Definitions:

**“Under the Influence” –** means an individual is impaired by alcohol or illegal drug in any detectable manner. The symptoms of being under the influence are not confined to those consistent with misbehavior, or to obvious impairment of physical or mental ability, such as slurred speech or difficulty I maintaining balance. A determination of “under the influence” can be established by a professional opinion a medically accepted drug or alcohol screening test, or a lay person’s opinion based upon observation and/or events.

**LEAD CLS**

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| STEP | ACTION |
| 1 | Observe behavior of the **Laboratory employee**   * Encounter or experience odor of alcohol, impaired behavior, or hostile behavior. * Suspect use or possession of alcohol or drugs or sale or attempted sale of drugs by an employee. * If the employee is hostile or is a danger to themselves or to anyone else, you must call Security immediately. * Observations must be documented in writing, signed and dated. |
| 2 | Inform  C:\Users\A755035\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\S8TV6T71\warning-sign11[1].png **Contact the manager on-call**. The manager on-call assignment *will be posted*. The manager will be required to report to the Laboratory. If a manager does not respond, escalate and contact/page a Laboratory Asst Director or the Laboratory Director.   * **Weekend** (Friday night after 2230 to Sunday 2230) – The on-call manager is the assigned manager for the weekend. * **Holiday** – The on-call manager is assigned for the specified holiday. * **Weekday, Non-Holiday** – Lead CLS to contact shift manager or designated “backup”manager if the manager has time off. |
| 3 | Confirm   * Page House Supervisor in the absence of an on-site manager. Inform the House Supervisor there is no on-site laboratory manager, that observation requires two supervisors. * Ask a security guard to observe.  |  |  | | --- | --- | | If supervisor or security guard does **NOT confirm** observation | Continue to monitor for recurrence of observed behavior. Employee returned to work assignment. | | If observation is confirmed by supervisor or Security Guard | The Supervisor and/or Security Guard must prepare a signed and dated statement of the observation. Employee is removed from work assignment and coverage needs to be arranged for vacated assignment. | |
| 4 | Interview and Testing  If observation confirmed, Lead CLS to allow House Supervisor and On-Call Laboratory Manager, who has been called in to report to the laboratory, to interview and test employee.   * Laboratory Manager On-Call will be called to report to the Laboratory. * Laboratory Manager will prepare requisitions for alcohol and drug testing. The requisitions are kept inside Overnight shift manager’s cabinet/file. * Specimen collection to be done by a Laboratory Manager. Urine specimen to be collected under supervision by manager or Security staff of the same gender as the employee. * Laboratory Manager will conduct the interview with any other involved Supervisor / Manager / Security staff. |