



Master Builders' Association
Of Western Pennsylvania, Inc.

Substance Abuse Program Participant Information Handbook

As a commitment to safeguarding your health, to providing you with a safer workplace, and supplying our customers with the highest quality service possible, we have established a substance abuse testing program to prevent the use and/or abuse of drugs and alcohol in the workplace.

Your participation in the program is voluntary. However, contractors may opt to require their employees to be active participants in the program. Contractor members of the Master Builders' Association of Western Pennsylvania (MBA) will require, as a condition of employment with them, your participation in the program.

Section 1: General Program Information

- Benefits to participants
 - Safer workplace
 - One industry wide program with standardized procedures
 - Collection and administration by independent trained professionals
 - Analysis by certified laboratory
 - Representation on the Labor Management Committee governing the program
 - Enhances image of union construction industry
 - Testing performed typically performed off site at designated collection facilities
 - Contractors requiring your participation are identified

Section 2: Types of Testing

- Initial
 - To become an participant you must submit to an initial test
 - You must contact the program administrator to arrange testing, or attend one of the pre-announced group testing sessions
 - If you submit a negative test sample, you will receive a card in the mail which designates you as an active participant and therefore, eligible for hire. The card is valid for no more than one year from the date you submit to testing
- Program Random
 - Each month, a pre-determined percentage of active participants will be selected by a computer program for random testing
 - If selected you will receive a packet in the mail which includes detailed instructions on where, and by when, you must report for testing
 - At the time of random testing, you must surrender your program participant card. You will be given a chain of custody form which will serve as a temporary card until a new one is issued (about 7-10 days)
 - Your new card will have an expiration date of one year from your last random test
 - You may be selected more than once, or not at all for random testing

- On-Site Random
 - You may be required to submit to testing on-site if the owner of the project requires it
 - At the time of random testing, you must surrender your program participant card. You will be given a chain of custody form which will serve as a temporary card until a new one is issued (about 7-10 days)
 - Your new card will have an expiration date of one year from your last random test

- Annual Testing
 - All participants will be required to appear for testing at least once in a 12 month period.
 - Between 10 and 12 months from your last test, the program administrator will notify you that you must renew your participation in the program.
 - When selected, you will receive a packet in the mail which includes detailed instructions on where, and by when, you must report for testing
 - At the time of annual testing, you must surrender your program participant card. You will be given a chain of custody form which will serve as a temporary card until a new one is issued (about 7-10 days)
 - Your new card will have an expiration date of one year from your test

- For Cause Testing
 - There are certain instances when your involvement in an accident or near miss which causes, or could have caused, injury or property damage, will require you to submit to testing. Also, tardiness, excessive absenteeism, or erratic behavior, may result in you being required to submit to testing
 - For cause testing will be performed as soon as possible and may include alcohol testing
 - At the time of for cause testing, you must surrender your program participant card. You will be given a chain of custody form which will serve as a temporary card until a new one is issued (about 7-10 days)
 - Your new card will have an expiration date of one year from your test

Section 3: Test Results

- Negative Results
 - After the laboratory results are reviewed by a Medical Review Officer, a new card is mailed to the participant

- Positive Results
 - The Medical Review Officer (MRO) will telephone each participant with a positive test result. The MRO will discuss the results with the participant to determine if there are any reasons for the positive result other than illegal drug use
 - A participant who tests positive will not be an active participant in the program until such time they fulfill the requirements for reinstatement
 - Persons failing to report for required testing will be considered positive and must fulfill the requirements for reinstatement in order to become active in the program again
 - Requirements for reinstatement in the program
 - First Offense
 - Complete a certified rehabilitation program
 - Submit a negative drug test
 - Complete a 30 day program suspension
 - Second Offense
 - Complete a certified rehabilitation program
 - Submit a negative drug test
 - Complete a 1 year program suspension
 - Third Offense
 - Permanent suspension from the program

Commonly Asked Questions

Q: What if, for reasons beyond my control, I miss a required test?

A: The Labor-Management Committee realizes that certain scenarios can occur which will make it impossible for someone to show up for testing. If this happens, simply contact the Program Administrator and as long as you have a legitimate and verifiable excuse, you'll keep your eligibility.

Q: How much will the testing cost me?

A: There is no cost to you.

Q: What if I have trouble making an appointment?

A: Just contact the Program Administrator and they'll make the appointment for you.

Q: If I test positive, who will find out about it?

A: Besides you and the Medical Review Officer, only the designated representative for your current employer will be notified.

Q: What will happen if I test positive?

A: First of all, you will be contacted by the Medical Review Officer who will work with you to try and identify a valid reason why you may have tested positive other than drug or alcohol use. If one cannot be identified, you will be suspended from the program until you satisfy the requirements for reinstatement listed in Section 2 of this handbook.

Q: How can I get help?

A: Remember that the goal of the Program is to get help for those people who might have a problem with substance abuse. Your Union may have a Member Assistance Program (MAP) which can assist you in getting help for a number of reasons. Additionally, you can access a Certified Rehabilitation Program through your existing health care plan.

Q: How will prescription medication effect my test results?

A: There are certain medications which can produce a positive result. You should list those medications you are taking on the chain of custody form you fill out before you submit a sample. When the Medical Review Officer contacts you to discuss the results, you will be asked about those medications and any you may have forgotten to list. As long as you have a valid prescription for the medication you are taking, your test will be considered negative.

Q: What if I disagree with the results of my test?

A: Rest assured, we are using the best available laboratories which have all been certified by the appropriate organizations. If you disagree with your test results you can have your specimen analyzed by another laboratory at your expense. The laboratory you choose has to be certified by the Substance Abuse and Mental Health Services Administration (SAMSHA).