

NOTICE, ACKNOWLEDGEMENT OF AND CONSENT TO BUILDING TRADES NATIONAL DRUG AND ALCOHOL PROGRAM TESTING REQUIREMENTS

PART 1: NOTICE

This is to inform you that all current employees and applicants for employment with _____ (employer) must, as a condition of employment, abide by the Building Trades National Drug and Alcohol Testing Program (BTNDAP), which includes testing to identify job applicants and current employees who may be abusing drugs and/or alcohol.

A copy of the BTNDAP Policy and BTNDAP Employee Handbook accompanies this notice. Please note the following important information:

1. The BTNDAP includes mandatory drug and alcohol testing;
2. Laboratory testing is a series of tests that are highly accurate and reliable, and, as an added safeguard, test results are reviewed by a Medical Review Officer;
3. The following types of testing may occur: (a) pre-employment testing; (b) periodic (*i.e.*, annual) testing; (c) random testing; (d) reasonable suspicion testing; (e) post-accident testing; and (f) testing as a condition of returning to duty or as part of or as a follow-up to counseling or rehabilitation;
4. An opportunity will be afforded to submit medical documentation of lawful use of a controlled substance;
5. An employee's testing information may be released, electronically or otherwise, to the employer's designated representative, to a Medical Review Officer, to the BTNDAP database, and to the BTNDAP Executive Director. Testing information may also be released to law enforcement officials under court order, your representatives designated in writing, persons deciding matters on review or appeal, persons authorized to change personal data in electronic records, and other persons pursuant to court order;
6. If the Medical Review Officer concludes that the employee's lawful prescription drug use may raise workplace safety concerns, the Medical Review Officer will advise the employer's designated representative of the prescription drug use for the employer's further review with the applicant or employee and possible action;
7. Alcohol and drug abuse counseling and rehabilitation are

available through the Employee Assistance Program (EAP);

8. Employees will have the opportunity before being asked to submit to a drug and/or alcohol test or being found in violation of the BTNDAP to voluntarily admit to being users of illegal drugs or alcohol abusers and to receive counseling or rehabilitation, in which case disciplinary action is not required.

The refusal to test or to cooperate in testing by an applicant for employment will result in the termination of the pre-employment selection process, and the refusal to test or to cooperate in the testing by an employee will result in disciplinary action up to and including discharge.

An applicant for employment who is not in compliance with or current under the BTNDAP will not be hired, and an employee who fails to remain in compliance with or current under the BTNDAP may be subject to disciplinary action, up to and including discharge.

Remaining drug free and participation in the BTNDAP are conditions of continued employment.

PART II: ACKNOWLEDGEMENT & CONSENT

I acknowledge receipt and understanding of the above written notice and agree to abide by the terms of the BTNDAP pertaining to drugs and alcohol. The BTNDAP has my consent to perform drug and alcohol testing. I authorize the individual, organization, institution, or entity that now has, or obtains in the future, drug and/or alcohol testing information about me to release such information to my employer or potential employer, the person(s) who maintain the BTNDAP national database, the Medical Review Officer, and the BTNDAP Executive Director, and to others as authorized by the BTNDAP.

I hereby release the BTNDAP, and its officers, employees, representatives, agents and records custodians as well as the officers, employees, representatives, agents and records custodians of my employer and any other entity or individual supplying or using such information from any and all liability based on their authorized receipt, disclosure, or use of the information obtained pursuant to this Notice, Acknowledgement and Consent and to determine my status as “current” or “not current” in the BTNDAP national database.

I understand that at any time and upon written notice to _____ (employer), I may withdraw this Consent, but this will also constitute a withdrawal of my request for employment. I understand that any processing activities that were initiated before receipt of my withdrawal of Consent shall continue and the resulting information will be retained. No new activities shall be initiated after receipt of

my withdrawal of Consent and other contractors are not permitted to receive information, other than my name and the fact that my Consent has been withdrawn, thereafter unless I provide a currently valid Consent or it is required by order of law.

I have read and understand this Notice, Acknowledgement and Consent and authorize the BTNDAP and _____(employer) to take such actions as are described herein and in the BTNDAP Policy. While I understand that my eligibility for employment is dependent upon my accepting the requirements of the BTNDAP, the statements made by me in this Notice, Acknowledgement and Consent and my decision to sign it are voluntary. The statements were not induced by any promise nor have I been subjected to any threat, duress, or coercion to sign this Notice, Acknowledgment and Consent.

Applicant or Employee Printed Name

Social Security Number

Applicant or Employee Signature

Date