employee in the program.
3. Decide who will be your Designated Employer Representative (DER) and backup-DER. The DER receives the confidential test results on a day-by-day basis and receives the confidential list of those chosen for random testing each month. You should choose someone you have complete confidence in to handle sensitive matters for the company. The DER(s) must also participate in drug testing.
4. Go to the SNAP web portal, snap.drugfreebusiness.org, to register your DER(s) and non-bargaining employees. The link is just below the SNAP logo – “Western WA Contractors – PLEASE REGISTER!” By registering your DER(s), you have registered your company in the SNAP program. Your DER(s) will receive a confidential password that allows them to check the “Status – OK/NOT ok to Work?” and “Random Selection Lists” links also just below the SNAP logo.
5. All workers required to be in this program (and who have not previously been tested under the SNAP program) must successfully complete a baseline drug test. You can find out if your workers are “*O.K. to Work*” on the web site by entering their individual Social Security Numbers. If the response is “*The SSN you entered is not valid. Please check the number and try again.*” it means that we don’t have a baseline test result for this person – so he/she needs to go to a collection site for a test. If the response is “*NOT O.K. to Work*” have the worker contact Drug Free Business to resolve the issue.
6. How do you get a worker tested? Each time a worker needs a drug test your DER must give the worker a *SNAP Test Authorization* form which is also available on the SNAP web portal under *Shared Documents*. The left border of the SNAP Web Portal also has links to *Snap Collection Site Maps* and *Collection Site Lists*. We recommend you use the PACLAB/PAML and LabCorp collection site lists. If you want to use a Quest Lab list site, you must furnish your worker with an additional preprinted multi-part Quest drug testing form available from Drug Free Business.
7. Your DER should receive all drug test results from the Medical Review Officer (MRO) the next working day after collection.
8. Bargaining unit workers should go to the collection site on their own time, because the SNAP program issues a wellness benefit check for \$35 each time they pass a baseline or random drug test. The checks are issued once a month and mailed directly to the worker’s home.
9. Each time you hire or rehire a worker it is your responsibility, through the DER, to run an “O.K. to Work?” inquiry through the web portal. Local #66 does not have the authority or ability to make these inquiries for you.

10. On the first working day of each month your DER(s) will receive an email notifying him if anyone listed at your company has been chosen by computer for a random test during that month. Your DER can then go to the "Random Selection Lists" link just below the SNAP logo on the SNAP web portal and print out the confidential list of random selections and individual notices.
11. The DER can choose any date during the month to notify any or all of the selected workers, but all testing must be completed before the end of the month. The notification must be unanticipated by the randomly selected workers. Once notified that he has been randomly selected, the worker must report to a collection site and complete the process within 24 hours.