Name of Operator:	Inlar	nd Empire Paper Co.		
OP ID No. 117			UTC Representative (s): S	cott Rukke
HQ Address:			Inspection Date(s): 12/11/	2007 thru 12/13/2007
3220 N Argonne				
Spokane WA 99212-20	099			
	•			•
Co. Official:	Wayne Ande	erson, President		
Phone No.:	509-924-19	911 <sup></sup>		
Fax No.:				
Emergency Phone No.:				
Th. Tr.	, ,			
Persons Intervie		- TI D	Title	Phone No.
Tom Brown		Human Res	ources Manager	509-924-1911
Gas Dist	ansmission Piribution Syste	m	Hazardous Liquid Pipel Liquefied Natural Gas	
Anti-Drug Plan	and Policy de	eveloped by:	Anti-Drug Testing Program a	<u>dministered by</u> :
X Operate Contract Consorti	tor ium		X Operator Contractor Consortium	
Contractor reco	<u>rds maintain</u>	ed by:	Specimen collection conducted	d by:
OperatorX_ContractorConsortium		Operator Personnel On Operator Personnel Off Contractor Personnel C X Contractor Personnel	F-Site In-Site	

§199.1 Scope and complian	ice	
COMPLIANCE	CRITERION	GUIDANCE
x YES □ NO □ N/A §199.1	1. Does the operator test covered employees for the presence of	
3133.1	drugs & alcohol?	
§199.3 Definitions		
▼ YES □ NO □ N/A §199.3/§195.50	1. Does plan contain applicable accident or incident definitions as defined in §§191.3 or 195.50?	Plan must contain one or both definitions.
<b>▼ YES □ NO □ N/A</b> §199.3/§40.3	2. Does plan contain complete definition of "covered employee"?	Plan should address "applicants." Covered Employee: Any person who performs an operation, maintenance, or emergency-response on the pipeline or LNG facility that is regulated by Parts 192, 193, or 195.
<b>▼ YES □ NO □ N/A</b> §199.3	3. Does operator plan address testing for only the following drugs?	
	Marijuana Opiates Cocaine Amphetamines Phencyclidine(PCP)	

§199.101 Anti-drug plan				
COMPLIANCE	CRITERION	GUIDANCE		
<b>▼YES □ NO □ N/A</b> §199.101(a)	1. Does the operator maintain and follow a written anti-drug plan that confirms to §§ Part 199 & 40 (Procedures for Transportation Workplace)?	Plan must address requirements of Part 40, specifically the collection, laboratory and MRO procedures.		
<b>▼YES □ NO □ N/A</b> §199.101(a)(1)	2. The plan must contain:  a. Methods and procedures for compliance with all requirements of CFR 49 Part 199, including an employees assistance program:	Note: Clarification of company policy vs. DOT requirements. Company policy should be identified by using bold and underlined type.		
<b>▼YES □ NO □ N/A</b> §199.101(a)(2)	b. The name/address of each laboratory that analyzes the specimens collected for drug testing; and			
<b>▼ YES □ NO □ N/A</b> §199.101(a)(3)	c. The name/address of the operator's medical review officer (MRO) and Substance Abuse Professional (SAP).			

§199.101 Anti-drug plan				
COMPLIANCE	CRITERION	GUIDANCE		
☐ YES ☒ NO ☐ N/A §199.101(a)(4)	d. Specify procedures for notifying employees of the coverage and provision of the plan.	Plan must contain specific details on how this is accomplished and what information is provided to employees.		
		Need to specify how employees are notified. Currently all the plan does is list who is covered. Page 2		
§199.103 Use of persons wh	o fail or refuse a drug test			
	1. Does the anti-drug plan provide that an operator may not use as employee any person who:			
<b>▼ YES □ NO □ N/A</b> §199.103(a)(1)	a. Fails a drug test required by §199.105 and the MRO determines there is no legitimate medical explanation for the confirmed positive test other than unauthorized use of a prohibited drug?			
<b>▼ YES □ NO □ N/A</b> §199.103(a)(2)	b. Refuses to take a drug test required by Part 199?	,		
<b>▼ YES □ NO □ N/A</b> §199.103(b)	2. Does the plan specify that a person may be used in a covered function if that person has:			
<ul> <li>         ∑ YES □ NO □ N/A         §199.103(b)(1)     </li> <li>         ∑ YES □ NO □ N/A         ○ N/A</li></ul>	a. Passed a DOT drug test?  b. Been recommended by the	Plan should specify action taken if individual fails		
§199.103(b)(2) <b>☒ YES ☐ NO ☐ N/A</b> §199.103(b)(3)	SAP to return-to-duty?  c. Not failed a drug test required by Part 199 returning to duty?	drug test after returning to duty.		

§199.105 Drug tests requ COMPLIANCE	CRITERION	GUIDANCE
<b>▼ YES □ NO □ N/A</b> §199.105(a)	Pre-Employment Testing  Does the operator conduct the pre-employment testing which includes the following:  a. All individuals pass a DOT drug test for the employer prior to employment or assignment in a covered function?	Persons already covered by an anti-drug program conforming to Part 199 need not test.
<b>▼ YES □ NO □ N/A</b> §199.105(b)	Post-Accident Testing  Does the operator conduct the post-accident testing which includes the following:  a. Drug test each employee, as soon as possible but no later than 32 hours after an accident, whose performance either contributed to the accident or	
	contributed to the accident or cannot be completely discounted as a contributing factor to the accident?	

§199.105 Drug tests required				
COMPLIANCE	CRITERION	GUIDANCE		
<b>▼YES □ NO □ N/A</b> §199.105(b)	b. Decision not to test has been based upon the best information available immediately after the accident that the employee's performance could not have contributed to the accident?	Documentation pertaining to decision to test or not to test should be maintained by operator or contractor.		
▼ YES □ NO □ N/A §199.105(b)	c. Decision not to test because of the time between the employee's performance and the accident; it is not likely that a drug test would reveal whether the performance was affected by drug use?  Random Testing			
	Does the operator's anti-drug plan have specific procedures that provide for:			
<b>▼ YES □ NO □ N/A</b> §199.105(c)	a. Random employee selection process?	Specify type of random selection process.		
□ YES ⊠ NO □ N/A §199.105(c)(2)	b. Determination of 25% annualized rate? (DOT notice dated 12/28/2006)	Calculate 25% random rate for each year. Plan must specify random period (12 times a year, or 4 times a year, etc.)  Does not include timeframes. Page 7 just states annually.		

#### **COMMENTS**

For 2003 - OK

For 2004

192.105(c) requires that 25% of employees be randomly tested for drugs. IEP records indicate that they had 23 DOT covered employees for 2004 but records indicate that only 5 employees were tested for drugs.

This does not meet 25%.

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For 2005

Records indicate that there were 22 covered employees in 2005. Records indicate that 5 were randomly tested.

This does not meet 25%. Verify if they must round up.

For 2006

22 covered employees tested 5.

§199.105 Drug tests required			
COMPLIANCE	CRITERION	GUIDANCE	
<b>▼YES □ NO □ N/A</b> §199.105(c)(5)	c. The random selection procedure is based on a random table or on a computer-based number generation system, or another method meeting DOT requirements.	Note: An employee should immediately report to the collection site or within 30 minutes, plus travel time, once notified by a company official.  Determine random pool	
<b>▼YES □ NO □ N/A</b> §199.105(c)(6)	d. The annualized rate of unannounced testing on random selection is based on the total number of personnel in covered positions.	size at beginning of calendar year or average pool size over 12-month period, based on the number of employees at the time of each test cycle or any other similar scheme that will take into account the variable number of employees during the year.	
YES X NO □ N/A §199.105(c)(7)	e. Is plan spread reasonably through-out the year?  Reasonable Cause	(Semi-annual and annual are unacceptable.)	
<b>▼YES □ NO □ N/A</b> §199.105(d)	1. Each employee who performs a covered function, and who is reasonably suspected of using prohibited drugs, is tested for the presence of drugs in accordance with the regulations.		

§199.105 Drug tests required				
COMPLIANCE	CRITERION	GUIDANCE		
▼ YES □ NO □ N/A §199.105(d)	2. At least two supervisors, one of whom is trained in detection of the symptoms of drug use, substantiate and concur in the decision to test an employee who is reasonably suspected of drug use.	In the case of an operator with 50 or fewer covered employees subject to testing, only one supervisor of the employee, trained in detecting possible drug use symptoms shall substantiate the decision to		
<b>▼ YES □ NO □ N/A</b> §199.105(d)	3. Decisions to test are reasonable and articulable, and based on specific contemporaneous physical, behavioral or performance indicators of probable drug use.	test.  The concurrence between the two supervisors may be by telephone.		
	Return-to-Duty			
▼ YES □ NO □ N/A §199.105(e)/§40.281-313	1. Covered employees who have refused a drug test or have returned to duty after having failed a DOT required drug test, must be evaluated face-to-face by a SAP, have properly followed any prescribed assistance, and be subject to a return-to-duty test.			
	Follow-up testing			
<b>▼YES □ NO □ N/A</b> §199.105(f)	1. Follow-up testing is performed on an un-announced basis, at a frequency established by the SAP, for a period of not more than 60 months.			
□ YES ⊠ NO □ N/A §199.105(f)	2. At least six tests must be conducted within the first 12 months following the covered employee's return to duty.	May include testing for alcohol in accordance with 49 CFR Part 40 as directed by the SAL.  Does not have the 6 times per year for the first 12		

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months specified.

§199.107 Drug testing laboratory			
COMPLIANCE	CRITERION	GUIDANCE	
▼ YES □ NO □ N/A §199.107(a)	1. Does the operator use only those drug testing laboratories certified by the Department of Health and Human Services (DHHS) under the DOT Procedures for all drug testing required by 49 CFR 199?	Check labs listed by operator against latest HHS/SAMHA certified lab list (dated 12/26/2006).	
<b>▼ YES □ NO □ N/A</b> §199.107(b)(1)	2. Does the lab permit inspections by the operator prior to being awarded a testing contract?	Unknown. Will get a letter from lab to verify.	
▼ YES □ NO □ N/A §199.107(b)(2)	3. Does the lab allow unannounced inspections, including examination of records, at any time?	Unknown. Will get a letter from lab to verify.  Must allow un-announced inspections by the operator, plan administrator, or jurisdictional state agency representative.	
§199.109 Review of drug te	sting results		
	MRO Qualifications and Responsibilities		
<b>▼ YES □ NO □ N/A</b> §199.109(a)	Does the operator's plan     designate a medical review     officer?	,	
XYES NO □ N/A §199.109(b)/§40.121	2. Does the operator's plan state that the MRO is a licensed physician and has the required qualifications required under §40.121?	What documentation is available to determine MRO's qualifications?	
<b>▼ YES □ NO □ N/A</b> §199.109(c)/§40.123	3. Does the MRO perform functions for the operator as required under §40.123?		
<b>▼ YES □ NO □ N/A</b> §199.109(d)/§40.163	4. Does the MRO report all drug test results to the operator as required by §40.163?		

□ YES ⊠ NO □ N/A §199.109(f)	5. Does the operator ensure that the SAP does not refer covered employees requiring assistance, to the SAP's private practice?	There are no procedures addressing this requirement.
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§199.111 Retention of sample and retesting				
COMPLIANCE	CRITERION	GUIDANCE		
▼ YES □ NO □ N/A §199.111(a)	1. Are samples that yield positive results on confirmation retained by the laboratory in properly secured, long-term, frozen storage for at least 365 days as required by the DOT Procedures found?			
<b>▼ YES □ NO □ N/A</b> §199.111(b)	2. If the MRO determines there is no legitimate medical reason for a confirmed positive test result, do the procedures permit the employee to submit a written request for a retest within 60 days of receipt of the final test results from the MRO?	Note: If a single specimen container is used, an employee has within 60 days to request a reanalysis after being notified of a positive test result. If a split specimen container is used, an employee has within 72 hours to request a reanalysis after receiving		
<b>▼ YES □ NO □ N/A</b> §199.111(b)	a. The employee may request retesting by a second DHHS certified lab.	notification of a positive test result.		
YES ⊠ NO □ N/A §199.111(b)	b. The employee must be reimbursed if the retest is negative.	Not found. States they must pay in the employee drug plan which is not DOT jurisdictional. See		
<b>▼ YES □ NO □ N/A</b> §199.111(b)	c. The operator may require the employee to pay the associated retest costs in advance.	40.153		
□ YES ⊠ NO □ N/A §199.111(c)	3. If the employee requests retesting by a second laboratory does the original laboratory follow approved chain-of-custody transfer procedures?	No chain of custody requirements for second test is specified.		

#### **COMMENTS**

§199.111 Retention of sample and retesting				
COMPLIANCE	CRITERION	GUIDANCE		
□ YES ⊠ NO □ N/A §199.111(d)	3. Because it is possible that some analyses may deteriorate during storage, the results of a retest are to be reported as confirmation of the original test results if the detected level of the drug are (a) below the DOT established limits and, (b) equal to or greater than the sensitivity of the test.	Not found		
§199.113 Employee Assista	nce Program (EAP)			
x YES □ NO □ N/A	1. Does the operator provide an			
§199.113(a)	EAP for its employees and			
	supervisory personnel?			
ĭ YES □ NO □ N/A				
§199.113(a)	a. Does the EAP include			
·	education and training about drug use?			
	2. Does the operator, as part of the EAP, display and distribute:			
<b>▼ YES</b> □ <b>NO</b> □ <b>N/A</b> §199.113(b)	a. Information material?			
ĭ YES ☐ NO ☐ N/A	b. Community service hot-line			
§199.113(b)	telephone number for employee assistance?			
<b>▼ YES □ NO □ N/A</b> §199.113(b)	c. The employer's policy regarding the use of prohibited drugs?			

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§199.113 Employee Assistance Program (EAP)				
COMPLIANCE	CRITERION	GUIDANCE		
<b>▼YES □ NO □ N/A</b> §199.113(c)	3. Does the operator provide at least a 60-minute period of training for supervisory personnel which teaches the specific contemporaneous physical, behavioral, and performance indicators of probable drug use?			
§199.115 Contractor emplo				
☐ YES ☒ NO ☐ N/A §199.115  ☐ YES ☒ NO ☐ N/A §199.115(a)	Does the operator provide, by contract, that the drug testing, education and training of contractor employees required by 49 CFR Part 199 be carried out by contractor?  1. Does the operator remain responsible for ensuring compliancy with the requirements of 49 CFR 199, and	The contractor can provide the services through a consortia or third-party provider.  Not found. They do use contractors for welding, pressure testing etc.  Not found.		
□ YES ⊠ NO □ N/A §199.115(b)	2. Does the contractor allow access to property and records by the operator, DOT and any jurisdictional state agency for the purpose of monitoring the operator's compliance with the requirements of 49 CFR 199?	How does the employer "monitor" the contractor's compliance with Parts 199 and 40?  Not found		

§199.117 Recordkeeping				
COMPLIANCE	CRITERION	GUIDANCE		
<b>▼YES □ NO □ N/A</b> §199.117(a)	1. Does the anti-drug plan require the operator to keep the following record; and do records verify that the plan is being carried out?			
<b>▼YES □ NO □ N/A</b> §199.117(a)(1)	(1) Records demonstrating that the collection process conforms to Part 199 must be kept at least 3 years.			
<b>▼YES □NO □N/A</b> §199.117(a)(2)	(2) Records that show an employee failed a drug test, the type of test failed, (e.g., post-accident) and records that demonstrate compliance with the SAP's recommendations, if any; and MIS annual report data shall be maintained for a minimum of five years.			

§199.117 Recordkeeping				
COMPLIANCE	CRITERION	GUIDANCE		
<b>▼ YES □ NO □ N/A</b> §199.117(a)(3)	Records showing an employee passed a drug test for at least 1 year.			
<b>▼ YES □ NO □ N/A</b> §199.117(a)(4)	Records confirming that supervisors and employees have been trained as required by this part for at least 3 years.			
▼ YES □ NO □ N/A §199.117(b)	2. Does the procedures prohibit the release of an individual's drug test results or rehabilitation except as follows:			
▼ YES □ NO □ N/A §199.117(b)	a. Upon written consent of the individual; or			
<b>▼ YES □ NO □ N/A</b> §199.117(b)	b. Upon provided by DOT procedures (49 CFR Part 40);			
<b>▼ YES □ NO □ N/A</b> §199.117(b)	(1) As part of an accident investigation; or			
<b>▼ YES □ NO □ N/A</b> §199.117(b)	(2) For statistical evaluation (only without names); and training records.			

§199.119 Reporting of anti-drug testing results				
COMPLIANCE	CRITERION	GUIDANCE		
□ YES ⊠ NO □ N/A §199.119(a)	Does the plan make provisions for submitting an annual MIS report to PHMSA no later than March 15 of each year for the prior calendar year?	For "large" operators with more than 50 covered employees. No requirement for submittal to the state or feds. Only when PHMSA		
▼ YES □ NO □ N/A §199.119(c)	Does the operator correctly calculate the total number of covered employees eligible for random testing throughout the	requests it.		
	year?	Operators conducting random testing more often than once per month (e.g., you select daily, weekly, bi-weekly), do not need to compute this total number		
□ YES □ NO ☑ N/A §199.119(d)	If used, does the operator ensure that the service agent used is testing at the appropriate percentage established for the	of covered employees rate more than on a once per month basis.		
	industry and that only covered employees are in a random testing pool?	Service agents (e.g., C/TPA) may be used to perform random selections; and covered employees		
□ YES □ NO ⊠ N/A §199.117(e)	Are covered employees who perform multi-DOT agency functions (e.g., an employee performs pipeline maintenance	may be part of a larger random testing pool of covered employees.		
	duties and drives a commercial motor vehicle), counted only on the MIS report for the DOT agency under which he or she is randomly tested?	Normally, this will be the DOT agency under which the employee performs more than 50% of his or her duties.		