

EGGBOROUGH POWER LTD

Alcohol & Drugs

Company Policy

Owner : Chris Lawrence Director of HR	Issue No : 03
--	----------------------

Revision/Review Register

Custodian	Author/Contact	Reason for Issue/Change
<i>Originated by EPL HR Dept. Date: April 2014</i>	<i>Clair Mills</i>	<i>First formal issue in April 2014.</i>
C Lawrence	C Savage	August 2014: Update to Sections 6.5 and 6.6 re Heddon Street and minor formatting modifications.
C Lawrence	C Savage	October 2016; Updated to reflect drug driving legislation. Rebranded.

Contents

INTRODUCTION

1 DEFINITION OF TERMS

2 PURPOSE

3 SCOPE

4 ACCOUNTABILITIES & RESPONSIBILITIES

5 ARRANGEMENTS FOR WORKERS

5.1 Expectations

5.2 Education and Information

5.3 Support

5.4 Rehabilitation

5.5 Sickness Absence

6 SCREENING

6.1 Screening Procedures

6.2 Procedure for Pre-placement Screening

6.3 Procedure for Random Screening of Workers

6.3.1 London Offices: Selection Process

6.4 Procedure for 'For Cause' Screening of Workers

6.5 Behavioural For Cause Procedure

6.6 Post Incident 'For Cause' Procedure

6.7 Positive Results and the Procedure for Requesting a Re-test

7 INSTIGATION OF DISCIPLINARY PROCEDURES

APPENDICES

Appendix A – Donor Information Sheet – Breath Alcohol & Urine Test

Appendix B – Donor Consent Form Breath Alcohol

Appendix C – Breath Alcohol Checklist

Appendix D – Synergy Health 10 Panel Kit Checklist

Appendix E – Urine Chain of Custody Form

INTRODUCTION

Eggborough Power Limited (EPL) is committed to being a safe and responsible business with regard to its people, its plant, the environment and the communities it serves.

Alcohol and drug misuse can have an adverse affect, not just on an individual worker but also on their colleagues, customers and the public.

This policy applies to all Workers working on EPL Premises and whilst working on behalf of EPL on other premises.

The policy details the following:

- Definition of Terms
- Purpose
- Scope
- Accountabilities & Responsibilities
- Arrangements for Workers
- Screening Procedures
- Instigation of Disciplinary Procedures

Breaches of the policy will be taken very seriously and may, in the case of employees, lead to investigation and potential disciplinary action.

In the cases of Workers, a breach may lead to the termination of their access to EPL premises.

This policy does not form part of any employee's contract of employment.

1. DEFINITION OF TERMS

- **Abstention:** The voluntary act of self denial.
- **Breathalyse:** To measure the amount of alcohol present in a person's exhaled breath.
- **Chain of Custody:** The chronological documentation or paper trail, showing the donation, custody, control, transfer, and analysis of a sample.
- **Collection Officer:** An independent, competent person trained in collecting samples for alcohol and drug analysis.
- **Collection Room:** An area with the required facilities and equipment needed to ensure the privacy of the donor and the integrity of the collection procedure.
- **Donor Information Sheet:** An information sheet detailing what to expect during a screening procedure.
- **Driving on Company Business:** Includes any driving for a work-related task that is outside of the daily commute from home to your normal workplace.
- **Drug Paraphernalia:** Any equipment, product, or material that is modified for making, using, or concealing illegal drugs.
- **EPL Premises:** Eggborough Power Station (with the exception of the Sports and Leisure Facilities i.e. Sports and Social Club, Golf Course, Cricket Pitch and Football Pitch), Gale Common, and London offices, Site Roads and Car Parks
- **Full Laboratory Testing:** Analysis of a sample using either Liquid or Gas Chromatography/Mass Spectrometry.
- **Major Injury or Accident:** As described in Schedule 1 of the Reporting of Injuries, Disease and Dangerous Occurrence Regulations.
- **Medical Review Officer:** A medical professional qualified to read and interpret drug test results in the context of information provided by the donor.
- **Metabolite:** A metabolite is the intermediate or product found in the body after a drug has been broken down by the liver.
- **Negative Result:** A result showing the absence of drugs (or their metabolites) in urine and/or levels of alcohol in breath below the legal UK drink drive limit.
- **Non-negative Result:** A result that has not been medically reviewed and shows the presence of drugs (or their metabolites) in urine and/or levels of alcohol in breath at or above the legal UK drink drive limit.
- **Parental Consent:** Consent given on a minor's behalf by at least one parent, or a legal guardian, or by another person properly authorised to act for the minor, for the minor to engage in or submit to a specified activity.
- **Photographic ID:** Valid Passport, Valid Driving Licence Photo card, Photographic Site Pass or the ECITB Safety Passport.
- **Positive Result:** A result that has been medically reviewed and shows the presence of drugs (or their metabolites) indicative of substance misuse or abuse and/or alcohol at or above the legal drink drive limit.

- **Reasonably Practicable:** Reasonably practicable means what is, or was at the time, reasonably able to be done, taking into account and weighing up all relevant matters.
- **Reportable Dangerous Occurrence:** As described in Schedule 2 of the Reporting of Injuries, Disease and Dangerous Occurrence Regulations.
- **Reportable Fatality:** As described in Regulation 3 of the Reporting of Injuries, Disease and Dangerous Occurrence Regulations.
- **SAMHSA:** The Substance Abuse and Mental Health Services Administration.
- **Self Referral:** Employees are able to refer themselves to Occupational Health without having to first speak to their Manager.
- **UK Drink Drive Limit:** 35µg (micrograms) of Alcohol per 100ml (millilitres) of Breath OR 107mg (milligrams) of Alcohol per 100ml of Urine OR 80 (milligrams) of Alcohol per 100ml of Blood.
- **UKAS:** United Kingdom Accreditation Service.
- **Workers:** Describes the collection of Eggborough Power Limited employees, third party workers such as contractors, agency workers and visitors from external organisations.
- **Young Person:** Under 18 years of age and above the minimum school leaving age.

2. PURPOSE

The purpose of this policy is to:

- Detail the arrangements that apply in relation to alcohol and drugs at work for EPL premises.
- Create an organisational culture where the effects of the use of alcohol and drugs on work are recognised.
- Create a working environment where the safety of workers and others who may be affected by their actions, such as colleagues, customers or members of the public, are protected from the risks arising from the misuse of alcohol and/or drugs.
- Educate workers in the issues involving alcohol & drug misuse and encourage those who have an alcohol and/or drug problem to seek help and advise them of the support available.
- Explain the situations in which alcohol and/or drug screening will be conducted.

3. SCOPE

The Alcohol & Drugs Policy applies to EPL Premises.

All Workers are required to abide by the requirements of the policy whilst on EPL Premises and whilst working on behalf of EPL on other premises, such as, but not exclusive to:

Driving on company business.

Working from home or another location.

Representing EPL during paid working hours.

Attending external training courses or conferences during paid working hours.

Screening for Alcohol and Drugs will only be conducted on EPL Premises, however, failure to comply with the requirements of the policy whilst working on behalf of EPL on other premises may trigger disciplinary procedures with potential penalties up to and including those appropriate for gross misconduct offences.

Parental consent will be sought for the screening of Young Persons. This will be captured via their contract of employment or, in the case of work experience students, via the contract of arrangements. Refusal to consent will result in the termination of the offer of employment or work experience.

4. ACCOUNTABILITIES & RESPONSIBILITIES

Action	Accountable	Responsible
Ownership of the Alcohol & Drugs Policy.	Chief Operating Officer	Director of HR
Ensure that all roles detailed in these arrangements are competent and trained to fulfil their responsibilities.	Chief Operating Officer	Director of HR
Maintain the arrangements, ensuring that they are regularly reviewed and propose any changes.	Chief Operating Officer	Director of HR
Propose any medical and/or health-related changes to the arrangements.	Director of HR	Head of Occupational Health
Implementation of the arrangements on all EPL Premises.	Chief Operating Officer	Director of HR
Ensure that the requirements of these arrangements are communicated to, understood and followed by EPL employees, accessing EPL Premises.	Director of HR	Managers
Ensure that the requirements of these arrangements are communicated to organisations providing workers to EPL Premises and included in contracts.	Chief Operating Officer	Director of Strategy & Analysis
Ensure that the requirements of these arrangements are communicated to visitors to EPL Premises.	Chief Operating Officer	Director of HR
Familiarisation of themselves with the Alcohol & Drugs Policy, raising any questions or concerns and complying with the contents.	Managers	Workers
Inform the company occupational health advisers of any prescribed or over the counter medication or herbal remedies they are taking that may affect their fitness to work and/or effect the result of a screening test.	Managers	Workers
Provision of informative material for EPL employees on the effects of alcohol and drugs, their impact on health and work, and how to get help.	Director of HR	Head of Occupational Health
Review the behaviour, performance and conduct of	Director of HR	Managers

Company Policy: ALCOHOL & DRUGS 2016

EPL employees and take appropriate action including, where there are concerns about an employee, encouraging them to seek the support available.		
Provision of support and advice to managers in relation to specific cases, rehabilitation and fitness for work.	Director of HR	Head of Occupational Health
Provision of support to EPL employees who come forward with an alcohol and/or drug abuse problem.	Director of HR	Head of Occupational Health
Determine the number of random screening tests to be conducted per year based on all relevant data and information.	Director of HR	Head of Occupational Health. Trade Union Representatives
Witness the selection of donors during random screening.	Director of HR	Head of Occupational Health. Trade Union Representatives.
Ensure that screening procedures are UKAS accredited and are carried out in accordance with SAMHSA and UK workplace drug testing guidance; including an appropriate Chain of Custody protocol.	Director of HR	Head of Occupational Health.
Manage and administer the random and rehabilitation drugs and alcohol screening process.	Head of Occupational Health	Collection Officer Service Provider
Manage the 'For Cause' screening process – Eggborough Power Station and Gale Common.	Director of HR	Head of OH/Shift Charge Engineer and their deputies as identified in the policy.
Administer 'For Cause' drugs and alcohol screening – Eggborough Power Station and Gale Common	Head of OH/Shift Charge Engineer and their deputies as identified in the policy.	Collection Officer Service Provider
Manage the 'For Cause' screening process – London offices	Director of HR	Head of Policy and Regulation/Trading Risk Manager
Administer 'For Cause' drugs and alcohol screening – London offices	Head of Policy and Regulation/Trading Optimisation Controller	Collection Officer Service Provider
Provide a clinical judgement on Positive test results.	Head of Occupational Health	Consultant Occupational Health Physician or Toxicology Specialist.
Monitor test results being declared and bring any Positive results to the attention of the relevant management team.	Director of HR	Head of Occupational Health.
Maintain EPL employees' medical files with respect to results from screening.	Director of HR	Head of Occupational Health

5. ARRANGEMENTS FOR WORKERS

The Alcohol & Drugs Policy is a fundamental part of the Company's commitment to safeguard the health, safety and well-being of the Workers with whom it comes into contact, as well as protecting the plant, the environment and the communities it serves.

5.1 EXPECTATIONS

Workers must be free from the effects of alcohol and drugs whilst on EPL Premises and whilst working on behalf of EPL on other premises.

Whilst the consumption of alcohol is not prohibited at work-related functions and social events, Workers are required to drink responsibly and act in a way that will not have a detrimental effect on EPL's reputation.

Workers must not be in possession of, nor bring on to EPL Premises opened or unsealed vessels containing alcohol, illegal drugs or their associated paraphernalia.

Any Worker wanting to bring sealed or unopened vessels containing alcohol on site as a gift can do so with prior supervisory permission. The vessels containing alcohol must be stored securely and remain unopened or sealed for their duration on site.

EPL employees must notify the Occupational Health department of any prescribed or over the counter medication or herbal remedies they are taking that may effect their fitness to work and/or effect the result of a screening test as soon as is reasonably practicable.

5.2 EDUCATION AND INFORMATION

EPL aims to raise the awareness of Workers to the issues associated with the misuse of alcohol and drugs. Relevant information is available from Occupational Health. Alcohol and drug awareness will periodically feature as part of planned health promotion campaigns.

All Workers will receive training and/or communication specific to their role.

5.3 SUPPORT

Workers who believe they have, or may have, an alcohol and/or drug-related problem are encouraged to seek help voluntarily and bring the matter to the attention of the Company or the organisation by which they are employed. Employees may do this by contacting their manager or by making a self-referral to Occupational Health.

EPL wishes to support employees in dealing with alcohol and/or drug problems; however it requires employees receiving support to return to normal standards of work and behaviour over a stated period of time.

5.4 REHABILITATION

EPL employees who believe they have or may have an alcohol and/or drug related problem will be offered confidential help and support by EPL and, following consultation and assessment, an appropriate rehabilitation programme will be proposed in accordance with BOP-0012 Occupational Health Provision.

The content of the programme of rehabilitation for undertaking duties at EPL will be determined by the Head of Occupational Health or their OH nominee and will consider advice, guidance and information provided by external specialists. The programme of rehabilitation will include unannounced "follow-up" alcohol and/or drug screening taking place to verify continued abstention from abuse of alcohol and/or drugs when presenting for work.

Wherever possible the employee will remain in the same job role during rehabilitation, however, in some circumstances, allocation to other duties may be advised.

All consultations between the employee and Occupational Health in connection with rehabilitation will be undertaken in medical confidence. Any progress reports to a manager will be in terms of fitness for duty and safe working rather than containing details of an employee's medical condition unless agreed to by the employee.

In addition, it should be noted that a confirmed positive result arising from rehabilitation follow-up screening when presenting for work will end the employee's agreed rehabilitation programme and a disciplinary investigation will follow with penalties up to and including those appropriate for gross misconduct offences.

5.5 SICKNESS ABSENCE

Sickness absence relating to rehabilitation or an alcohol and/or drug problem will be treated in accordance with the Company's general approach to sickness absence management, taking account of the requirements of legislation where applicable.

6. SCREENING

The purpose of screening is to ensure adherence to these arrangements and that all Workers present on EPL Premises are fit for work without impairment through alcohol, illegal drugs, prescription drugs or other substances.

There are four types of screening methods used:

1. **Pre-placement screening for all EPL employees:** procedures for pre-placement screening are detailed in Section 6.2
2. **Random Screening:** is carried out on a periodic basis for all Workers present on EPL Premises. Each year a representative sample of the total number of Workers on the premises will be subject to random drugs and alcohol testing. Several sampling exercises will be required, again on a random basis, across the period of a year to allow sufficient numbers to be collected. Procedures for random screening are detailed in Section 6.3
3. **'For Cause' Screening:**
 - a. Where there is reasonable grounds for believing that a Worker is intoxicated or under the influence of drugs (and as a result, unfit for work) based on their conduct, behaviour or appearance, an alcohol and drug screening test may be required. This is known as 'Behavioural For Cause' screening.
 - b. When a worker has had direct personal involvement in a reportable major injury or accident, a dangerous occurrence, an incident which results in personal injury or an incident which results in significant damage to property or equipment, they may be required to undergo alcohol and drug screening. This is known as 'Post Incident For Cause' screening. Procedures for 'For Cause' screening are detailed in Section 6.4
4. **Rehabilitation:** where an EPL employee is participating in follow-up monitoring or a rehabilitation programme, follow-up screening will be carried out unannounced during a defined period to verify continued abstention from abuse of alcohol and/or drugs. The procedure for pre-placement screening will be adopted for rehabilitation screening.

6.1 SCREENING PROCEDURES

All screening will be conducted by an independent, competent and trained Collection Officer who will ensure that a standard screening procedure is undertaken including (where

necessary) an appropriate Chain of Custody.

Before submitting to screening, a Worker will be required to give consent.

On being selected for 'Random' or 'For Cause' screening, a Worker may nominate a colleague or Trade Union representative to witness the test. The witness will be permitted an amount of time to arrive before the screening procedure will commence. **The permitted amount of time is the greater of 1 hour from the time the donor is notified of selection or the time taken for the Collection Officer to be ready to commence the collection procedure.** Where it is likely that the requested witness will be unable to attend within the permitted amount of time, the Worker may select an alternative witness, however; the original permitted time frame will continue to apply. The test will proceed without delay in the absence of a witness and this will not invalidate the result.

Appropriate investigation and action will be taken in the instance of a Worker refusing to be screened or attempting to falsify results. In the case of EPL employees this may trigger disciplinary action up to and including dismissal.

Non-negative Results will be declared when the alcohol level within the sample is at or above the UK drink drive limit (see Section 1 Definition of Terms for the current limit) and/or when a drug or its metabolite has been found without a medical explanation beyond a limit which is pre-determined in accordance with international drug testing guidelines.

All results from instant screening methods obtained during 'Random' and 'For Cause' screening sessions will be communicated to the Worker via the Collection Officer. Results from full laboratory analysis under Chain of Custody conditions will be communicated to the worker by Occupational Health.

Negative Results from instant result screening will not be recorded and kept. Non-negative Results will be recorded and kept by the Collection Officer.

Specific details of EPL employees' test results will be held in the strictest confidence by Occupational Health in the employees' medical file.

Under the standard screening procedure a Worker has the right to have a re-test carried out by another accredited laboratory. The retest will be paid for by the Company provided it is conducted by a laboratory on the UKAS accredited list. Procedures for requesting a re-test are detailed in Section 6.7.

6.2 PROCEDURE FOR PRE-PLACEMENT SCREENING

This is the procedure for screening during a pre-placement medical for an EPL employee. It applies to all new starters.

Procedure

- The Occupational Health team are responsible for administering pre-placement drugs and alcohol screening. Pre-placement screening will be conducted during the employee's pre-placement medical.
- The Human Resources department will notify the Occupational Health team of the individual to be screened. Occupational Health will invite the individual to a pre-placement medical appointment.
- Upon reporting for screening the individual will be asked to verify their identity with photographic ID.
- The individual is requested to read the Donor Information Sheet.

- The individual will be requested to declare to the Occupational Health advisor any medication taken within the previous 14 days to the best of their knowledge. This will be recorded in the individual's medical case file.
- A consent and Chain of Custody form will be completed with all relevant details and both the OH advisor and individual will sign and date it.
- The individual will check the integrity of the urine specimen vessels and sign and date both bottle seals.
- The individual will donate a sample of urine for analysis. Donation is conducted under strict control to prevent any tampering with the urine specimen or falsification of the result.
- Only ONE sample of urine is collected. The sample is split equally between two specimen bottles. The specimen bottles are sealed with the signed bottle seals and placed in a plastic bag with one copy of the Chain of Custody form.
- Both specimen samples are sent to an accredited independent laboratory. The samples are held under strict chain of custody rules by the independent laboratory.
- Only ONE urine specimen is tested. The second specimen is held in custody by the independent laboratory pending a request for re-test.
- The individual is given a copy of the consent and Chain of Custody form. Further copies of the form are placed in the individual's medical file.
- Results are returned to the Head of Occupational Health. A Negative result triggers medical clearance for the individual to be employed.
- A Non-negative Result will be reported to the Director of HR and medical clearance will NOT be given.
- The process of employment will be suspended pending an investigation by the HR manager and the Head of Occupational Health and an offer of employment may be terminated.
- Any individual who refuses to be screened will not be given medical clearance for employment pending an investigation by the Director of HR and the Head of Occupational Health.

6.3 PROCEDURE FOR RANDOM SCREENING OF WORKERS

This is the procedure for random drugs and alcohol screening of all Workers on EPL Premises (subject to the specific selection process which applies to the London offices, as detailed at 6.3.1 below). Random screening is carried out by an independent, competent and trained Collection Officer from a third party company. The randomness, timing and frequency of the random testing will be managed by the independent company – namely the Collection Officer.

The number of random screening tests conducted in a sampling period, i.e. a year, will be agreed with the independent company prior to the commencement of the sampling period by the Director of HR based on the information from the previous year, e.g. number of positive results, sickness absence data, incident investigation data etc.

For the first sampling period the number will be set at 20% of the Workers with access to the site. This will allow us to obtain a benchmark number.

Company Policy: ALCOHOL & DRUGS 2016

The minimum number of random screening tests conducted in a sampling period will be 2% of Workers with access to the site.

The occurrence of a screening session will be agreed 24 hours prior to the commencement of the session with the Head of Occupational Health. The number of Workers to be screened during the planned session will be calculated using the approximate number of Workers on site over the last 3 years for that date and time. The maximum number of Workers to be screened in a session is 10. The minimum number of Workers to be screened in a session is 2.

A minimum of two Collection Officers will be present during random screening sessions.

Once the collection officer has arrived at site the process for randomly selecting Workers to be screened will commence. This will be achieved by listing the names of Workers on site at that time in the order in which they entered the site that day. Numbered balls will be blindly selected by the Head of Occupational Health and a Trade Union Representative from a vessel. The number of balls used will match the number of names on the list. The ball number selected will be compared with the list of Workers on site and will determine the worker to be screened.

The Head of Occupational Health will be subject to a minimum of 2 drug and alcohol screening tests within the sampling period at any time and without notice.

Procedure

- The Collection Officer is responsible for administering the random drugs and alcohol screening session.
- Workers will be selected at random and in accordance with the agreed criteria at the start of the screening session. A Trade Union Representative will be offered the opportunity to witness the selection of donors during random screening.
- Upon being selected for screening the Worker will be notified by the Head of Occupational Health and asked to attend the Occupational Health Centre within 1 hour of being notified and verify their identity with photographic ID. The donor will be notified of their right to nominate a fellow employee (who may also be a trade union representative) to witness the test.
- The Worker will be met at the Occupational Health centre and escorted by the Collection Officer to the collection room.
- The Worker is requested to read the Donor Information Sheet.
- A consent form will be completed with all relevant details and both the Collection Officer and Worker will sign and date it. Refusal to consent to screening will end the screening process and be considered as a refusal to be screened which will trigger an investigation by the company and may result in disciplinary action up to and including penalties appropriate for gross misconduct.
- The Collection Officer will breathalyse the Worker to check for presence of alcohol using an approved and calibrated instrument.
- The Worker will be asked to choose an instant test kit and donate a sample of urine for testing. Donation is conducted under strict control to prevent any tampering with the urine specimen or falsification of the result.
- Only ONE sample of urine is collected. The sample is tested using an instant screening device.
- The results are recorded on the consent form and communicated to the Worker by the

Collection Officer.

If both breath alcohol and drug results are negative the screening procedure will end and the Worker permitted to return to work.

In the event of a Non-negative Result for breath alcohol and/or drugs the sample will be sent for full laboratory analysis under strict Chain of Custody conditions.

Procedure for Non-negative Results

- The donor will be asked to select a collection kit from a selection of full laboratory kits.
- The donor will be asked to read the donor information sheet for full laboratory analysis of urine.
- The donor will be requested to declare to the Collection Officer any medication taken within the previous 14 days to the best of their knowledge. This will be recorded on the consent form. Persons other than the Collection Officer and donor may be asked to leave the room at the donor's request prior to disclosing medical information.
- The donor and Collection Officer will complete and sign a Chain of Custody form.
- The donor will check the integrity of the urine specimen vessels. The Collection Officer will transfer the sample from the collection cup equally into the two urine specimen vessels.
- The donor will sign and date both bottle security seals.
- Both specimen samples are sent to an accredited independent laboratory. The samples are held under strict Chain of Custody rules by the independent laboratory.
- Only ONE urine specimen is tested. The second specimen is held in custody by the independent laboratory pending a request for re-test.
- The donor is given a copy of the consent and Chain of Custody forms.
- Following a Non-negative Result the worker will be suspended on full pay and without prejudice pending the results from the full laboratory analysis. The Worker will be asked to leave the EPL Premises and advised that EPL has a duty of care to notify the police should a Worker who has tested at or above the legal UK drink drive limit and / or has a non-negative result for drugs attempt to drive a vehicle. Arrangements will be made to offer assistance to the Worker in leaving site without the need for them to drive.
- Full laboratory analysis results are ordinarily returned to the Head of Occupational Health within 48 hours. The Head of Occupational Health will notify the employee or employing contract partner of the result. In the event of a Negative result no further action will be taken.
- In the case of an EPL employee testing Positive an investigation will be carried out by the Company. The employee may be required to remain absent from site until the investigation has been completed, reporting to site only when requested. The Company will endeavour to undertake the investigation in a timely fashion to limit uncertainty and worry to the employee.
- In the case of a non EPL employee testing positive an investigation will be carried out by the worker's employer. The worker may be required to remain absent from site until the investigation has been completed.

6.3.1 London offices: Selection Process

Due to the location of and small number of EPL employees based at the London offices; the selection for random drugs and alcohol screening is dealt with separately for these premises.

The Collection Officer will select the London offices as a whole for testing at random. If the London offices are so selected, all Workers present at the London offices at the time of screening will be screened. There will be no further, individual selection process.

6.4 PROCEDURE FOR 'FOR CAUSE' SCREENING OF WORKERS

This is the procedure for 'For Cause' alcohol and drug screening of all Workers on EPL premises. For Cause screening is carried out by an independent, competent and trained Collection Officer from a third party company.

There are 2 types of 'For Cause' screening covered in this procedure – Behavioural and Post Incident.

The Responsible Persons (RP) for administering the For Cause procedure at Eggborough Power Station and Gale Common are:

- **Head of Occupational Health** – Weekdays 08:30hrs – 16:30hrs
- **Shift Charge Engineer** – Weekdays 16:30hrs – 08:30hrs, Weekends and Bank Holidays

In the event that the Responsible Person is selected for 'For Cause' screening, or is absent from site, their deputy will enact the duties of the Responsible Person within this procedure.

The deputies are:

- Lead Safety Specialist– Weekdays 08:30hrs – 16:30hrs
- Head of Safety & Environment – Weekdays 08:30hrs -16:30hrs
- **Assistant Charge Engineer** – Weekdays 16:30hrs- 08:30hrs, Weekends and Bank Holidays

The Responsible Persons (RP) for administering the 'For Cause' procedure at the London offices are:

- **Head of Policy and Regulation** – Weekdays 09:00hrs-17:00hrs
- **Trading Risk Manager** – Weekdays 09:00hrs – 17:00hrs

6.5 BEHAVIOURAL FOR CAUSE PROCEDURE

- Where it is believed that a Worker is under the influence of drugs and/or alcohol whilst on EPL Premises it MUST be reported to the Responsible Person (RP).
- RP will request that the Worker be stopped from working by a nominated person and waits with the nominated person at the Occupational Health Centre (or appropriate private area at the London offices) until the RP is in attendance.
- RP attends the Worker and explains to the Worker the reasons why they have been stopped from working and are suspected of potentially being under the influence of drugs and/or alcohol. An assessment will be made by the RP to determine if For Cause Screening is required or if other attention is needed such as first aid attention.
- If required, the RP notifies the Collection Officer and request their attendance.

- RP and Collection Officer attend the Worker. The Worker will be notified of their right to nominate a colleague or Trade Union representative to act as a witness.
- The Worker is requested to read the Donor Information Sheet.

A consent form will be completed with all relevant details and both the Collection Officer and Worker will sign and date it. Refusal to consent to screening will end the screening process and be considered as a refusal to be screened which will trigger an investigation by the Company and may result in disciplinary action up to and including penalties appropriate for gross misconduct.

- The Collection Officer will breathalyse the Worker to check for presence of alcohol using an approved and calibrated instrument.
- The Worker will be asked to choose an instant test kit and donate a sample of urine for testing. Donation is conducted under strict control to prevent any tampering with the urine specimen or falsification of the result.
- Only ONE sample of urine is collected. The sample is tested using an instant screening device.
- The results are recorded on the consent form and communicated to the Worker by the Collection Officer.

If both breath alcohol and drug results are Negative the screening procedure will end and the Worker will be permitted to return to work.

In the event of a Non-negative Result for breath alcohol and/or drugs the sample will be sent for full laboratory analysis under strict Chain of Custody conditions.

Procedure for Non-negative Results

- The donor will be asked to select a collection kit from a selection of full laboratory kits.
- The donor will be asked to read the donor information sheet for full laboratory analysis of urine.
- The donor will be requested to declare to the Collection Officer any medication taken within the previous 14 days to the best of their knowledge. This will be recorded on the consent form. Persons other than the Collection Officer and donor may be asked to leave the room at the donors request prior to disclosing medical information.
- The donor and Collection Officer will complete and sign a Chain of Custody form.
- The donor will check the integrity of the urine specimen vessels. The Collection Officer will transfer the sample from the collection cup equally into the two urine specimen vessels.
- The donor will sign and date both bottle security seals.
- Both specimen samples are sent to an accredited independent laboratory. The samples are held under strict Chain of Custody rules by the independent laboratory.
- Only ONE urine specimen is tested. The second specimen is held in custody by the independent laboratory pending a request for re-test.
- The donor is given a copy of the consent and Chain of Custody forms.

- Following a Non-negative Result the worker will be suspended on full pay and without prejudice pending the results from the full laboratory analysis. The worker will be asked to leave the EPL Premises and advised that EPL has a duty of care to notify the police should a Worker who has tested at or above the legal UK drink drive limit and / or has a non-negative result for drugs attempt to drive a vehicle. Arrangements will be made to give assistance to the Worker in leaving site without the need for them to drive.
- Full laboratory analysis results are ordinarily returned to the Head of Occupational Health within 48 hours. The Head of Occupational Health will notify the employee or employing contract partner of the result. In the event of a Negative result no further action will be taken.
- In the case of an EPL employee testing Positive an investigation will be carried out by the Company. The employee may be required to remain absent from site until the investigation has been completed, reporting to site only when requested. The Company will endeavour to undertake the investigation in a timely fashion to limit uncertainty and worry to the employee.
- In the case of a non EPL employee testing Positive an investigation will be carried out by the worker's employer. The worker may be required to remain absent from site until the investigation has been completed.

6.6 POST INCIDENT 'FOR CAUSE' PROCEDURE

The screening of an individual involved in an incident must never take priority over the administration of first aid or medical treatment.

- When a Worker has had direct personal involvement in a reportable fatality, major injury or accident, a dangerous occurrence, or an incident which results in significant damage to property or equipment it MUST be reported to the RP and post incident screening conducted as soon as is reasonably practicable but not exceeding 12 hours post incident.
- RP will request that the Worker be stopped from working by a nominated person and waits with the nominated person at the Occupational Health Centre (or appropriate private area at the London offices) until the RP is in attendance.
- RP to notify the Collection Officer and request their attendance.
- RP and Collection Officer attend the Worker and explain to the Worker the reasons why they have been selected for screening. The Worker will be notified of their right to nominate a colleague or Trade Union representative to act as a witness.
- The Worker is requested to read the Donor Information Sheet.
- A consent form will be completed with all relevant details and both the Collection Officer and worker will sign and date it. Refusal to consent to screening will end the screening process and be considered as a refusal to be screened which will trigger an investigation by the company and may result in disciplinary action up to and including penalties appropriate for gross misconduct.
- The Collection Officer will breathalyse the Worker to check for presence of alcohol using an approved and calibrated instrument.
- The Worker will be asked to choose an instant test kit and donate a sample of urine for testing. Donation is conducted under strict control to prevent any tampering with the urine specimen or falsification of the result.

Company Policy: ALCOHOL & DRUGS 2016

- Only ONE sample of urine is collected. The sample is tested using an instant screening device.
- The results are recorded on the consent form and communicated to the Worker by the Collection Officer.

If both breath alcohol and drug results are Negative the screening procedure will end and the Worker will be permitted to return to work.

In the event of a Non-negative Result for breath alcohol and/or drugs the sample will be sent for full laboratory analysis under strict Chain of Custody conditions.

Procedure for Non-negative Results

- The donor will be asked to select a collection kit from a selection of full laboratory kits.
- The donor will be asked to read the donor information sheet for full laboratory analysis of urine.
- The donor will be requested to declare to the Collection Officer any medication taken within the previous 14 days to the best of their knowledge. This will be recorded on the consent form. Persons other than the Collection Officer and donor may be asked to leave the room at the donors request prior to disclosing medical information.
- The donor and Collection Officer will complete and sign a Chain of Custody form.
- The donor will check the integrity of the urine specimen vessels. The Collection Officer will transfer the sample from the collection cup equally into the two urine specimen vessels.
- The donor will sign and date both bottle security seals.
- Both specimen samples are sent to an accredited independent laboratory. The samples are held under strict Chain of Custody rules by the independent laboratory.
- Only ONE urine specimen is tested. The second specimen is held in custody by the independent laboratory pending a request for re-test.
- The donor is given a copy of the consent and Chain of Custody forms.
- Following a Non-negative Result the Worker will be suspended on full pay and without prejudice pending the results from the full laboratory analysis. The Worker will be asked to leave the EPL Premises and advised that EPL has a duty of care to notify the police should a Worker who has tested at or above the legal UK drink drive limit and / or has a non-negative result for drugs attempt to drive a vehicle. Arrangements will be made to give assistance to the Worker in leaving site without the need for them to drive.
- Full laboratory analysis results are ordinarily returned to the Head of Occupational Health within 48 hours. The Head of Occupational Health will notify the employee or employing contract partner of the result. In the event of a Negative result no further action will be taken.
- In the case of an EPL employee testing Positive an investigation will be carried out by the Company. The employee may be required to remain absent from site until the investigation has been completed, reporting to site only when requested. The Company will endeavour to undertake the investigation in a timely fashion to limit uncertainty and worry to the employee.

- In the case of a non EPL employee testing Positive an investigation will be carried out by the worker's employer. The worker may be required to remain absent from site until the investigation has been completed.

6.7 POSITIVE RESULTS AND THE PROCEDURE FOR REQUESTING A RE-TEST

This is the procedure for a Worker requesting a re-test of their urine specimen. This procedure is designed to ensure fair and equal treatment for all Workers. A Worker may NOT submit a fresh sample for re-testing. Workers may simply request a re-analysis of the specimen held in custody. The sample to be analysed will not be released to the Worker directly as this would compromise the Chain of Custody.

- Upon receiving a positive result for drugs and/or alcohol, the Worker will be informed that they may see and or speak to the Medical Review Officer at the analytical testing laboratory to discuss their results.
- If requested, the Medical Review Officer will arrange for the Worker to be given a copy of the results.
- The Worker will be given the option to have a re-test of their sample by another testing laboratory accredited by UKAS. The Worker must inform the Head of Occupational Health of which laboratory they have selected to carry out the re-analysis.
- The Head of Occupational Health will instruct the laboratory holding the sample in custody to release the sample to the re-analysis laboratory.
- The Head of Occupational Health will inform the re-analysis laboratory of to whom they are to send the results.
- The Worker must instruct the re-analysis laboratory to carry out a confirmation test, informing them who the holding laboratory is. The Worker will be offered assistance in doing this from the Head of Occupational Health.
- The re-analysis laboratory will request the holding laboratory to prepare the sample for transit under Chain of Custody conditions.
- Once the sample is ready for transit, the laboratory will collect the sample.
- The result from the re-analysis will be sent to the Worker and the Head of Occupational Health.
- Should there be a discrepancy between the two sets of results, then an UKAS accredited independent auditor will scrutinise both sets of data to make a decision.
- The results from the re-analysis will form part of the investigation conducted.

7. INSTIGATION OF DISCIPLINARY PROCEDURES

Save as set out below, the first time an EPL employee is found to have a Positive Result for alcohol and/or drugs the matter will not be dealt with under the Disciplinary Procedure (despite the fact that it amounts to a misconduct offence). Instead, the employee will be given an opportunity to participate in a defined rehabilitation programme for undertaking duties at EPL. However all subsequent Positive Results will be treated as a disciplinary offence (up to and including a gross misconduct offence) and will be managed under the Disciplinary Procedure accordingly.

Notwithstanding the above, the EPL Code of Conduct & Disciplinary Rules Policy will be

Company Policy: ALCOHOL & DRUGS 2016

triggered in the event of an individual or individuals committing a disciplinary offence, such as misbehaviour at work (e.g. insulting behaviour or abuse) or disregarding safety rules and requirements. The Disciplinary Procedure will apply to all such incidents, and in the event that the employee has a related Positive Result (whether it was their first Positive Result or not), EPL will be entitled to take the Positive Result into consideration when determining the appropriate penalty under the Disciplinary Procedure.

The Code of Conduct & Disciplinary Rules Policy will run in parallel with the Alcohol and Drugs policy and will not exclude the provision of support and the identification of a suitable rehabilitation program.

Appendix A

DONOR INFORMATION SHEET – BREATH ALCOHOL & URINE TEST



DONOR INFORMATION SHEET BREATH ALCOHOL TEST

This information sheet has been prepared by Synergy Health Laboratory Services, it tells you what to expect when you are breath tested to determine the concentration of alcohol in your body.

In accordance with your employer's/ prospective employer's policy you have been asked to provide a breath sample that will be analysed for the presence of alcohol in your body. The Synergy Health collector will explain how you are to provide this breath sample. Depending on the result from the first sample you may be required to provide a **second sample**. Each reading will be recorded individually and attached to the consent form, a copy of which will be issued to you and to your company representative. Synergy Health will also retain a copy for it's records.

Please listen carefully to the instructions from the Synergy Health collector. If there is anything you do not understand regarding the collection please ask the collector. If you have any questions about the reason for testing or any employment issues, you must direct them to your employer's representative.

INSTANT URINE TEST

This information sheet has been prepared by Synergy Health Laboratory Services, it tells you what to expect when you provide a urine sample that is analysed on the spot for the presence of certain drugs.

In accordance with your employer's/ prospective employer's policy you have been asked to provide a urine sample that will be analysed for the presence of certain drugs in your body. The type of drugs that you will be tested for are determined by your employer. The Synergy Health collector will explain how you are to provide this urine sample. Depending on the result from the instant test the sample you have provided may have to go on for further analysis; this may be due to any medication you are currently taking. The result of the instant test will be recorded on the consent form. If the sample is sent to the laboratory two samples will be collected; the A sample is for analysis at the laboratory, the B sample is kept in storage for 12 months should the donor wish to challenge the result at a later date.

Please listen carefully to the instructions from the Synergy Health collector. If there is anything you do not understand regarding the collection then please ask the collector. If you have any questions about the reason for testing or any employment issues, you must direct them to your employer's representative.

ORAL FLUID TEST

This information sheet has been prepared by Synergy Health Laboratory Services, it tells you what to expect when you provide an oral fluid sample that is analysed for the presence of certain drugs.

In accordance with your employer's/ prospective employer's policy you have been asked to provide an oral fluid sample that will be analysed for the presence of certain drugs in your body. The type of drugs that you will be tested for are determined by your employer. The Synergy Health collector will explain how you are to provide this oral fluid sample. Depending on your employer's requirements the sample can either be tested "on the spot" or sent to Synergy Health for full analysis. If the sample is tested "on the spot", dependant on the result the sample still may need to be sent for further analysis, this may be due to any medication you are currently taking. If the sample is sent to the laboratory two samples will be collected; the A sample is for analysis at the laboratory, the B sample is kept in storage for 12 months should the donor wish to challenge the result at a later date.

Please listen carefully to the instructions from the Synergy Health collector. If there is anything you do not understand regarding the collection then please ask the collector. If you have any questions about the reason for testing or any employment issues, you must direct them to your employer's representative.

Synergy Health Laboratory Services
Controlled Document

Document ID: 108.00310, August 2013 - Version 2
Page 1 of 2



CURRENT MEDICATION QUESTIONS

EXPLAIN TO THE DONOR:

"Some medications may cause positive results in the drugs tests. In order to account for these, and to avoid worry for you, we would like to know if, in the past 14 days, you have:

Taken any medicines prescribed by your doctor for regular or occasional use
e.g.

- * Antibiotics
- * Sleeping pills
- * Anything for foreign travel
- * Eye drops/inhalers
- * Antidepressants

Taken any non-prescribed medicines for

- * Headaches
- * Other pain
- * Allergies
- * Coughs and colds (including inhalers)
- * Travel sickness

Had any injections or local anaesthetics from a

- * Doctor
- * Dentist
- * Hospital

Do you have the name of the drug? Can you remember when you took the medicines?"

ADMISSION TO THE USE OF ILLEGAL DRUGS

If no medication is declared, write 'NONE' on the Chain of Custody form.

Synergy Health Laboratory Services
Controlled Document

Document ID: 108.00310, August 2013 - Version 2
Page 2 of 2

Appendix B

DONOR CONSENT FORM BREATH ALCOHOL

Synergy Health
 Laboratory Services Ltd
 Gaveny Court
 Brecon Road
 Abergavenny
 Monmouthshire,
 NP7 7RX
 Tel: 01873 856688
 Fax: 01873 858982
 www.synergyhealthplc.com

LAB USE ONLY



BREATH ALCOHOL TESTING FORM

STEP 1. To be completed by collection technician

REQUESTING COMPANY:	Site:	
	Division:	
MANAGER:	Postcode:	
CANDIDATE SURNAME (BLOCK CAPITALS)		IDENTITY CONFIRMED BY:
CANDIDATE FORENAME (BLOCK CAPITALS)		
		<input type="checkbox"/> Drivers Licence
		<input type="checkbox"/> Passport
		<input type="checkbox"/> Other (PLEASE STATE)
N.I. No:	DOB	
SEX: Male <input type="checkbox"/> Female <input type="checkbox"/>		Railway Certificate Required (PLEASE TICK RELEVANT BOX) Yes <input type="checkbox"/> No <input type="checkbox"/>
REASON FOR TESTING:	Pre-employment <input type="checkbox"/>	Random <input type="checkbox"/>
	For Cause <input type="checkbox"/>	Periodic <input type="checkbox"/>
		Pre-Appointment <input type="checkbox"/>
		Other.....

STEP 2. To be completed by donor

RESIDUAL MOUTH ALCOHOL DECLARATION and CONSENT TO TESTING

I understand that if in the last 20 minutes I have consumed an alcoholic drink or aromatic beverage such as a fruit juice, or used any product containing alcohol such as a mouthwash, I could have residual alcohol in my mouth or on my lips.
 I understand that residual alcohol could artificially increase the result of the breath test that I am about to take, and that smoking could affect the equipment.
 I confirm that in the 20 minutes prior to giving this breath sample, I have not consumed an aromatic beverage or drunk or used alcohol in any form, or smoked.
 I consent to alcohol testing and confirm that the information that I have provided on this form is correct.

Signature of donor Date

STEP 3. To be completed by collection technician

I certify that I have conducted breath alcohol testing on the above named individual, that I am qualified to operate the testing device used and that the results are as recorded and affixed to each copy of this form.

Remarks:

.....

(Print) Name of collection technician Signature of collection technician Date

STEP 4. To be completed by donor

I certify that I have been breath tested, the results of which are accurately recorded on the attached forms. I understand that the result(s) will be communicated confidentially to my employer/prospective employer or a designated representative, and I consent to this.

Signature of donor Date

White - Employer's Copy Yellow - Donor's Copy Pink - Synergy Health Copy Blue - Synergy Health Expenses Copy

Version 4.0 - November 2009

Appendix C

BREATH ALCOHOL CHECKLIST



BREATH TESTING CHECKLIST

DRAGER-6810 MONITOR

Tick box on completion of each stage and note unusual events on BAT form.

- 1. Secure site—aural/visual privacy-no unauthorised access—relatively smoke-free.
- 2. Give donor Donor Information Sheet to read. If test is Rail-related (GE/RT 8070) or is for a Train Operating Company (TOC) & donor refuses test, note refusal & state reason on BAT form, donor sign form (if possible), terminate test, distribute forms. Explain we must report refusal to NCCA.
- 3. Confirm donor understands what you are going to do (Confirm donor's ID.)
- 4. Complete Step 1 on BAT form.
- 5. Check room is relatively smoke-free.
- 6. Donor read & sign Step 2. (You may need to read Step 2 of BAT form to donor)
- 7. Donor select mouthpiece. You fit it to Drager (no hand contact). Turn Drager on.
- 8. Collect the breath sample
- 9. Show donor the result displayed on monitor. Discard mouthpiece – do not use it again
- 10. Print required number of copies of result (Usually x3; 1 each to Donor, Employer, SHLS)
- 11. Donor to confirm that sequential test number is same on each printout & that printed & displayed readings are identical
- 12. Enter location/surname/first names/date of birth on each copy of printout
- 13. Donor sign all copies of printout
- 14. You sign all copies of printout
- 15. You fill in Step 3 of BAT form
- 16. Ask donor to read Step 4 & sign it. (You may need to read Step 4 of BAT form to donor)
- 17. CHECK BAT FORM IS ACCURATE & COMPLETE & ALL COPIES READABLE
- 18. Staple one copy of each printout to each copy of BAT form
- 19. Tell client's representative the test result

20. WHAT YOU DO NEXT DEPENDS ON THE READING ON THE DRAGER:-

A ZERO READING – continue to step 21.

A READING OTHER THAN ZERO a further breath sample will be required: –

- o Inform the donor a second sample will be required if the alcohol level is rising or falling. The 2nd sample will be collected after a waiting period.

Please indicate which waiting time period has been observed:

- o Network Rail clients wait 15 minutes, then take 2nd sample
- o Non Rail clients wait 20 minutes, then take 2nd sample
- o Repeat steps 7->14 for a second sample, print 3 copies attach to paperwork with copies of first printout.

For a result other than zero there should be 2 printouts attached to each copy of the BAT form. If the client requires guidance on the action to take following a breath result, please provide a copy of document 108.0044.

- 21. Staple this checklist to Synergy Health's copy of BAT form. Issue other copies as directed
- 22. After all required tests are complete, thank donor for co-operation & tell them that the testing is complete I confirm that the steps outlined above were followed:

Name of donor	Signature of Donor	Signature of responsible person	Date
COMMENTS:.....			

Appendix D

SYNERGY HEALTH 10 PANEL KIT CHECKLIST



Reason for test

Pre employment

For cause: reasonable suspicion

For cause: post incident or accident

Random

Follow up

SYNERGY HEALTH 6 & 10 PANEL KIT CHECKLIST
 Tick box on completion of each stage.

1. Prepare collection site. Confirm if the Client is CBH registered.
2. Collect donor. Introduce yourself & show your photo-ID. Identify donor (photo-ID or client's rep).
3. CBH consent to test form required. Yes No
4. Give donor the information sheet to read.
5. Check donor understands collection process, invite & respond to questions.
6. Donor to remove loose outer clothing, bags & belongings & store securely – give receipt if required.
7. Donor select sealed screening kit. Show donor that box is sealed. Put surplus kits away.
8. Remove contents from box. You & donor check expiry date of device – if out of date do not continue. Complete top half of Drug Screening Consent Form, have donor & witnesses sign & date form.
9. Enter reason for test and tick reason for test box on this form.
10. Confirm if the donor is a site Employee or Agency Worker Please tick appropriate box
11. Accompany donor to rinse hands (water only, no soap) & dry hands.
12. Break seal on collection cup & give cup to donor. DO NOT unwrap screening device.
13. Accompany donor to toilet. Donor to provide urine sample in cup, in private with door closed, within 2 mins. Wait outside & listen for attempts at adulteration.
14. If donor has shy bladder, invite them to drink up to 250mls of water every 20 minutes up to a maximum of 1 litre donor must be supervised ensure fluid consumed is recorded. (Test other donors while waiting)
15. Put on gloves. Take cup & return to work area. Place cup on level surface in view of donor. Read sample temperature within 4 minutes of the sample being passed.
16. Complete the following info: Urine covers temp strip [Yes/No] Temp [] Time [] (24 hr clock)
 Adulterated sample [No/Yes] (if yes, describe - colour, odour, foreign bodies etc.)

17A. **OPTION A. IF SAMPLE TEMP IS OK & IS NOT ADULTERATED, go to 18 & continue.**

17B. **OPTION B. IF TEMP IS WRONG & / OR YOU SUSPECT ADULTERATION.** Show sample to donor & employer's rep & explain reason for failure & that you must collect a 2nd sample asap, package 1st urine sample in view of donor & label sample 1. Donor may wash hands & wait outside they can drink from a sealed water bottle as specified at step 14. CLEAR AWAY & START NEXT TEST. When donor is ready, collect fresh urine sample using new collection kit mark as sample 2 and cross reference with sample 1.

18. Check that the device is not past it's 'use by' date. Remove screening device from pouch.

19. Explain how many drugs are being tested for (6 or 10 panel kit). Tell donor all controls must be indicated by a coloured line for result to be valid.

20. Pour small amount of urine into beaker leaving 30 ml in collection cup if possible.

21. Remove cover from device & immerse tabs into urine, tilting beaker if necessary.

22. Wait until 2 lines form in each panel (any intensity) or 10 mins max, whichever is soonest. (NB For 10 Panel kits check both sides of device).

23. If no control line, dispose of urine in beaker (not collection cup), donor select new kit, take beaker & pour sufficient urine from cup into beaker & test urine using new device. Record your action on Consent Form.

24. If there are control lines, interpret results & record them on Consent Form. A coloured line, however faint, next to drug name indicates 'Negative'. No line indicates 'Non-Negative'.

25. Collector to interpret & record results on Consent Form. Tell donor & client the result, have donor & witnesses sign & date form.

26A. **OPTION A. NEGATIVE RESULT.** Donor watches you flush urine down toilet. Check toilet for adulteration materials. Put cup in waste sack with used device. Donor may wash hands, you answer any questions, thank them for co-operation. Donor can leave with belongings. Clear work surface, dispose of waste in accordance with local procedures or put in waste sack. If client wants to retain used device, place it in polythene bag before handing it over, complete CoC form stating name of person retaining test device. Collector may remove gloves. Send this checklist to Synergy Health Abergavenny Site.

26B. **OPTION B. NON-NEGATIVE RESULT** (no test line in one or more panels). Continue overleaf or use C of C checklist.

Company Witness to sign acknowledging failure of first sample

.....

I confirm that the steps outlined above were followed:

Donor name (please print) Signature of Donor Name of Collecting Officer Date

COMMENTS:.....

Synergy Health Laboratory Services Document ID: 108.00010, November 2013 - Version 3
 Controlled Document Page 1 of 2

Chain of Custody Label



STEP BY STEP CHECKLIST FOLLOWING NON-NEGATIVE INSTANT URINE SCREEN

Packaging of sample for Laboratory confirmation:

1. Ask donor to chose one collection kit from a selection of three full laboratory kits
2. The collection officer to open collection kit wearing nitrile gloves
3. Complete CLIENT NAME, and site details on Chain of Custody (CoC) form
4. If the client is CBH registered tick the CBH reg box on the CoC form, * at step 15 the small D number from the bar codes will need to be put on the CBH consent to test form completed earlier (108.0042).
5. Enter established identity of donor and complete section on CoC form
6. Complete the SURNAME FORENAME and DOB sections on CoC form
7. Check donor has read and/or understood the information sheet for laboratory analysis
8. Ask the donor for details of current medication Use questions provided
9. Record temperature of urine on CoC form (taken earlier see step 15 overleaf)
10. Record Date and Time of sample collection (taken earlier see step 15 overleaf)
11. Open collection cup and remove contents.
12. Transfer urine equally between the two sample bottles. Snap on lids
13. Responsible person to sign and date security seal. Ask donor to also sign security seal.
14. Watched by the donor place security seals on EACH urine container and pull down lock tab to secure
15. Put the remaining 4 labels as follows, one on each of the three part form in the space provided and the last one on this form to be filed in company records. * see step 4.
16. Ask donor to sign Consent to Test (NCCA only relates to Network Rail)
17. Collecting Officer to sign Declaration
18. Check Chain of Custody form is completed
19. Put white copy ONLY of CoC form into pocket of the tamper proof bag
20. Put samples in to the front pocket of the tamper proof plastic bag,
21. Seal the tamper proof bag and ask the donor to sign and date the bag
22. Put sealed tamper proof bag into Mail-lite envelope
23. Dispose of any surplus urine and the collection cup
24. Give the donor the blue copy of the CoC form
25. Both donor and responsible person sign this checklist
26. If the collection has been made by a Synergy Hhealth Collection Technician this checklist once signed should be sent to the laboratory with the collection paperwork.
27. Yellow copy of CoC form is the company's medical record

I confirm that the steps outlined above were followed and my sample has been packaged to be sent for Laboratory analysis:

Signature of Donor Signature of responsible person Date

COMMENTS:.....

Synergy Health Laboratory Services Document ID: 108.00010, November 2013 - Version 3
 Controlled Document Page 2 of 2

Appendix E

URINE CHAIN OF CUSTODY FORM

CHAIN OF CUSTODY LABEL HERE		 <i>our work protects your world</i>		LAB USE ONLY	
CHAIN OF CUSTODY / REQUEST DOCUMENT FOR DRUGS OF ABUSE					
REQUESTING COMPANY:				Site:	
MANAGER:				Division:	
				Postcode:	
CANDIDATE SURNAME (BLOCK CAPITALS)				IDENTITY CONFIRMED BY:	
				<input type="checkbox"/> Drivers Licence <input type="checkbox"/> Passport <input type="checkbox"/> Other (PLEASE STATE)	
CANDIDATE FORENAME (BLOCK CAPITALS)					
N.I. No:		DOB			
SEX: Male <input type="checkbox"/> Female <input type="checkbox"/>		Railway Certificate Required (PLEASE TICK RELEVANT BOX)		Yes <input type="checkbox"/> No <input type="checkbox"/>	
REQUESTING DRUGS PROFILE			REASON FOR TESTING:-		
Please state NON-NEGATIVE drug on dip-test:-			Pre-employment <input type="checkbox"/> Periodic <input type="checkbox"/> For Cause <input type="checkbox"/> Pre-Appointment <input type="checkbox"/> Random <input type="checkbox"/> Other _____		
Date of Sample Collection:		Time of Sample Collection:		Temperature of Uring:	
CURRENT AND RECENT MEDICATION Give name, dose and date last taken:			Please detail medication taken in the last 2 weeks. e.g. injections, sleeping pills, pain killers, over the counter preparations		
COLLECTION OFFICER COMMENTS					
COLLECTION DETAILS					
COLLECTION OFFICER					
Signature of Collection Officer:			Name of Collection Officer: (PLEASE PRINT DETAILS)		
CONSENT TO TEST					
I confirm that I have provided a freshly voided urine sample to the collector and have observed it being divided into two vials, which were sealed in my presence. I confirm that the information recorded on the two tamper evident seals and on this form, including details of my medication, is complete and correct in all respects. I consent to my sample being tested to confirm its validity and for evidence of drug and/or alcohol use, in accordance with my employer's requirements. I consent to the results being sent in confidence to them or their designated representative and, if applicable, the NCCA.					
Donor Signature:		Date:		Donor Name: (Please Print)	
LABORATORY USE ONLY					
Date Received:		Sample Received By:		Security Checked:	
Documentation Checked:			All errors or omissions to be recorded on reverse and into patient files		

Laboratory Services, Gavenny Court, Brecon Road, Abergavenny, Monmouthshire. NP7 7RX
 White Copy - Synergy Health; Blue Copy - Donor; Yellow Copy - Client

Version 2.0 - July 2009