

**Arkansas Small Business Development Center  
Drug-Free Workplace Program**

**Instructor's Report - Student/Youth Program**

Instructor's Name: \_\_\_\_\_

Name of School or Student/Youth Organization:

\_\_\_\_\_  
\_\_\_\_\_

Grade Levels Represented:    Freshman                  Sophomore                  Junior                  Senior

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Program: \_\_\_\_\_

Number of Students/Youth Participating: \_\_\_\_\_

Of those participating:

    Number who are employed part-time or full-time: \_\_\_\_\_

    Number who are employed by a small business with 500 or fewer employees: \_\_\_\_\_

Comments regarding the materials supplied for this training program:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please return form to:

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Arkansas Small Business Development Center  
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# How to Get & Keep a Drug Free Workplace Job

## Instructor Guide

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Instructional Design by  
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The Arkansas Small Business Development Center is administered through the University of Arkansas at Little Rock and is partially funded by the U.S. Small Business Administration (SBA), through Cooperative Agreement #2-603001-G-0004-22. The ASBDC operates a Drug Free Workplace project funded by SBA in accordance with HQ-01-R-0006 Paul D. Coverdell Drug-Free Workplace program.

## Instructor Guidelines and Information

**Title:**

"How to Get and Keep a Drug-Free Workplace Job"

**Grade Level and Course:**

10<sup>th</sup> Grade - Workforce Education

**Topic/Subject Area:**

Drug-Free Workplace

**Summary of Lesson:**

"How to Get and Keep a Drug-Free Workplace Job" is composed of three learning modules of approximately one-hour duration each. Each module consists of 10-12 pages, including activity review page. Total presentation time is estimated at three-hours.

The first module, "Know the Rulez," provides background information on federal and Arkansas State mandated drug-free workplace programs (DFWP). This first module includes three sample employer forms similar to those which students may encounter in the workplace. The first module concludes with military DFWP information for those students contemplating continuing their occupational training in the U.S. Armed Forces.

The second module, "Pass the Testz," provides background information on employer drug tests and individual privacy rights. Due to the wide proliferation of information and sale of "products" for "passing" drug tests available on the Internet, this module includes information on schemes for "passing" drug tests and the countermeasures employed by the drug laboratories. While possibly controversial, this information is included in support of learning objective A.2 below.

The third module, "Avoid the Drugz," provides background information on illicit drugs and substances prevalent among secondary school youth. Due to the notoriety of date rape drugs, information on the effects of these substances and safety tips to avoid being victimized are included in this module. Again, while possibly controversial, this information is included in support of learning objective A.3 below.

**Concepts:**

Components of DFWP programs;  
Federal and state DFWP laws;  
DFWP policies and forms;  
Drug and alcohol testing;  
Civil rights pertaining to drug testing;  
Illicit drug and substance abuse awareness and prevention.

**Objectives:****Affective Domain**

- A.1 Students will NOT abuse drugs and substances.
- A.2 Students will NOT attempt to cheat on drug tests.
- A.3 Students will NOT attempt to use date rape drugs.
- A.4 Students will encourage peers NOT to abuse drugs and substances.

**Cognitive Domain****Module 1 Know the Rules**

- 1.1 Name the five components of a fully implemented drug-free workplace program.
- 1.2 Identify, by providing examples, employers likely to have a drug-free workplace program under federal law.
- 1.3 Name five of nine requirements for an employer's substance abuse education program.
- 1.4 Describe a typical employee notice of employer drug testing requirements.
- 1.5 Name three of four consents requested in a typical job applicants' consent to drug testing.
- 1.6 Describe how an employer might make a "reasonable cause determination".
- 1.7 Name seven of ten behaviors that either permanently or temporarily disqualify a job applicant from military service.

**Module 2 - Pass the Testz**

- 2.1 Name four of five type of drug and/or alcohol tests.
- 2.2 Describe the procedures for a typical drug urinalysis test.
- 2.3 Name three techniques commonly attempted to defeat a drug urinalysis test.
- 2.4 Name four of six indicators of an adulterated drug urinalysis test.
- 2.5 Explain why individuals should not attempt to cheat a drug urinalysis test.
- 2.6 Describe three of four employee protections under Rule 36 - Voluntary Drug Free Workplaces

**Module 3 - Avoid the Drugz**

- 3.1 State four facts about marijuana.
- 3.2 State four facts about inhalants.
- 3.3 State four facts about cocaine.
- 3.4 State four facts about methamphetamines.
- 3.5 State four facts about Ecstasy.
- 3.6 State four facts about date rape drugs.
- 3.7 State five of eight tips for safety at parties and events.
- 3.8 Name two of five sources of drug free workplace information and/or guidance.

**Psychomotor Domain**

There are NO skills demonstrated or performed in this lesson.

**Background for Teacher:**

Instructor should have knowledge of:

- Drug-Free Workplace components
- Federal Drug-Free Workplace Act of 1988
- Arkansas Act 1552 of 1999
- Drug and alcohol testing
- U.S. Constitution
- Illicit drugs and substances

Links to Internet accessible background information have been included in the appendix to this instructor's guide. Most of the cited background material has been mirrored (duplicated) by numerous other Internet sites. Searching for the title of the referenced background information in a major search engine will usually result in links to the mirror sites.

**Background for Students:**

Students should have familiarity with the following vocational and technical knowledge:

- Terms related to employment skills
- Steps for finding a job
- Information needed in preparing an application form
- Factors that contribute to a successful job interview

The above knowledge should be attained through completion or concurrent participation in a career awareness course.

**Materials:**

- 1 - Participant Workbook per student
- 1 - Instructor Guide per instructor
- 1 - Instructor's Report per class
- 1 - 32-slide color Microsoft PowerPoint presentation **or** set of 30 monochrome overhead transparencies
- Audio-visual equipment

**Management Suggestions:**

Seating should be arranged in classroom or "U" formation.

**Safety Cautions:**

Students should be warned NOT to experiment with any of the substances or methods of using the substances mentioned in the lesson.

**Procedures:**

1. Assure each student has a participant workbook.
2. Present information in module 1.
3. Complete the module review exercise individually or as a group.
4. Repeat steps 1-3 for modules 2 and 3.
5. Complete Instructor's Report and submit to Arkansas SBDC.

**Assessment methods:**

This lesson does not require grading nor is grading recommended.

Instructors may consider grading the three module review exercises located at the end of each module. Additionally, a "final exam" could be compiled using definitions and questions from the three module review exercises.

**Instructional Design:**

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## Module 1

# Know the Rulez

## Objectives:

- 1.1 Name the five components of a fully implemented drug-free workplace program.
- 1.2 Identify, by providing examples, employers likely to have a drug-free workplace program under federal law.
- 1.3 Name five of nine requirements for an employer's substance abuse education program.
- 1.4 Describe a typical employee notice of employer drug testing requirements.
- 1.5 Name three of four consents requested in a typical job applicants' consent to drug testing.
- 1.6 Describe how an employer might make a "reasonable cause determination".
- 1.7 Name seven of ten behaviors that either permanently or temporarily disqualify a job applicant from military service.

## Drug-free Workplace Program Components

### *The 5 Components*

#### 1. **Written substance abuse policy.**

The substance abuse policy is the employer's official declaration of prohibited behaviors.

Unacceptable behavior may include employees under the influence of alcohol, prescription drugs, or over-the-counter medications while at work.

#### 2. **Supervisor training.**

Supervisors are responsible for identifying and addressing performance problems, which may be the result of substance abuse.

#### 3. **Employee education.**

Employers are responsible for providing an awareness program to educate employees about alcohol and drug abuse and addiction, the employer's policy, and available help, counseling, and assistance.

#### 4. **Employee assistance program (EAP).**

An EAP is a job-based program intended to assist workers whose job performance is being negatively affected by personal problems.

Participation in an EAP will not shield you from disciplinary action for continued poor performance or violations of your company's policy.

#### 5. **Drug and alcohol testing.**

When required, employers must test for marijuana, cocaine, opiates, phencyclidine (PCP), and amphetamines.

Employers may test for other drugs, including alcohol, barbituates, ecstasy, and prescription and over-the-counter medications.

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## Federal Drug-free Workplace Act of 1988

### *Who's Required?*

**Federal grant** – Universities, public schools, and non-profit organizations

**Federal contract** or subcontract – construction, manufacturers

**Federally Regulated** – Food processors, commercial truck drivers

### *What's Required*

- The **employer must have a written policy** that explains what is prohibited and the consequences of violating the policy.
- **Employees must read and consent** to the policy as a condition of employment on the project.
- The **employer must have an awareness program** to educate employees about alcohol and other drug abuse and addiction, the employer's policy, and available help, counseling, and assistance.
- **Employees must disclose any conviction** for a drug-related offense in the workplace to the employer within 5 days after such conviction.
- **Employers must disclose any conviction** for a drug-related offense in the workplace to the Federal agency with which the employer has a grant or contract within 10 days after receiving notice from the employee or others.
- **Employers must make an ongoing effort** to maintain a workplace free of drugs.

### *What's NOT Required*

- Employers are NOT required to establish an employee assistance program (EAP).
- Employers are NOT required to implement a drug testing program, unless required by other federal law.



## Arkansas Laws and Regulations

### ***Act 1552 of 1999 - To Establish a Voluntary Program for Drug-Free Workplaces.***

Authorized the Arkansas Worker's Compensation Commission (AWCC) to establish a voluntary drug-free workplace certification program.

Authorized a 5% worker's compensation insurance credit as incentive for employers to voluntarily certify their drug-free workplace programs.

Amended the Arkansas Code of 1987 Annotated with specific drug-free workplace program procedures and requirements for certification.

### ***AWCC Rule 36 - Voluntary Drug-Free Workplace Program***

Implements Arkansas Act 1552 of 1999.

Provides detailed instructions for employers on establishing and certifying a drug-free workplace program in Arkansas.

Provides instructions for employees on grievance and challenge procedures.

### **Arkansas Code of 1987 Annotated**

Chapter 64 - Controlled Substances identifies controlled substances, prohibitions, and penalties.

Makes representing a non-controlled substance (sugar, oregano, etc.) for sale as a controlled substance (cocaine, marijuana, etc.) a felony.

Makes use or possession with intent to use of drug paraphernalia a misdemeanor.

Makes possession of methamphetamine manufacturing paraphernalia a felony.

Makes purchasing more than 3 packages of a product(s) containing ephedrine, pseudoephedrine, or phenylpropanolamine a misdemeanor.



## Substance Abuse Education

### *Required Contents*

- Identity of person designated to answer all employee questions.
- What period of the workday the employee is required to be in compliance with rule.
- Employee conduct prohibited.
- Circumstances for testing employees for alcohol and/or drugs.
- Detailed procedures for conduct of tests, employee protections, test integrity and safeguarding and privacy of testing results.
- Requirement for employees to submit to alcohol and drug tests.
- Explanation of what constitutes a refusal to submit to testing and consequences.
- Consequences for violations of DFWP program, including removal from safety-sensitive functions.
- Information on the effects of alcohol and drug use on health, work, and personal life; signs and symptoms of an alcohol or drug problem; and methods of intervening.

### *Certificate of Receipt*

- Each employee is required to sign a statement certifying receipt of the above materials.
- Each employer maintains an original of the signed certificate.
- May provide a copy of the receipt to the employee.

## EMPLOYEE NOTICE AND ACKNOWLEDGEMENT OF EMPLOYER TESTING REQUIREMENTS

### PART 1: NOTICE

This is to inform you that the company/organization conducts testing to identify job applicants and current employees who may be abusing drugs and/or alcohol.

A copy of the company's/organization's policy on this matter is either attached to this notice or will be given to you upon request.

You have the right to refuse to undergo testing. However, the consequences of refusal to undergo testing or a refusal to cooperate in testing by an applicant will result in the termination of the pre-employment selection process, and the consequences of refusal to undergo testing or a refusal to cooperate in the testing by an employee will result in disciplinary action up to and including discharge.

An applicant who fails a test will not be hired, and an employee who fails a test will be subject to disciplinary action up to and including discharge.

Remaining drug-and/or alcohol-free and participation in the company's/organization's drug and/or alcohol testing program is a condition of continued employment.

### PART II: ACKNOWLEDGEMENT

I acknowledge receipt and understanding of the above written notice and agree to abide by the terms of the company's/organization's policy pertaining to drugs and alcohol.

---

(Signature)

(Date signed)

---

(Printed name)

(Signature of witness)

## APPLICANT'S CONSENT TO DRUG/ALCOHOL TESTING

I understand it is the policy of the company/organization to conduct drug and/or alcohol tests of job applicants for the purpose of detecting drug and/or alcohol abuse, and that one of the requirements for consideration of employment with the company/organization is the satisfactory passing of the company's/organization's drug and/or alcohol test(s).

For the purpose of being further considered for employment, I hereby agree to submit to a drug and/or alcohol test.

I understand that favorable test results will not necessarily guarantee that I will be employed by the company/organization.

If I am accepted for employment, I agree to take drug and/or alcohol tests whenever requested by the company/organization, and I understand that the taking of such tests is a condition of my continued employment.

I also give consent to the testing agency to release to the company/organization and other officially interested parties the results of my tests.

At this time I consent to a drug and/or alcohol test.

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(Signature of applicant)

(Date signed)

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(Printed name of applicant)

(Signature of witness)

## SUPERVISOR'S CHECKLIST FOR MAKING REASONABLE CAUSE DETERMINATION

Employee's name \_\_\_\_\_

Department \_\_\_\_\_

Date(s) \_\_\_\_\_

### KNOWING THE SIGNS

The indicators listed below are "warning signs" of drug and/or alcohol abuse and may be observed by supervisors:

#### Moods:

- Depressed
- Anxious
- Irritable
- Suspicious
- Complains about others
- Emotional unsteadiness (e.g., outbursts of crying)
- Mood changes after lunch or break

#### Actions:

- Withdrawn or improperly talkative
- Spends excessive amount of time on the telephone
- Argumentative
- Has exaggerated sense of self-importance
- Displays violent behavior
- Avoids talking with supervisor regarding work issues

#### Absenteeism:

- Acceleration of absenteeism and tardiness, especially Mondays, Friday, before and after holidays
- Frequent unreported absences, later explained as "emergencies"
- Unusually high incidence of colds, flus, upset stomach, headaches
- Frequent use of unscheduled vacation time
- Leaving work area more than necessary (e.g., frequent trips to water fountain and bathroom)
- Unexplained disappearances from the job with difficulty in locating employee
- Requesting to leave work early for various reasons

#### Accidents:

- Taking of needless risks
- Disregard for safety of others
- Higher than average accident rate on and off the job

**Work Patterns:**

- Inconsistency in quality of work
- High and low periods of productivity
- Poor judgment/more mistakes than usual and general carelessness
- Lapses in concentration
- Difficulty in recalling instructions
- Difficulty in remembering own mistakes
- Using more time to complete work/missing deadlines
- Increased difficulty in handling complex situations

**Relationship to Others on the Job:**

- Overreaction to real or imagined criticism (paranoid)
- Avoiding and withdrawing from peers
- Complaints from co-workers
- Borrowing money from fellow employees
- Persistent job transfer requests
- Complaints of problems at home such as separation, divorce and child discipline problems

**OBSERVING AND DOCUMENTING CURRENT INDICATORS**

Patterns of any of the above conduct or combinations of conduct may occur but must be accompanied by indicators of impairment in order to establish "reasonable cause." Please check all indicators listed below that are currently present:

- |  |   |
|--|---|
| <input type="checkbox"/> Constricted pupils        | <input type="checkbox"/> Drowsiness               |
| <input type="checkbox"/> Dilated pupils            | <input type="checkbox"/> Odor of alcohol          |
| <input type="checkbox"/> Scratching                | <input type="checkbox"/> Nasal secretion          |
| <input type="checkbox"/> Red or watering eyes      | <input type="checkbox"/> Dizziness                |
| <input type="checkbox"/> Involuntary eye movements | <input type="checkbox"/> Muscular incoordination  |
| <input type="checkbox"/> Sniffles                  | <input type="checkbox"/> Unconsciousness          |
| <input type="checkbox"/> Excessively active        | <input type="checkbox"/> Inability to verbalize   |
| <input type="checkbox"/> Nausea or vomiting        | <input type="checkbox"/> Irritable                |
| <input type="checkbox"/> Flushed skin              | <input type="checkbox"/> Argumentative            |
| <input type="checkbox"/> Sweating                  | <input type="checkbox"/> Difficulty concentrating |
| <input type="checkbox"/> Yawning                   | <input type="checkbox"/> Slurred speech           |
| <input type="checkbox"/> Twitching                 | <input type="checkbox"/> Bizarre behavior         |
| <input type="checkbox"/> Violent behavior          | <input type="checkbox"/> Needle marks             |

Possession of paraphernalia (such as syringe, bent spoon, metal bottle cap, medicine dropper, glassine bag, paint can, glue tube, nitrite bulb, or aerosol can)

Possession of substance that appears to possibly be a drug or alcohol

Other \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DETERMINING REASONABLE CAUSE**

If you are able to document one or more of the indicators above, ask yourself these questions to establish reasonable cause:

[Y][N]

[ ] [ ] Has some form of impairment been shown in the employee's appearance, actions or work performance?

[ ] [ ] Does the impairment result from the possible use of drugs or alcohol?

[ ] [ ] Are the facts reliable? Did you witness the situation personally, or are you sure that the witness(es) are reliable and have provided firsthand information?

[ ] [ ] Are the facts capable of explanation?

[ ] [ ] Are the facts capable of documentation?

[ ] [ ] Is the impairment current, today, now?

Do NOT proceed with reasonable cause testing unless all of the above questions are answered with a YES.

**TAKING ACTION**

\_\_\_\_ Reasonable cause established

\_\_\_\_ Reasonable cause NOT established

Prepared by:

Supervisor's/Manager's

Signature: \_\_\_\_\_

## Military Service

*Drug abuse is incompatible with military service*  
- U.S. Military Policy

### *Illegal Drugs*

Applicants are permanently disqualified for:

- A history of drug dependency or addiction
- Conviction for any drug offense (except simple possession of cannabis)
- Trafficking in marijuana or other illegal drugs

Applicants are temporarily disqualified for:

- Confirmed as cocaine-positive (1 year from the date of screening)
- Confirmed as marijuana-positive (6 months from the date of screening)
- Testing positive twice for either drug (2 years from the date of the second test)

### *Prescription Drugs*

**Accutaine** - Use of Accutaine is temporarily disqualifying (12 months from last use)

**Ritalin** - Use of Ritalin after age 12 indicates an academic skills defect, and the drug is considered behavior modifying.

### *Alcohol*

Any history of dependency on alcohol is disqualifying.

### *Failure to Disclose*

An applicant may be discharged for failure to disclose use or abuse of illegal or prescribed drugs, to include convictions resulting from that use or abuse.

### **Drug Testing**

Recruits will undergo a urinalysis test when at the Military Entrance Processing Station (MEPs) for their initial processing

Recruits are tested again when reporting for basic training.



## Put It To Work Activity

### Definitions

Controlled substance

Employee assistance program

Felony

Misdemeanor

Paraphernalia

Reasonable cause

### Questions

1. Name five components of a drug-free workplace program.

*written policy*

*supervisor training*

*employee education*

*employee assistance program*

*drug & alcohol testing*

2. Name five requirements of a substance abuse education program.

*person for questions*

*period of workday*

*conduct prohibited*

*explanation of refusal*

*consequences*

3. Name three drug testing consents commonly requested by employers.

*agree to test*

*test is condition of employment*

*release results to company & others*

4. Name seven behaviors that disqualify a person from military service.

*history of drug dependency*

*conviction for drug offense*

*trafficking*

*marijuana or cocaine positive*

*use of Ritalin*

*history of alcohol dependency*

*failure to disclose*

5. Provide examples of employers likely to have drug-free workplace programs.

*Universities, non-profits, construction, manufacturers, food processors, transportation*

6. Describe how an employer might provide notice of their drug testing requirements.

*Written policy, employment ads, posters*

7. Describe how an employer might make a "reasonable cause determination."

*Use a "reasonable cause" worksheet to document observed behaviors*

## Module 2

# Pass the Testz

## Objectives:

- 2.1 Name four of five type of drug and/or alcohol tests.
- 2.2 Describe the procedures for a typical drug urinalysis test.
- 2.3 Name three techniques commonly attempted to defeat a drug urinalysis test.
- 2.4 Name four of six indicators of an adulterated drug urinalysis test.
- 2.5 Explain why individuals should not attempt to cheat a drug urinalysis test.
- 2.6 Describe three of four employee protections under Rule 36 - Voluntary Drug Free Workplaces

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## Drug and Alcohol Testing

### *Job Applicant Testing*

- May refuse to hire based on refusal or positive result.
- May conduct limited testing.
- May test for any drug.

### *Reasonable Suspicion Testing*

- Must test **within 8 hours for alcohol** related incident.
- Must test **within 32 hours for drug** related incident.
- Must provide written documentation to employee on request.
- Must keep original documentation confidential and **retain for 1 year**.

### *Routine Fitness-for-duty Testing*

- Required if part of a routinely scheduled employee fitness-for-duty medical examination or is scheduled routinely for all members of a group.
- Does **NOT apply to** volunteer employee health screenings, employee wellness programs, and programs mandated by government agencies.

### *Follow-up Testing*

- Required for non-voluntary entry into an employee assistance or rehabilitation program
- Conducted **once a year for 2 years**.
- **No advance notice** of follow-up testing date.

### *Post-accident Testing*

- Required after an accident, which results in an injury.
- Must collect specimen **within 8 hours for alcohol**.
- Must collect specimen **within 32 hours for drugs**.



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## The Test

### *Who's Involved*

**Collection site person** is responsible for maintaining the integrity of the specimen collection and transfer process and carefully ensuring the modesty and privacy of the donor.

- Collection site person is of the same gender as the donor.
- Direct supervisor of an employee should not serve as the collection site person.

**Medical Review Officer (MRO)** is a licensed Physician responsible for receiving, interpreting, and evaluating laboratory results generated by an employer's drug testing program.

### *What to expect*

- ✓ Complete an approved drug-testing form.
- ✓ Issued a clean, single-use specimen bottle that is securely wrapped until used.
- ✓ All water is shut off and toilet water colored blue so the specimen cannot be diluted.
- ✓ Remove all outer garments and all personal belongings, such as purses and backpacks.
- ✓ Sample collected.
- ✓ Sealed with a tamperproof sealing system to ensure against undetected opening.
- ✓ Identified with a unique number, no additional personal information.
- ✓ Shipped in a secure container, which can be sealed and initialed to prevent undetected tampering.



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## Beating the Drug Test

The market for masking agents has exploded,  
but "most of them wouldn't pass an eighth-grade science test."  
- Beth Lindamood, *Great American Insurance Co*

### *3 Common Techniques*

**Drug masking** is the act of using natural or man-made products in order to hide or change the chemical makeup of urine to cover up individual drug use.

**Drug cleansing** is the ingestion of liquids or compounds in hopes of flushing out the system, diluting the sample, or interfering with the testing process.

**Urine substitution** is the substitution of one's urine sample with one that is clean.

### *Urban Drug Masking Legends*

**Goldenseal:** Tests negative; however turns the specimen brown.

**Draino:** Tests negative; however it colors the sample blue, foams, and leaves little metal specs that must be removed.

**Ammonia:** Tests negative; however, the pH is altered, and the ammonia odor is strong enough to be recognized.

**Liquid soap:** Tests negative, but makes the specimen cloudy.

**Visine:** Detected due to inability of the sample to foam.

**Table salt:** Two tablespoons of salt will test negative, but puts the density out of normal body ranges. Residue can also be seen at the bottom of the cup.

**Vinegar:** Tests negative, but also drops the pH - pH that is low draws suspicion.

**Lemon juice:** Will not change the test results - a complete myth.



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## Beating the Drug Test (continued)

### *Drug Cleansing*

**Most drug cleansing products require drinking large amounts of water.**

“Consume 3 capsules with one sixteen oz. glass of water every 15 minutes. You must drink the entire amount of water suggested in the directions and consume all the capsules in the package for capsules to be effective in removing all the toxins from your system.

Continue to drink at least 1 16 oz. glass of water each hour to remain clean for 3 to 5 hours.”

- Instructions from a commercial drug cleansing product

**Too much water is poisonous.** Water intoxication occurs when a person swallows enough water to lower significantly the concentration of salt in the blood. This causes the brain to swell, which in turn produces a decreased level of consciousness progressing from lethargy to stupor to coma.

**Too much water dilutes the test sample.** Drinking large quantities of water reduces your urine's specific gravity and creatinine content. Diluted urine is generally reported as adulteration, a test failure.

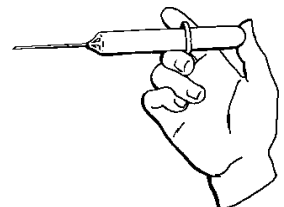
### *Urine Substitution*

**Concealed container:** The most commonly attempted method. Some testing locations now require changing into mediacloths to eliminate hiding containers.

The two major obstacles to this method are making the switch and keeping the sample between 91 and 97 degrees.

**Catherization:** Catherization is the procedure of inserting a tube (catheter) through the urethra into the bladder to remove urine. As with any invasive surgical technique, there is a risk of serious infection and disease. Do not attempt this procedure.

**Injection:** While theoretically possible, it's extremely painful and subject to infection. Do not attempt this procedure.



## Beating the Cheaters

The DOT testing program requires that specimens found by the laboratory to be adulterated be reported as such and, further, that the report of adulteration take precedent over even a positive drug finding.

### *Quantity*

A minimum of 45 milliliters (1 1/2 oz.) is normally collected as this provides adequate specimen for testing and prevents attempts by individuals to "short-sample" the laboratory.

### *Color*

If a urine sample looks clear, the lab will suspect that it has been watered down. If a specimen is too cloudy or discolored, they will suspect tampering.

### *Temperature*

Within 4 minutes the collector measures the temperature, which should be between 90 and 100 F.

### *Acidity (pH)*

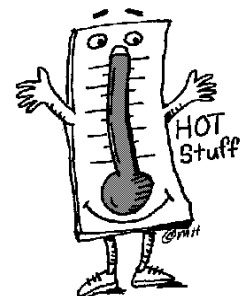
The normal pH range of human urine is from 4.6 to 8.0 with an average of 6.0.

### *Creatinine*

Creatinine is a bi-product of muscular activity and is present in urine. Creatinine levels drop below normal when people dilute their urine.

### *Specific Gravity*

Specific gravity measures the density of urine in relation to the density of water. A specific gravity of less than 1.003 is generally considered diluted.



## Your Civil Rights

*"The impairment of individual liberties cannot be the means of making a point . . . symbolism, even symbolism for so worthy a cause as the abolition of unlawful drugs, cannot validate an otherwise unreasonable search." - U.S. Supreme Court Justice Scalia*

### ***U.S. Constitution***

"The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no warrants shall issue but upon probable cause, supported by oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized."

### ***Supreme Court Decisions***

The Court has concluded that urine drug tests are searches that must comport with the Fourth Amendment's "reasonableness" requirement.

Drug testing for the following jobs is generally considered legal:

1. Those implicating public safety: E.g., commercial truck drivers.
2. Those requiring the carrying of firearms: E.g., prison guards.
3. Those with access to highly classified information.

### ***Private Employment Case Law***

Few courts have afforded private sector employees protection against random drug testing.

In most states, courts have ruled that the employment-at-will doctrine outweighs employees' privacy rights.

Employment in Arkansas is at-will.



## Employee Protections under Rule 36

Employer shall provide **procedures to confidentially report use** of prescription or nonprescription medications.

- After testing
- Only if a positive result for presence of drugs or alcohol

Employee or applicant may **contest or explain the result within 5 days** after receiving written notification.

- If explanation or challenge is unsatisfactory, positive result shall be reported to employer.

Employee or applicant must be **given a reasonable opportunity to consult** with testing review officer for information regarding medications.

Employee **may not be discharged, disciplined, refused to hire, discriminated** solely upon the employee's voluntary seeking treatment, if the employee has not:

- Previously tested positive for drug or alcohol use,
- Entered an employee assistance program (EAP) for drug or alcohol problems, or
- Entered a drug or alcohol rehabilitation program.

Employee **may contest the test results** before the Arkansas Department of Labor by filing written notice within 30 days of termination.

Drug or alcohol testing must be specified in a collective bargaining agreement before testing is implemented.



## Employer Protection under Rule 36

A confirmed **positive drug or alcohol test shall not be deemed a "handicap" or "disability"** as defined by federal, state, or local discrimination laws.

Discharges, disciplinary actions, or refusals to hire in compliance with Rule 36 are considered to be "for cause."

- **Rule 36 does not amend or affect the employment-at-will doctrine.**

Solely the establishment, implementation, or administration of a drug or alcohol testing program creates no physician-patient relationship.

- Persons performing the tests are not relieved from responsibilities for negligence in performing the tests.

**Employer may establish reasonable work rules** related to employee possession, use, sale or solicitation of drugs or alcohol.

**Employer is not barred from discharging**, disciplining, or refusing to hire upon refusal to submit to drug or alcohol testing.

Employer is not prohibited from conducting medical screening or other tests required for the purpose of monitoring exposure to toxic or unhealthy substances.

- Testing is limited to the specific substance unless prior written consent of the employee is obtained.
- Screening or testing for hazardous substances need not comply with Rule 36.

Rule 36 does not operate retroactively.

## Put It To Work Activity

### Definitions

Creatinine

Drug masking

Employment-at-will

Medical Review Officer (MRO)

Specific gravity

Water intoxication

### Questions

1. Name four times when employers may test for drugs.

*job applicant testing*

*reasonable suspicion*

*fitness-for-duty*

*follow-up*

*post-accident*

2. Name three methods employees attempt to use to pass employer drug tests.

*drug masking*

*drug cleansing*

*urine substitution*

3. Name four indicators of an adulterated drug test sample.

*quantity*

*color*

*temperature*

*acidity (pH)*

*specific gravity*

4. List three employee drug test protections provided by Arkansas Rule 36.

*report use of medications*

*contest results within 5 days*

*opportunity to consult*

*not discharged for voluntary treatment*

5. Describe the procedures for a typical employer's drug test.

*complete drug testing form*

*issued specimen bottle*

*water shut-off or colored*

*sample collected*

*sample sealed*

*sample identified with number only*

*sample shipped in secure container*

6. Why should individuals not attempt to cheat a drug test?

*report of adulteration takes precedent over failure and is grounds for dismissal or refusal*

## Module 3

# Avoid the Drugz

## Objectives:

- 3.1 State four facts about marijuana.
- 3.2 State four facts about inhalants.
- 3.3 State four facts about cocaine.
- 3.4 State four facts about methamphetamines.
- 3.5 State four facts about Ecstasy.
- 3.6 State four facts about date rape drugs.
- 3.7 State five of eight tips for safety at parties and events.
- 3.8 Name two of five sources of drug free workplace information and/or guidance.

## The Truth About Marijuana

Weed, Pot, Grass, Reefer, Ganja, Mary Jane, Blunt, Joint, Roach, Nail

### *Plain Facts*

**Marijuana affects your brain.** THC (the active ingredient in marijuana) affects and damages the nerve cells in the part of the brain where memories are formed, making it hard to remember things.

**Marijuana affects your motor-control.** Marijuana can seriously affect your sense of time and your ability to do things that require coordination-like driving.

**Marijuana affects your lungs.** There are more than 400 known chemicals in marijuana. A single joint contains four times as much cancer-causing tar as a filtered cigarette.

**Marijuana affects your health.** Marijuana can limit your body's ability to fight off infection. It can increase your heart rate and lead to frequent chest colds.

**Marijuana is not always what it seems.** Before it is sold, marijuana can be laced with other dangerous drugs without your knowledge. "Blunts"-hollowed-out cigars filled with marijuana-sometimes have substances such as crack cocaine, PCP, or embalming fluid added to them.

### *Think About*

**The Law.** It is illegal to buy or sell marijuana. In most states, holding even small amounts of marijuana can lead to fines or arrest.

**The Risks.** Using marijuana or other drugs increases your risk of injury from car crashes, falls, burns, drowning, and other accidents.

**Your Peers.** Most teens aren't smoking marijuana. According to a 1997 study, four out of five 12- to 17-year-old youth had never even tried marijuana.



## The Truth About Inhalants

Glue, Kick, Bang, Sniff, Huff, Poppers, Whippets, Texas Shoe-Shine

### *Plain Facts*

**Inhalants affect your brain.** Inhalants are substances or fumes from products such as glue or paint thinner that are sniffed or "huffed" to cause an immediate high. Because they affect your brain with much greater speed and force than many other substances, they can cause irreversible physical and mental damage before you know what's happened.

**Inhalants affect your heart.** Inhalants starve the body of oxygen and force the heart to beat irregularly and more rapidly -- that can be dangerous for your body.

**Inhalants damage other parts of your body.** People who use inhalants can lose their sense of smell; experience nausea and nosebleeds; and develop liver, lung, and kidney problems. Chronic use can lead to muscle wasting and reduced muscle tone and strength.

**Inhalants can cause sudden death.** Inhalants can kill you instantly. Inhalant users can die by suffocation, choking on their vomit, or having a heart attack.

### *Think About*

**The Law.** It's a misdemeanor in Arkansas to possess or use nitrous oxide with the intent of inhaling it.

**The Risks.** Inhalants can kill you the very first time you use them. Chronic inhalant abusers may permanently lose the ability to perform everyday functions like walking, talking, and thinking.

**Your Peers.** The vast majority of teens aren't using inhalants. According to a 1998 study, only 1% of teens are regular inhalant users and 94% of teens have never even tried inhalants.



## The Truth About Cocaine

Coke, Dust, Toot, Snow, Blow, Sneeze, Powder, Lines, Rock (Crack)

### *Plain Facts*

**Cocaine affects your brain.** Cocaine causes a short-lived high that is immediately followed by opposite, intense feelings of depression, edginess, and a craving for more of the drug.

**Cocaine affects your body.** People who use cocaine often don't eat or sleep regularly. They can experience increased heart rate, muscle spasms, and convulsions. If they snort cocaine, they can also permanently damage their nasal tissue.

**Cocaine affects your emotions.** Using cocaine can make you feel paranoid, angry, hostile, and anxious, even when you're not high.

**Cocaine is highly addictive.** People who become addicted to cocaine lose interest in other areas of their life, like school, friends, and sports.

**Cocaine can kill you.** Cocaine use can cause heart attacks, seizures, strokes, and respiratory failure. First-time cocaine users can have seizures or fatal heart attacks.

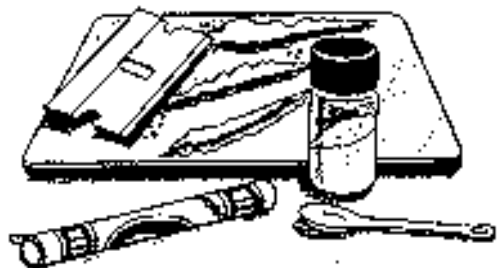
### *Think About*

**The Law.** Cocaine-in any form-is illegal.

**The Cost.** Cocaine is expensive. Regular users can spend hundreds and even thousands of dollars on cocaine each week and some will do anything to support their addiction.

**The Risks.** Cocaine impairs your judgment. Poor sexual judgement increases your risk for HIV/AIDS and other diseases, as well as rape and unplanned pregnancy.

**Your Peers.** The vast majority of teens aren't using cocaine. According to a 1998 study, less than 1% of teens are regular cocaine users. In fact, 98% of teens have never even tried cocaine.



## The Truth About Methamphetamine

Speed, Meth, Crystal, Crank, Tweak, Go-fast, Ice, Glass, Uppers, Black beauties

### *Plain Facts*

**Methamphetamine affects your brain.** Methamphetamine is a powerfully addictive stimulant that affects the central nervous system and can cause irreversible damage to blood vessels in the brain.

**Methamphetamine affects your body.** Prolonged use of these drugs can cause blurred vision, dizziness, loss of coordination, and collapse. An overdose can result in stroke and heart failure.

**Methamphetamine affects your self-control.** Meth may be as addictive as crack and more powerful.

**Methamphetamine is not always what it seems.** Methamphetamine is illegal and often produced in makeshift laboratories. It is impossible to know exactly what chemicals were used to produce it. How strong or dangerous Methamphetamine is varies each time.

**Methamphetamine can kill you.** An overdose of meth can result in heart failure. Long-term physical effects such as liver, kidney, and lung damage may also kill you.

### *Think About*

**The Law.** Methamphetamine is illegal in all states.

Arkansas law prohibits the purchase of products containing ephedrine or pseudoephedrine by persons under age 18. Also, possession of more than 5 grams of ephedrine or 9 grams of pseudoephedrine is a felony.

**The Cost.** Meth is addictive. Regular users can spend hundreds of dollars on meth each week and some will do anything to support their addiction.

**The Risks.** Meth can cause a severe "crash" after the effects wear off. Meth users who inject the drug and share needles are at risk for acquiring HIV/AIDS.

**Your Peers.** A 1999 National High School Survey indicates that over 80 percent of teens disapprove of using meth even once or twice.

## The Truth About Ecstasy

E, X, XTC

### *Plain Facts*

**Ecstasy affects your brain.** Ecstasy damages the neurons in your brain, impairing your senses, memory, judgment, and coordination.

**Ecstasy affects your body.** Ecstasy is a stimulant that increases your heart rate and blood pressure and can lead to heart or kidney failure, seizures, coma, and death.

**Ecstasy affects your self-control.** Ecstasy is used in “date rape” and other assaults.

**Ecstasy is not always what it seems.** Because Ecstasy is illegal and often produced in makeshift laboratories, it is impossible to know exactly what chemicals were used to produce it. How strong or dangerous Ecstasy is varies each time.

**Ecstasy can kill you.** Higher doses of Ecstasy can cause severe breathing problems, coma, or even death.

### *Think About*

**The Law.** It is illegal to buy or sell Ecstasy.

**The Risks.** Mixing Ecstasy with alcohol is extremely dangerous. The effects of one drug can magnify the effects and risks of another.

**Your Peers.** The vast majority of teens are not using Ecstasy. Less than 2% of teenagers use Ecstasy on a regular basis and 94% of teens have never even tried Ecstasy.



## The Truth About Date Rape Drugs

**GHB:** Liquid Ecstasy, Grievous Bodily Harm, Georgia Home Boy.  
**Ketamine:** K, Special K, Ket, Vitamin K, Kit Kat.  
**Rohypnol:** Roofies, R-2

### *Plain Facts*

**Date rape drugs affect the brain.** Date rape drugs damage the neurons in your brain, impairing your senses, memory, judgment, and coordination.

**Date rape drugs affect the body.** Date rape drugs like ecstasy are stimulants that increase your heart rate and blood pressure and can lead to heart or kidney failure. Other Date rape drugs, like GHB, are depressants that can cause drowsiness, unconsciousness, or breathing problems.

**Date rape drugs affect self-control.** GHB and Rohypnol are used in "date rape" and other assaults because they are sedatives that can make you unconscious and immobilize you.

**Date rape drugs can kill.** Higher doses of date rape drugs can cause severe breathing problems, coma, or even death.

### *Think About*

**The Law.** It is illegal to buy or sell date rape drugs. It is also a federal crime to use any controlled substance to aid in a sexual assault. Besides, what if the victim should die and you are charged with murder?

**The Risks.** Mixing date rape drugs together or with alcohol is extremely dangerous. The effects of one drug can magnify the effects and risks of another. In fact, mixing substances can be lethal.

**Your Peers.** The vast majority of teens are not using date rape drugs.



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## Having Fun Safely

### *Food*

**Don't take candy from strangers.** Ecstasy is pressed into colored candy shaped pills. LSD is being concealed in candy SweetTarts™ by simply placing a clear drop of the drug in the tart. Tarts are becoming more popular as a method of concealment.

### *Drinks*

**Know what you are drinking.** Watch all bottles being opened or open them yourself. Watch mixed drinks being made or make them yourself.

**Drink with a friend.** Women especially should always drink in pairs. It is much more difficult to victimize two people than a lone individual.

**Don't drink out of punch bowls.** Date rape drugs are easily added to or hidden in an open bowl, carton, or bottle.

**Don't do shots.** Quickly swallowing shots is commonly used to hide GHB's salty taste.

**Guard your drink.** Never let your drink out of your control. If you do, don't finish it.

### **Driving**

**Don't drive under the influence.** Also, don't ride with friends driving under the influence.

**Don't drive tired.** Take a bus or a cab home. Bring the telephone number of a reliable cab company to the party.

Follow the three R's - Rest, Recover, and Refuel



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## Drug Free Resources

### **Arkansas Bureau of Alcohol and Drug Abuse Prevention**

<http://www.healthyarkansas.com>

Freeway Medical Center, 5800 West 10th Street, Suite 907, Little Rock, AR 72204  
501/ 280-4500

Clearinghouse of alcohol and other drug abuse brochures, posters, and video materials.

### **Arkansas Workers' Compensation Commission**

<http://www.awcc.state.ar.us>

AWCC Drug Free Workplace Program, P.O. Box 950, Little Rock, AR 72203-0950  
501-682-3930 / 1-800-622-4472

AWCC provides guidance on Rule 36 - Voluntary Drug Free Workplace Rule.

### **American Council for Drug Education (ACDE)**

<http://www.acde.org>

164 West 74th Street, New York, NY 10023  
1-800-488-DRUG

ACDE's mission is to "fight drug abuse with facts." ACDE offers information about alcohol and other drug abuse prevention to employers and employees as well as parents, children, educators, students, policy makers, and constituents.

### **National Clearinghouse for Alcohol and Drug Information (NCADI)**

<http://www.health.org>

P.O. Box 2345, Rockville, MD 20847-2345  
1-800-729-6686

NCADI, operated by the Center for Substance Abuse Prevention (CSAP), is a national substance abuse information resource. The Clearinghouse offers research results, videos, prevention curricula, print materials, program descriptions, and state-level contacts.

### **Partnership for a Drug-Free America (PDFA)**

<http://www.drugfreeamerica.org>

405 Lexington Avenue, 16th floor, New York, NY 10174  
(212) 922-1560

PDFA produces anti-drug public service announcements using volunteers from the advertising, public relations, research, production, and media industries. Employers can obtain prevention-oriented ads, posters, tapes, and other materials designed to educate employees and supervisors about the cost of workplace drug abuse.

## *Put It To Work Activity*

### *Definitions*

Adulterated  
Blunt  
Date rape drug

Ecstasy  
Inhalant  
Methamphetamine

### **Questions**

1. Name four facts about marijuana.

*Affects brain*  
*Affects motor-control*  
*Affects lungs*  
*Affects health*  
*Not always what it seems*

2. Name four facts about inhalants.

*Affects brain*  
*Affects heart*  
*Damages other body parts*  
*Can cause sudden death*

3. Name four facts about cocaine.

*Affects brain*  
*Affects body*  
*Affects emotions*  
*Highly addictive*  
*Can kill*

4. Name four facts about methamphetamines.

*Affects brain*  
*Affects body*  
*Affects self-control*  
*Not always what it seems*  
*Can kill*

5. Name four facts about Ecstasy.

*Affects brain*  
*Affects body*  
*Affects self-control*  
*Not always what it seems*  
*Can kill*

6. Name four facts about date rape drugs.

*Affects brain*  
*Affects body*  
*Affects self-control*  
*Can kill*

7. Give five tips for safety at parties.

*Know what you are drinking*  
*Drink with a friend*  
*Don't drink out of punchbowls*  
*Don't do shots*  
*Guard your drink*  
*Don't drive under the influence*  
*Don't drive tired*

8. Name two sources for information on drug free workplaces.

*Arkansas Bureau of Alcohol and Drug Abuse Prevention (Ark. Dept of Health)*  
*Arkansas Workers' Compensation Commission*  
*NCADI*  
*Partnership for Drug-free America*

## Background Information Sources

### *Module 1 - Know the Rules*

#### Drug-Free Workplace Program Components

The Components of a Drug-Free Workplace Program

<http://www.health.org/govpubs/workit/ts2.htm>

#### Federal Drug Free Workplace Act of 1988.

The Drug Testing Workplace Act of 1988 Abstract

<http://workplace.samhsa.gov/fedprograms/FedCtrsGrantee/DTWAct1988.htm>

#### Arkansas Laws and regulations.

Act 1552 of 1999

<http://www.arkleg.state.ar.us/ftp/acts/1999/htm/act1552.htm>

Rule 36 - A Voluntary Program For Drug-Free Workplaces

<http://www.awcc.state.ar.us/rules/rule36.html>

Arkansas Code of 1987 Annotated

<http://www.arkleg.state.ar.us/data/resources.asp>

#### Substance Abuse Education

Rule 36 - A Voluntary Program For Drug-Free Workplaces

<http://www.awcc.state.ar.us/rules/rule36.html>

#### Sample Drug Free Workplace Policies & Forms

Employee Notice and Acknowledgment of Employer Testing Requirements

[http://www.usdoj.gov/dea/demand/dfmanual/01adf\\_03.htm](http://www.usdoj.gov/dea/demand/dfmanual/01adf_03.htm)

Applicant's Consent to Drug/Alcohol Testing

[http://www.usdoj.gov/dea/demand/dfmanual/01adf\\_02.htm](http://www.usdoj.gov/dea/demand/dfmanual/01adf_02.htm)

Supervisor Checklist for Determining Reasonable Cause

[http://www.usdoj.gov/dea/demand/dfmanual/01adf\\_01.htm](http://www.usdoj.gov/dea/demand/dfmanual/01adf_01.htm)

## Military Service

Prevalence of Drug Use among Applicants for Military Service -- United States, June-December 1988

<http://www.cdc.gov/mmwr/preview/mmwrhtml/00001447.htm>

Military Enlistment Standards

<http://usmilitary.about.com/library/weekly/aa082701c.htm>

United States Navy and Marine Corps Criminal History Disqualification's

<http://usmilitary.about.com/library/milinfo/blusmccriminal.htm>

Ritalin Use is Bar to Military

<http://www.nfgcc.org/64.htm>

## *Module 2 - Pass the Testz*

### Drug and Alcohol Testing.

Drug Testing

<http://www.health.org/govpubs/workit/ts9.htm>

What You Need to Know about Drug Testing

<http://www.4cleanp.com/procedures.html>

Urine Specimen Collection Handbook for Federal Workplace Drug Testing Programs.

<http://www.health.org/workplace/urinebook.htm>

Medical Review Officer Manual for Federal Workplace Drug Testing Programs

<http://www.health.org/workplace/mromanual.htm>

### Beating the Drug Test

Fooling the Bladder Cops: The Complete Drug Testing Guide

<http://www.marijuana-hemp.com/cin/drugtest/contents.shtml>

Drug Detection Chart

[http://www.4cleanp.com/drug\\_chart.html](http://www.4cleanp.com/drug_chart.html)

### Beating the Cheaters

Specimen Integrity and Validity Tests

[http://www.4cleanp.com/integrity\\_tests.html](http://www.4cleanp.com/integrity_tests.html)

Forensic Drug Testing at the Dynacare Laboratories

<http://www.dynacare.com/quarterly2.htm>



### Your Civil Rights

The United States Constitution

<http://www.house.gov/Constitution/Constitution.html>

Drug Testing

<http://www.aclu.org/issues/worker/legkit3.html>

Drug Testing – Quick Takes

<http://www.aclu.org/clis/drugtesting.html>

### Employee Protections under Rule 36

Rule 36 - A Voluntary Program For Drug-Free Workplaces

<http://www.awcc.state.ar.us/rules/rule36.html>

### Employer Protections under Rule 36

Rule 36 - A Voluntary Program For Drug-Free Workplaces

<http://www.awcc.state.ar.us/rules/rule36.html>

## Module 3 – Avoid the Drugz

### The Truth about Marijuana

Tips for Teens: The Truth About Marijuana

<http://www.health.org/govpubs/phd641/>

### The Truth about Inhalants

Tips for Teens: The Truth About Inhalants

<http://www.health.org/govpubs/phd631/index.htm>

### The Truth about Cocaine

Tips for Teens: The Truth About Cocaine

<http://www.health.org/govpubs/phd640i/index.htm>

### The Truth about Methamphetamines

Tips for Teens: The Truth About Methamphetamine

<http://www.health.org/govpubs/PHD861/index.htm>



### **The Truth about Ecstasy**

Tips for Teens: The Truth About Club Drugs

<http://www.health.org/govpubs/phd852i/index.htm>

### **The Truth about Date Rape Drugs**

Tips for Teens: The Truth About Club Drugs

<http://www.health.org/govpubs/phd852i/index.htm>

Date Rape drugs

[http://www.coolnurse.com/date\\_rape.htm](http://www.coolnurse.com/date_rape.htm)

### **Having Fun Safely**

LSD concealed in sweet tarts

<http://www.streetdrugs.org/lsd2.htm>

Date Rape drugs

[http://www.coolnurse.com/date\\_rape.htm](http://www.coolnurse.com/date_rape.htm)

Dance Parties Info Kit

<http://www.health.qld.gov.au/atods/resources/dance.htm>