



CDL DRIVER INFORMATION & TESTING PACKET

The Oregon Department of Fish & Wildlife (ODFW) has a responsibility to its employees, to those who come into contact with our services and programs and to the general public, to ensure safe operating and working conditions. As an employer subject to federal regulations, the Department is required to establish certain rules and follow certain procedures. Accordingly, the Department has a drug and alcohol testing policy which applies to all employees who are required in the course of their employment to hold a commercial drivers license (CDL) and who perform safety-sensitive functions, as defined by federal regulations.

All employees in positions requiring a CDL must participate in ODFW's drug and alcohol testing program prescribed by Federal Motor Carrier Safety Administration (FMCSA) Title 49, parts 40 and 382 rules as a condition of employment as amended. All applicants for positions requiring a CDL shall participate in the drug testing program prescribed by FMCSA rules as a condition of employment.

A copy of the DAS **Alcohol and Controlled Substances Testing of Employees Having A Commercial Drivers License (DAS 105-050-0003)** shall be provided along with this packet. Any full time, part time, seasonal, temporary employee or volunteer required to hold a Commercial Drivers License as a condition of their work for ODFW must meet the conditions set forth by this policy. Responsibilities regarding management and training are listed in this policy as well.

Please complete this packet with any new employee that is required to hold a CDL. Distribute copies as shown on individual forms and have the employee maintain the packet for their own records. *A supervisor's checklist is included in this packet to aid in this process.*

For questions about testing procedures contact A WorkSAFE Service, Inc. @ (503) 391-9363 or contact the Department Safety and Health Managers.



Hiring Applicants To A Position Requiring A Commercial Drivers License (CDL) Supervisor's Checklist

All applicants for employment in a CDL position, current employees who have been out of the random testing pool for more than 30 days, or employees accepting a transfer, promotion or demotion into a CDL position, are required to pass a Federal DOT test for controlled substances. Successfully passing the test requires a negative controlled substance result as verified by the Medical Review Officer. Employees are prohibited from performing safety sensitive functions until a negative result has been received from the Medical Review Officer. **Refusal to test by any finalist for a CDL position will result in the individual not being hired into that position.**

Determine if a pre-employment drug test is required.

- A successful applicant, who **possesses** a current CDL DOT permit or license, needs a pre-employment DOT drug test within three days of hire.
- A successful applicant who **does not possess** a current CDL DOT permit or license, will need a pre-employment drug test after obtaining a CDL DOT permit within three days of obtaining the permit.
 - i. Send a **“CDL Contingency Letter”** to the selected candidate.
 - ii. Upon acceptance of the conditional offer, the prospective employee will need to return to the hiring manager's location and start the pre-employment process for CDL drivers.

The following steps must take place for a candidate accepting a CDL position

1. The hiring manager must provide the prospective employee with the **“CDL Driver Information Packet”** including copies of DAS policy **105-050-0003** and attachment A. Have the prospective employee complete the following forms.
 - a. **“Pre or Current-Employment Drug Testing Notification Form”**
 - b. **“Acknowledgment And Receipt Of ODFW's Drug And Alcohol Policy”**
2. In addition, if the prospective employee was not a prior employee of ODFW for the preceding two (2) years, the prospective employee must complete the following form:
 - a. **“Driver Consent And Authorization To Release Information Form”**
 - b. *Mail or fax this form and a copy of the applicant's PD-100 directly to A WorkSAFE Service, Inc at (503)391-9363 Include signed copies of all the forms listed with the new hire packet that is returned to the Safety Manager in Human Resources.*
3. Give the prospective employee who currently holds a CDL DOT permit or license copies of the completed forms for his/her records along with the Pre or Current-Employment Drug Test Request form and ask that he/she proceed *immediately* to the testing location on the form. Record the date and time the prospective employee is given the test request form in the space provided at the bottom. *It is important that the prospective employee go directly to the testing facility.*
4. The Safety Manager will notify the hiring manager after the test result has been received from the lab.
5. If the prospective employee currently works for ODFW in a CDL capacity, but moves positions to another CDL position and is currently in the random testing pool the manager must contact the Safety Manager in Human Resources of the change. The Safety Manager will notify the manager of any additional paperwork that may need to be completed.

Contact Kevin Drake or Jerry Cotter in Human Resources if you have questions regarding the CDL hiring process. Additional information can be located at <http://inside.dfw.state.or.us/safety/cdl.asp>



PRE AND CURRENT-EMPLOYMENT DRUG TESTING NOTIFICATION FORM

US Department of Transportation (USDOT) regulations require pre and current-employment controlled substances testing (drug testing) of candidates for positions that are required to hold a Commercial Drivers License (CDL). A CDL is required if the person will be operating:

- A commercial motor vehicle with a gross with a gross vehicle weight rating (GVWR) of 26,001 pounds or more; or,
- A combination vehicle with a gross combined weight rating of 26,001 pounds or more when the trailer has a GVWR of 10,001 pounds or more; or,
- A vehicle designed to transport 16 or more persons, including the driver; or,
- Any size vehicle with a hazardous material placard.

This notification is to inform you that prior to being hired into a position that requires a CDL, and upon hire into a position, that requires a CDL, you will be subject to USDOT drug and alcohol testing rules. These rules include a pre and current-employment drug test, as well as random, reasonable suspicion, post-accident, follow-up, and return-to-work drug and/or alcohol testing as appropriate.

For pre and current-employment drug testing a urine sample will be collected and analyzed for the presence of marijuana, cocaine, opioids (codeine, morphine & 6-monoacetylmorphine, oxycodone, hydrocodone, hydrocodone, oxymorphone) phencyclidine (PCP), and amphetamines (methamphetamine, ecstasy MADA).

By signing this notification form you are indicating that you have been informed of these rules and recognize that the results will be used to determine your suitability for employment for a position requiring a CDL. You also recognize that while in a position that requires a CDL you will be subject to USDOT drug and alcohol testing rules.

Print Name

Signature

Date

Supervisor's Name *please print*

Supervisor's Signature

DISTRIBUTION:
Employee
Supervisor
Human Resources



**ACKNOWLEDGEMENT AND RECEIPT OF ODFW'S DRUG
AND ALCOHOL POLICY**

I acknowledge that I have received copies of ODFW's policy documents:

Alcohol and Controlled Substances Testing of Employees Having A Commercial Drivers License (DAS 105-050-0003)

and

Questions and Answers About ODFW'S Drug And Alcohol Testing Program For Department Employees Required To Hold A Commercial Driver's License.

I understand that ODFW's policy for drug and alcohol testing for CDL drivers is in effect.

I will read (or have read to me) this information I have received this day.

Print Name

Signature

Date

Supervisor's Name (*please print*)

Supervisor's Signature

Attachments:

- **Alcohol and Controlled Substances Testing of Employees Having A Commercial Drivers License (DAS 105-050-0003)**
- **Questions and Answers About ODFW'S Drug And Alcohol Testing Program For Department Employees Required To Hold A Commercial Driver's License.**

DISTRIBUTION:

Employee
Supervisor
Human Resources

Oregon Department of Fish & Wildlife

Consent for Release of Drugs and Alcohol Test Results

This form is consent for release of drug and alcohol test results, treatment records, and refusal to test information for any job applicants for positions with the Oregon Department of Fish & Wildlife requiring drug and/or alcohol testing as a condition of employment.

Applicant's Name (Last, First, MI)	Social Security Number	Phone	
Address	City	State	Zip Code

Past Employment History

List previous employers, including any self-employment, for the last **two (2) years**, with the most recent employer listed first. Employers' Legal Business Name, complete address, and phone numbers (including area code) are required.

Previous Employer Name and Address	Phone (Including Area Code)	Supervisor Name	Dates Employed
			From:
			To:
			From:
			To:
			From:
			To:
			From:
			To:

Explain any gaps of two (2) months or more in the employment history listed above.

I, (Sign Full Name), _____ authorize my above listed previous employers to disclose to A WorkSAFE Service Inc., a service agent for the Oregon Department of Fish & Wildlife, the results of any drug test, evidential breath or saliva alcohol test, refusals to test including verified adulteration or substitutions, and treatment records (to determine compliance with 49 CFR Part 40 Subpart 0) performed upon myself within the last two (2) years a required under Federal Requirements 49 CFR Part 40.25. I understand I have the right to inspect and copy any written information disclosed.

Please check Yes or No in response to the following questions as required by 49 CFR 40.25.J.

1.	Have you ever tested positive or refused to test for a drug or breath alcohol by a company or employer that did not hire you to perform safety sensitive functions under the DOT requirements of 49 CFR Part 40?	Yes	No
2.	If you answered yes, can you provide or obtain proof that you successfully completed the DOT Return to Work requirement as required by 49 CFR Part 40 Subpart 0, Substance Abuse Professionals and the return to duty process?	Yes	No

I certify that my responses to the above questions are true:

Signature of Applicant		Date Signed	
ODFW Supervisor Name	Region	Phone	
Address			

Fax To: A WorkSafe Service, Inc
 Fax 503-316-9110
 Voice: 503-391-9363

Submit originals to:
 Attention: Kevin Drake
 Safety & Health Manager
 Oregon Department of Fish & Wildlife

ODFW DRUG AND ALCOHOL TESTING COLLECTION SITES

**REQUIRE APPOINTMENTS

EBT? Yes – Evidentiary Breath Tester (Breath Alcohol Testing Available)

Helena's Drug Testing
100 39th St Ste 504
Astoria, OR 97103
(503) 325-4888
FAX: (503) 325-4715
Hours: 9-4:30, M-F; Closed 12-1
24/7 Post Acc/Reas Susp
EBT? **Yes**

Elkhorn Chiropractic
2805 10th St
Baker City, OR 97814
(541) 523-2495
FAX: (541) 523-2495
Hours: 8-5, M-Th, closed 12-1
8-12pm F
No After Hours
EBT? **Saliva Alcohol Only,**
No EBT

Interpath Lab
1082 Campbell St.
Baker City, OR 97814
(541) 523-3453
FAX: (541) 523-9179
Hours: 7-4pm M-F closed 11:30-12:30
for lunch.
No After Hours
EBT? **NO BREATH ALCOHOL**
DO NOT USE IF DRAWN FOR
BREATH ALCOHOL TESTING

Southern Coos Hospital
900 11th St. SE.
Bandon OR 97450
(541) 347-2426
FAX: (541) 347-0503
Hours: 7am to 4pm M-F
No After Hours
EBT? **NO BREATH ALCOHOL**
DO NOT USE IF DRAWN FOR
BREATH ALCOHOL TESTING

Mountain Medical Group
1302 NE Third St
Bend, OR 97701
(541) 388-7799
FAX: (541) 317-0533
Hours: 8-6, M-F, 10-3 Sat.
24/7 Post Acc/Reas Susp
(541) 280-0229
EBT? **Yes**

HDH Family Care
559 W Washington St
Burns, OR 97720
(541) 573-2074
FAX: (541) 573-4240
Hours: 9-4, M-Thurs; Closed 12-1:30
No After Hours
EBT? **Yes**

Providence Occ. Health

9290 SE Sunnybrook Blvd, #220
Clackamas, OR 97015
(503) 215-2874
FAX: (503) 215-2875
Hours: 8-6 M-F
No After Hours
EBT? **Yes**

**Bay Area Hospital
1775 Thompson Rd
Coos Bay, OR 97420
(541) 269-8071
FAX: (541) 269-8507
Hours: 8-5:45, M-F Appt. Only
No After Hours
EBT? **Yes**

Corvallis Clinic
2350 NW Century Dr, Ste 100
Corvallis, OR 97330
(541) 753-1786
FAX: (541) 753-1787
Hours: 7:30-6, M-Th 7:30-5:30, F
Closed 12-1pm Friday only
24/7 Post Acc/Reas Susp
(541) 766-1752
EBT? **Yes**

**North Coast Health Screening
1329 N Crest Dr.
Crescent City CA 95531
(707) 465-1036
FAX: (707) 465-6275
Hours: 9-4, M-F
24/7 Post Acc/Reas Susp
EBT? **Yes**

Chemical Testing Services
2025 West 12th Ave
Eugene, OR 97402
(541) 686-2550
FAX: (541) 686-3022
Hours: 8-5, M-F & 9-12 Sat.
24/7 Post Acc/Reas Susp
(541) 686-2550
FAX: (541) 686-3022
EBT? **Yes**

Wienhoff Drug Testing
1720 NW 24th St, Ste. B
Fruitland ID 83619
(208) 452-5908
FAX: (208) 376-5665
Hours: 9-12, 1-5; M-Th, 9-12, F
24/7 Post Acc/Reas Susp
(208) 739-5410
EBT? **Yes**

**Curry General Hospital
94220 E 4th
Gold Beach, OR 97444
(541) 247-3145

FAX: (541) 247-0470
Hours: 8-3, M-F; Appt. Req.
24/7 Post Acc/Reas Susp
EBT? **NO BREATH ALCOHOL**
DO NOT USE IF DRAWN FOR
BREATH ALCOHOL TESTING.

Health Option
645 W Orchard, Ste 200
Hermiston, OR 97838
(541) 567-2600
FAX: (541) 567-2690
Hours: 8-5, M-Th; 8-3, F; Closed 12-1
24/7 Post Acc/Reas Susp
(541) 571-5829 or (541) 567-5497
EBT? **Yes**

Providence Hood River
Occupational Health
917 11th St. Ste. 200
Hood River, OR 97301
(541) 387-6391
FAX: (541) 387-6298
Hours: 8-4, M-F; Closed 12-1
24/7 Post Acc/Reas Susp
EBT? **Yes**

Blue Mountain Hospital
170 Ford Rd
John Day, OR 97845
(541) 575-1311
FAX: (541) 575-1273
Hours: 8-5, M-F
24/7 Post Acc/Reas Susp
EBT? **Saliva Alcohol Only,**

Basin Immediate Care
3737 Shasta Way, Ste A
Klamath Falls, OR 97603
(541) 883-2337
FAX: (541) 850-3923
Hours: 8-7, M-F; 9-6 Sat; 9-3 Su
No After Hours
EBT? **Yes**

Interpath Lab
2011 4th St.
La Grande, OR 97850
(541) 963-9630
FAX: (541) 963-5073
Hours: 7:30-5, M-F
No After Hours
EBT? **NO BREATH ALCOHOL**
DO NOT USE IF DRAWN FOR
BREATH ALCOHOL TESTING.

Inter-Mountain Substance Abuse
2610 Bearco Lp
La Grande, OR 97850

(541) 963-0577
FAX: (541) 962-0243
Hours: 8-5, M-F
24/7 Post Acc/Reas Susp
EBT? **Yes**

Lake District Hospital
700 South J St.
Lakeview, OR 97630
(541) 947-2114 ext. 222
FAX: (541) 947-2912
Hours: 7-5, M-F
24/7 Post Acc/Reas Susp
EBT? **Yes**

Samaritan Lebanon Occ Med
100 Mullins Dr. Ste. B2
Lebanon OR 97355
(541) 451-7505
FAX: (541) 451-7019
Hours: 8-5, M-F; Closed: 12-1
24/7 Post Acc/Reas Susp
Pager: (541) 917-5664
EBT? **Yes**

Clearwater Medical Clinic
1522 17th St
Lewiston ID 83501
(208) 743-8416 EXT. 225
FAX: (208) 743-4642
Hours: 8-5, M-F, Closed 12-1
24/7 Post Acc/Reas Susp
EBT? **Yes**

Samaritan North Lincoln Hospital
3043 NE 28th St
Lincoln City, OR 97367
(541) 996-7176
FAX: (541) 557-6400
Hours: 12-1PM, 5pm-8am, M-F,
Weekends and Holiday.
24/7 Post Acc/Reas Susp
(541) 996-7176
EBT? **Yes**

Samaritan Occ. Medicine
2930 NE West Devils Lake Rd.
Lincoln City, OR 97367
(541) 557-6427
FAX: (541) 996-7033
Hours: 8-12 & 1-5, M-F
No After Hours
EBT? **Yes**

Peacehealth Medical Group
1405 Delaware St
Longview WA 98632
(360) 414-2332
FAX: (360) 414-2829
Hours: 7-5, M-F
24/7 Post Acc/Reas
After Hours Pager: (360) 501-0337
EBT? **Yes**

St. Charles Hospital
470 NE A St.
Madras, OR 97741

(541) 475-3882 ext. 5061
FAX: (541) 475-4806
Hours: 8-4 M-F (PRE, RTD, F/U) 24/7
(RAN, PA, RS)
EBT? **Yes**

Business Health Resources
213 SW 4th St., Ste. 100
Madras, OR 97741
(541) 475-7640
Fax: (541) 475-7656
Hours: 8-5, M-THURS, 9-4:30 F
EBT? **YES**

Providence Medical Center
1390 Biddle Rd, Ste 101
Medford, OR 97504
(541) 732-5554
FAX: (541) 732-5939
Hours: 8-4:30, M-F
PRE-EMP 8-4 M-F
24/7 Post Acc/Reas Susp
EBT? **Yes**

Legacy Bridgeview
1010 SW Coast Highway Ste 104
Newport, OR 97365
(541) 265-8810
FAX: (541) 265-9555
Hours: 8:30-4, M-F
No After Hours
EBT? **Yes**

Atlas Edge Staffing
340 State St.
North Bend OR 97459
(541) 267-2022
FAX: (541) 267-2033
Hours: 8-4:30pm, M-F
EBT? **Yes**

Physician's Primary Care
335 SW 13th St
Ontario, OR 97914
(541) 889-8410
FAX: (541) 889-8093
Hours: 8-3, M-F
No After Hours
EBT? **Yes**

Interpath
2460 SW Perkins Ave.
Pendleton, OR 97801
(541) 278-4730
FAX: (541) 276-4374
Hours: 7-5, M-F
No After Hours
EBT? **NO BREATH ALCOHOL TESTING. DO NOT USE IF DRAWN FOR A BREATH ALCOHOL TEST.**

Legacy Central Lab
1225 NE 2nd Ave
Portland, OR 97232

(503) 413-5113
FAX: (503) 413-5485
Hours: 7am Mon-4:00pm Sat.
EBT? **Yes**

**St. Charles Hospital
384 SE Combs Flat Rd.
Prineville, OR 97754
(541) 447-8777 EXT. 2350
FAX: (541) 447-8714
Hours: 9-3, M-F
24/7 Post Acc/Reas Susp
EBT? **Yes**

Evergreen Family Medicine
2570 NW Edenbower Blvd, Ste. 100
Roseburg, OR 97471
(541) 677-7477
FAX: (541) 677-7478
Hours: 8-4:30, M-F
No After Hours
EBT? **Yes**

A WorkSAFE Service, Inc.
1696 Capitol St NE
Salem, OR 97301
(503) 391-9363
FAX: (503) 316-9110
Hours: 8-5, M-F
After Hours Pager: (503) 942-2499
EBT? **Yes**

Portland Adventist Sandy
17055 Ruben Ln.
Sandy, OR 97055
(503) 668-8002
FAX: (503) 668-5563
Hours: 8-7, M-F
No After Hours
EBT? **NO BREATH ALCOHOL TESTING. DO NOT USE IF DRAWN FOR A BREATH ALCOHOL TEST.**

MCMC Occupational Health Svcs
1815 E. 19th St. Ste. 2
The Dalles OR 97058
(541) 296-7811
FAX: (541) 296-4710
Hours: 8-2, M-F; Closed 12-1
After Hours: No
EBT? **Yes**

Mid Columbia Medical Ctr
1700 E 19th
The Dalles, OR 97058
(541) 296-7225
FAX: (541) 298-7923
24/7 Post Acc/Reas Susp
EBT? **Yes**

Legacy St Helens Lab
500 N Columbia River Hwy Ste. 3
St Helens OR 97051
(503) 397-1802 ex

FAX: (503) 366-3484
Hours: 8-5, M-F
No After Hours
EBT? **Saliva Alcohol Only,**

Adventist Tillamook Medical Center
1000 Third
Tillamook, WA 97141
(503) 815-2380
FAX: (503) 815-2446
Hours: 8am to 5pm Mon-Fri
EBT? **Yes**

Coastal Health Services
216 Cedar Ave
Tillamook, OR 97141
(503) 842-3661
FAX: (503) 842-5331
Hours: 9-4:30, M-Th; Closed 1-3; 9-1,
FAX: (503) 842-5331
No After Hours
EBT? **Yes**

Revised 04/23/2018



QUESTIONS AND ANSWERS ABOUT ODFW'S DRUG AND ALCOHOL TESTING PROGRAM FOR DEPARTMENT EMPLOYEES REQUIRED TO HOLD A COMMERCIAL DRIVER'S LICENSE (CDL)

1. Why does ODFW have a drug and alcohol testing program for employees required to hold a CDL?

The United States Department of Transportation (DOT) passed the Omnibus Transportation Employee Testing Act in 1991. This act requires alcohol and drug testing for safety-sensitive employees in the transportation industry. Drivers who are required to have a CDL must be tested. The Federal Motor Carrier Safety Administration and the U.S. Department of Transportation (DOT) established rules that cover the procedures for the testing.

2. When did the DOT rules take effect?

The rules became effective January 1, 1995.

3. What does "safety-sensitive function" mean?

Safety-sensitive functions include driving; inspecting, servicing, or conditioning, loading, and unloading commercial motor vehicle equipment by those required to have a CDL.

4. Who do these rules apply to?

Any ODFW employee whose position requires him/her to have a CDL is subject to the rules.

5. What kinds of activities are prohibited by the rules?

Reporting for duty or remaining on duty to perform safety-sensitive functions while having a Blood Alcohol Content (BAC) of 0.04 or greater;

Possessing or distributing alcohol while on duty;

Using alcohol while performing safety-sensitive functions;

Using alcohol within four hours of reporting to duty;

Using alcohol within eight hours after an accident that would require post-accident testing (or until after s/he undergoes an alcohol test, whichever comes first).

Reporting for duty or remaining on duty while using a controlled substance, except as directed by a physician who has advised the driver that the substance does not adversely affect driving ability;

Reporting for duty, remaining on duty, or performing a safety-sensitive function if the driver tests positive for controlled substances.

Refusing to submit to an alcohol or controlled substance test required by post-accident, random, reasonable suspicion, or follow-up testing.

The rules also require that if a driver's alcohol test shows a BAC of 0.02 or greater but less than 0.04, s/he must be removed from performing safety-sensitive functions for 24 hours following the administration of the test.

6. What types of tests are required?

Pre-employment Testing Pre-employment testing must result in a negative test result before a potential new-hire begins work.

Post-Accident Testing

The following table notes when a post-accident test is required to be conducted by paragraphs (a)(1), (a)(2), (b)(1), and (b)(2) of Title 49, parts 382.303:

Type of accident involved	Citation issued to the CMV driver	Test must be performed by employer
i. Human fatality	YES	YES
	NO	YES
ii. Bodily injury with immediate medical treatment away from the scene	YES	YES
	NO	NO
iii. Disabling damage to any motor vehicle requiring tow away	YES	YES
	NO	NO

Alcohol testing must be done within 2 hours and drug testing must be done within 32 hours.

Reasonable Suspicion Testing Reasonable suspicion testing is done when a trained supervisor has reason to believe (i.e. behavior or appearance) that an employee is under the influence of alcohol or drugs.

Random Testing Random testing is not announced or scheduled. A scientifically generated random employee selection process will be implemented by our contractor. The rules require random testing of 10% of the "pool" of employees for alcohol misuse and 50% of the pool for drug abuse per year.

Return to Duty Testing Return to duty testing is done when employee who failed a test is returning to his/her safety-sensitive duty.

Follow-up Testing Follow-up testing is done unannounced for a minimum of twelve months after an employee that initially failed a drug or alcohol test returns to duty.

7. When will testing be done?

An employee may be tested for alcohol immediately before, during, or immediately after performing a safety-sensitive function. Controlled substances' tests may be conducted at any time an employee is on duty.

8. How will breath testing be done?

Breath tests will be done by a Certified Breathe Alcohol Technician. A screening test is done first. A result of less than 0.02 is considered negative. If the result is 0.02 or greater, a confirmation test is conducted. The results of the confirmation test will determine whether any further action will be taken. The driver and the technician conducting the test must complete an alcohol testing form.

9. What drugs are tested for?

The urinalysis tests for marijuana, cocaine, amphetamines (methamphetamine, ecstasy MDMA), opioids ((codeine, morphine, 6-monoacetylmorphine, oxycodone, hydrocodone, hydromorphone, oxymorphone), phencyclidine [PCP]) as amended by US DOT 49 CFR part 40 and Part 382.

10. How will drug testing be done?

Drivers will provide a urine sample in a private but secure location unless the test is a "return-to-duty" or "follow-up". The return-to-duty and follow-up tests require the collector to observe the test. The "collector" splits the sample so that a driver may request a second analysis at another lab if results are positive. The collector then follows very strict procedures concerning handling and paperwork that ensures the security of the samples.

11. What happens if an alcohol test is failed?

If the breath alcohol test result is over 0.02 but under 0.04, the driver is removed from safety-sensitive duty for 24 hours. If the breath alcohol test result is 0.04 or greater, the driver must be evaluated by a Substance Abuse Professional (SAP) and comply with any treatment recommendations. She/he must pass all return-to-duty and follow-up testing when resuming a safety-sensitive job at completion of treatment.

12. What happens if a drug test is failed?

A positive drug test is handled in the same manner as a breath test result of 0.04 or greater.

13. What happens if someone refuses to take a test?

The rules require that drivers who refuse to submit to an alcohol or drug test must be removed from safety-sensitive functions and referred to a substance abuse professional for evaluation and treatment. However, the Oregon Department of Fish and Wildlife will consider a refusal to be insubordination and will proceed with dismissal action against any employee who refuses to take an alcohol or drug test.

14. What is considered to be a refusal?

Besides saying "no" to a test, it would be a refusal if a driver:

Fails to appear for testing within a reasonable amount of time;

Fails to provide adequate breath or urine for testing (without a valid medical explanation);

Engages in conduct that obstructs the testing process;

Refuses to complete and sign the breath alcohol testing form;

Fails to remain at the testing site until completion of the test(s);

Fails to permit observation or monitoring;

Is subject to a post-accident test and leaves the scene of the accident before being tested or is not readily available for testing in such circumstances.

15. Who has more information about alcohol and drug testing at ODFW?

The Department Safety and Health Managers, or personnel officer can provide more information about the alcohol and drug testing program.

16. Are there any other requirements that affected employees need to know about?

The rules require that employers provide affected employees with the information included in this document and that affected employees sign a form acknowledging receipt of this information (Acknowledgement and Receipt of Drug and Alcohol Policy). Please read all of the information included in this document as well as the **DAS Alcohol and Controlled Substances Testing of Employees Having Commercial Drivers License (DAS105-050-0003)**. These two documents provide information about department policy and the effects, signs, and symptoms of alcohol and drug abuse.

SUBSTANCE ABUSE

Substance abuse is the harmful or dangerous use of alcohol or drugs. It is very likely that there are people in your workplace who have substance abuse problems when you consider that 70 percent of all illegal drug users are employed either full or part-time; one in 12 full-time employees reports current use of illicit drugs; and one in every 10 people in this country has an alcohol problem. Lower productivity, higher absenteeism, injuries, and damage to equipment are just a few of the ways in which substance abuse can be costly in the workplace.

Alcohol, marijuana, cocaine, PCP, opiates, and amphetamines are discussed in the following pages because these are the substances covered by the DOT rules being implemented. Substance abuse can involve over-the-counter and/or prescribed medications.

Men and women of any age, any ethnic background, and in any type of occupational category may have alcohol and/or drug problems. These problems affect not only the individuals but their families, employers, and other citizens. Substance abuse is especially dangerous in the transportation industry because a single mistake can have catastrophic results.

All employees of the Oregon Department of Fish and Wildlife need to learn about substance abuse including information on how to recognize its signs and symptoms and where help is available. The indicators that are discussed on the following pages are possible signs that someone may have a problem, but these symptoms can result from problems other than substance abuse. Changes in general behavior and performance such as a deterioration in productivity, quality of work, and attitude, over a period of time, may be early indicators of an abuse problem.

There are many resources available for information and/or help about substance abuse, intervention, and treatment. Some of these resources are included here. Your supervisor or safety officer can also provide you with information.

Employee Assistance Programs:

Cascade Centers, Inc. 1-800-257-6291

Oregon Prevention Resource center 1-800-822-6772

Oregon Council on Alcoholism and Drug Addition 1-800-621-1646

ALCOHOL

Alcohol is a depressant that is widely abused by our society. It affects the central nervous system by slowing down the functions of the brain and depressing the pulse rate, respiration, and other body functions. These effects may vary depending on the amount ingested at one time, the previous experience of the user, and the manner and circumstances in which the alcohol is consumed.

Alcoholism is a progressive disease that results in a person's loss of control over his/her intake of alcohol to the degree that it seriously interferes with his/her life, job, health, and family.

Alcoholics may:

Miss more work days than the non-drinker, often with suspicious excuses and in a pattern;

Report to work late more frequently than the non-drinker not only at the start of the workday but also after lunch periods, breaks, etc;

Exhibit a lower tolerance for frustration and have little ability to persevere in a task, and minor difficulties encountered during a task will disrupt performance. The alcoholic will often just give up;

Be involved in more lost-time accidents than non-drinking workers;

Act impulsively, sometimes with hostility. They show a lack of judgment in making decisions and as a result, make more mistakes than others;

Produce less than non-drinking workers. Often, they are working with hangovers as "half people".

Studies have shown that any level of alcohol in the bloodstream impairs driving ability to some degree. When it reaches the brain, it short-circuits the parts that control judgment, emotions, and confidence. The first effect of alcohol is in the ability to make judgments. This happens long before there are any outward signs of being drunk, such as staggering. As more alcohol is consumed, vision is also affected, particularly at night. Reaction time is slowed and coordination decreases.

Long term use of alcohol can lead to cancer, liver damage, brain damage, and ulcers.

Signs and symptoms of alcohol use may include unsteadiness, incoherent behavior, slurred speech, red eyes, and the odor of alcohol.

MARIJUANA

Marijuana is the name of the crude drug that is made from the plant *cannabis sativa*. It is usually smoked but it is also sometimes added to food and eaten. There are over 400 different chemicals in marijuana but its "high" is produced by its main mind-altering ingredient called THC (delta-9-tetrahydrocannabinol).

A smoker quickly experiences a "high" that is a feeling of "well-being" with a diminishing sense of anxiety over current problems or situations. There may even be a pleasant hallucinatory experience coupled with a detachment from reality. This condition is referred to as being "spaced out." Some of the immediate physical effects of its use are a faster heartbeat and pulse rate, bloodshot eyes, and a dry mouth and throat.

Marijuana use can also impair or reduce short-term memory, alter sense of time, and reduce the ability to do things, which require concentration, swift reactions, and coordination, such as driving a vehicle or operating machinery.

Driving experiments have shown that marijuana affects a wide range of skills needed for driving. Thinking and reflexes are slowed making it hard for drivers to respond to sudden, unexpected events. A driver's ability to track through curves, to brake quickly and to maintain speed and the proper distance between cars is affected. Research has also shown that these skills are impaired for at least 4-6 hours after smoking a single marijuana cigarette, long after the "high" is gone.

Symptoms of use may include:

Bloodshot eyes

Disorientation

Dilated pupils

Deep coughing

Nervousness

Excessive laughter.

Marijuana has a distinctive odor that is similar to the smell of burning rope or alfalfa. Perfumes or air fresheners may be used to help mask its odor.

COCAINE

Cocaine is also a stimulant. When used as a powder, it is usually snorted into the nose. Crack cocaine is a purer form that is smoked. It produces a "rush" of pleasurable sensation that is described as a feeling of well-being or euphoria and the user may feel more energetic, alert, and less hungry. Blood pressure, heart rate, breathing rate, and body temperature are increased while it is used.

Cocaine is very dangerous because it causes the strongest psychological dependency of any known drug. Mental dependency can result within days of using crack cocaine and it could occur from even just one use. Snorting cocaine will also result in a strong dependency within a period of several weeks or months. A person who becomes dependent may center his/her life around seeking and using the drug.

A person who uses cocaine may feel an artificial sense of power and control. A driver who is using cocaine will have slowed reaction time and distorted vision and depth perception. Lapses in attention and mood swings can cause erratic and unpredictable reactions while driving. All of these increase the potential for accidents.

Symptoms of use may include:

- Dilated pupils
- Bursts of energy
- Runny nose
- Nose bleeds
- Mood swings
- Weight loss
- Restlessness
- Extreme excitability
- Profuse sweating
- Talkativeness
- Irritability
- Confusion.

OPIOIDS

Opioids are commonly called narcotics. This group of drugs includes opium, morphine, heroin and codeine. They are depressants that tend to relax and calm the user.

Opioids may be injected, taken orally or smoked. When opioids are injected, the user feels an immediate "rush". Intravenous (IV) needle users have a high risk for contracting hepatitis and AIDS due to the sharing of needles. Dependency is likely if a person uses a lot of the drug or even uses it occasionally over a long period of time. When a person becomes dependent, finding and using the drug often becomes the main focus in life.

The apathy caused by opioids can translate into an "I don't really care" attitude towards performance. A driver who is using opioids may have a distorted sense of time and distance, poor concentration, distorted vision, and slowed reflexes.

Symptoms of use may include:

- Constricted pupils
- Sweating
- Needle marks or tracks
- Slurred speech
- Drowsiness & fatigue
- Mood swings
- Impaired coordination
- Depression & apathy
- Watery eyes & runny nose
- Euphoria.

AMPHETAMINES

Amphetamines are stimulants that increase alertness and physical activity. They are used to stay awake and to counteract the effects of drowsiness. They will increase heart and breathing rates and blood pressure.

Amphetamines are usually taken orally but they may also be injected. Regular use of amphetamines can cause a strong psychological dependence as well as physical dependence.

A person who uses amphetamines may be restless, anxious, and moody. Higher doses can make the user talkative and hyperactive. A driver who is using amphetamines may have impaired judgment and may be more likely to take risks. Reaction time may be slowed down and muscle coordination may also be impaired.

Symptoms of use may include:

- Dilated pupils
- Sweating
- Confusion
- Panic
- Moodiness
- Grinding teeth

MDMA (aka Ecstasy)

MDMA (methylene-dioxy-methamphetamine, the scientific name for ecstasy) is chemically related to amphetamine. The stimulant properties also make it attractive – users can exert high energy for prolonged periods without feeling normal fatigue. Ecstasy also affects the same neurotransmitters in the brain as amphetamines, causing some euphoric properties and mild hallucinations. Continued use is driven by the withdrawal symptoms of the drug – depression and an inability to feel pleasure. Frequent users may become dependent on the good feelings they get while taking ecstasy and 'regular life' seems dull and not worth living.

Signs of use may include:

- Inability to focus or concentrate

- Unconscious jaw clenching or grinding teeth.

- Loss of appetite

- Dry mouth/thirst

- Causes depression, anxiety, paranoia, fatigue, loss of motivation, exhaustion, insomnia

PHENCYCLIDINE (PCP)

PCP is most often called "angel dust." It is available in a number of forms and it can be swallowed, smoked, injected, or inhaled.

PCP was first developed as an anesthetic and it blocks the ability to feel most, if not all, physical sensation. Its effects include increased heart rate and blood pressure, flushing, sweating, dizziness, and numbness. Speech, muscle coordination, and vision are affected. Regular use affects memory, perception, concentration, and judgment. Psychological dependence on PCP is high.

PCP is a dangerous drug because it can produce violent or bizarre behavior. Users may experience hallucinations. Users may also show signs of paranoia, fearfulness, and anxiety. During these times, some users may become aggressive while others may withdraw and have difficulty communicating.

A driver who is using PCP will have impaired coordination, distortions in perception, and may be more likely to take risks and aggressive actions with a vehicle.

Symptoms of use may include:

- Profuse sweating

- Severe confusion

- Drowsiness

- Severe disorientation

- Mood swings

- Blank stare

- Impaired physical coordination.

CDL Driver Training

Handouts Section

WHY ALL THE FUSS ABOUT DRUGS?

When you think about it, alcohol and other drugs can rob you of everything *you* have worked so hard for: your health, family, and friends. Illegal drug use can result in arrest and paying fines. Sometimes alcohol and other drug use can cost you your job.

WHY RISK IT?

Not everyone who uses alcohol and other drugs becomes addicted. However, no one can predict who will and who won't become addicted. What if it's you? You may think that an alcoholic or drug addict is a person on the street who drinks out of a brown paper bag or who uses "hard" drugs. Not true. Alcohol and other drugs can affect any one of us-in all lifestyles, at any age, and in all types of jobs.

HOW CAN YOU SPOT ABUSE OR ADDICTION?

Sometimes it's not easy. There are different patterns of abuse and addiction. Some people are "binge" users: they get into trouble by drinking alcohol or using other drugs off and on-only on the weekends or maybe only once a week-as an escape. Others are "maintenance" users: they use alcohol or other drugs regularly-often every day- to feel "normal." Although people use and abuse drugs in different ways, one thing is certain: if you become addicted, the disease will progress...and troubles will increase.

ALCOHOL AND OTHER DRUGS COST MONEY

The cost of alcohol and other drug abuse can be high. For example, cocaine is very expensive; you may know people who have sold their personal belongings to buy it. The cost of the drug is only the beginning...soon to follow are:

- Lots of doctor bills-you get sick more often
- Legal bills and fines due to DWI's, accidents, marital problems
- Higher insurance bills
- Lost pay-you could lose your job
- Debts-you borrow money to support your habit
- You may even begin stealing to buy your drug of choice

WHAT ABOUT YOUR FRIENDS AND FAMILY?

Drug use can tear relationships apart:

Friends and families start to question you about your drug use-they begin to distrust you.

You think about getting and using drugs all the time-it becomes more important than your family and friends.

You start having more and more fights with people at home and on the job.

Fear sets in.

You begin to feel alone- especially because you need to hide your habit.

The people you love start to avoid you.

WHAT ABOUT YOUR HEALTH?

Using alcohol and other drugs can hurt your health. Addiction to any drug, including nicotine, can make you lose control over when and where you use drugs and how often you use them.

NICOTINE:

Smoking cigarettes or chewing tobacco gives you bad breath, yellow teeth, lung disease, heart disease, and many types of cancer (especially throat, mouth, and lung). Most adults who smoke cigarettes wish they didn't. If you started smoking when you were young, you may have thought you could quit when you get older. But as the addiction progresses, it becomes harder to stop-much harder than you ever thought it would be. More people die from results of smoking than from any other addiction.

You may have even stopped before but then started again. Most people who quit smoking have withdrawal for a while: headaches, nicotine cravings, anxiety, upset stomach, and/or mood swings. You may think you can't bear these feelings, so you may start smoking again. Returning to your old pattern is called a relapse. If you don't think cigarettes are addicting, talk to ex-smokers and ask them how they quit and what was the hardest part. Then get some help so you can stop smoking too.

ALCOHOL:

Alcohol travels to every cell in the body, every tissue, and every organ. Over time, using too much alcohol can damage your heart, raise your blood pressure, and cause cancer, liver disease, and brain damage; it can give you ulcers, weaken your muscles, and can even lead to death.

Problems with alcohol usually develop over time. Some people become sick quickly; others drink for years without knowing that their body is being damaged. Many people suffer withdrawal symptoms when they try to stop: headaches, anxiety, or the shakes. At work, the withdrawal can make it hard for you to concentrate, and you may become short-tempered.

As the addiction gets worse, so do the withdrawal symptoms-you may become more and more anxious and have stronger cravings. In the late stages of the disease, some people in withdrawal see and hear things that aren't really there. Continuing to use alcohol once an addiction has developed can result in liver and brain damage that may not be reversible. It can tear your family apart. Also, a pregnant woman who drinks alcohol may have a baby born with fetal alcohol effects (FAE) or fetal alcohol syndrome (FAS), which are characterized by mental and physical problems.

AMPHETAMINES (SPEED) AND COCAINE:

As the addiction to these drugs gets worse, you become obsessed with getting the drug. You cannot stay focused on tasks. You lose your appetite. Your behavior becomes extreme; you are always either really excited or really depressed.

It's not that hard to overdose on speed or cocaine because once you start using, you want more and more of the drug to keep the high going. So that's what you do: get high again and again, usually until the money runs out. When the drug starts to wear off, you feel depressed and tired, so you keep using the drug. Before you know it, you're hooked.

MARIJUANA:

Regular use of marijuana causes a loss of interest and motivation: you become lazy and don't care about making life better. You begin to feel depressed. It can also damage your lungs. It affects the brain and may cause you to become fearful as well as forgetful. Focusing on tasks is difficult. You become more interested in getting high than in spending time with friends; you may lose "straight" friends. You lose the energy and drive to be involved in fun activities that don't include using pot.

PCP, LSD, DESIGNER DRUGS:

These drugs bring to mind hallucinations-seeing and hearing things that are not really there. When this happens to you at work, you could do foolish or dangerous things. These drugs make you think you are stronger and more powerful than you really are. Accidents are more likely to happen due to poor judgment, and concentrating becomes really hard. Sometimes people who are high on these drugs become anxious and violent, and this can lead to fights and other negative behaviors on the job.

PRESCRIPTION DRUGS:

Sometimes drugs prescribed by a doctor for anxiety or pain can lead to abuse or addiction. Many people become hooked on these drugs without realizing it. Using prescription drugs that can change your mood can affect your job performance and could contribute to accidents or costly mistakes at work. It is important that you talk to your doctor to be sure you understand the effects of any drug you might take. If you want to know about the risks, ask your doctor to explain them to you, or ask any pharmacist. It's better to be careful than to risk becoming addicted.

HEROIN AND OTHER OPIATES:

An opiate is a drug that makes you sleepy and lessens pain at the same time. There are legal uses for some opiates: a doctor might give an opiate to ease pain, stop diarrhea, or calm a cough. Heroin is an opiate; its effects on the body are similar to the other opiates given by doctors. However, heroin often contains a lot of impurities that add to its harmful effects.

Sometimes opiates are taken as pills; other times they are injected. Whether a person starts using opiates given by a doctor or uses them to change his or her mood (get high), long-term use can result in these problems: abuse or addiction; tolerance (when it takes more of the drug to get the same effect); and dependence (when pain occurs if the drug use is stopped). Being hooked on any type of opiate can disrupt your life, family, and job.

WHAT ABOUT DRUGS AND AIDS?

A person who injects (shoots) drugs and shares needles is at greater risk for being exposed to the HIV virus that causes AIDS. Alcohol and other drugs affect your judgment; many people who use alcohol and other drugs choose unsafe sexual behaviors either while high or to help pay for their drugs. This behavior puts you at greater risk for getting AIDS and other sexually transmitted diseases (STDs).

Where to Find Help National Hotlines

If you or someone you know has a problem with alcohol or other drugs, call these hotlines for free, confidential help.

The Center for Substance Abuse Treatment's (CSAT) Drug Information, Treatment, and Referral Hotline:

1-800-662-HELP

NarAnon

(800) 477-6291

www.wso@nar-anon.org

Tough love

1-800-352-6072

www.nationaladdictionhotline.com/tough-love/

Families Anonymous

1-800-736-9805

www.familiesanonymous.org

Center for Disease Control's (CDC) National HIV/AIDS Hotline

1-800-342-2437

Local Resources

Look in your local telephone book for these numbers:

Alcoholics Anonymous	Drug Treatment Center
Alateen (for children of the user)	Cancer Society
Al-Anon (for family members and friends)	Lung Association
Adult Children of Alcoholics (ACOAs)	County or State Addiction or Mental Health Department
Narcotics Anonymous	County/Victim/Mental Health Hotline
Nar-Anon (for family members and friends)	Other

You Can Contribute to a Drug-Free Workplace

A drug-free workplace means no drugs: no alcohol, marijuana, cocaine, speed, PCP, heroin, or other drugs at work. Even cigarettes and some prescription drugs can be a danger. Is alcohol a drug? Yes -- it alters your mood and can cause addiction. How about nicotine? Yes, that too. Why have a drug-free workplace? Because drugs keep you from doing your best on the job, and the effects can be dangerous to others as well.

Think About These Facts:

- One out of every ten adults in the United States is already addicted to alcohol.
- Because addiction runs in families, many children of addicts are likely to become addicted themselves.
- Alcohol and other drug abuse can lead to unsafe sexual behaviors that result in getting the HIV virus or other sexually transmitted diseases (STDs).
- Marijuana can cause people to lose interest in hobbies, work, friends, and family; it can cause loss of drive and motivation. Because people who use marijuana don't react as fast, on-the-job accidents are more likely to occur.

Have You Crossed The Line?

Many people who use alcohol or other drugs think they can stop any time, but before they know it, using drugs is a problem. For example, using alcohol or other drugs can become more important than spending time with family, hobbies, or doing well on the job. If so, the chances are good that abuse or addiction has begun. Before you say "not me," take this brief test:

Self-Assessment Test

Has anyone ever questioned you about your alcohol or other drug use?

Have you ever used alcohol or other drugs alone?

Have you ever missed work because you were sick from using too much alcohol or other drugs?

Have you ever had trouble stopping once you started using alcohol or other drugs?

Have you ever had legal problems because of your alcohol or other drug use?

If you can't use alcohol or other drugs, do you get jumpy, shaky, cranky, nervous, or have cravings?

Are you in debt because of your alcohol or other drug use?

Does it now take more alcohol or other drugs to get the same effect?

Have you ever used alcohol or other drugs in the morning?

Have you ever been in the hospital as a result of your drinking or drug use?

Have you ever used alcohol or other drugs at work?

If you answered "yes" to more than one of these questions, there may be reason for concern about abuse or addiction.

Don't Wait to Get Help

It is important to notice the signs of abuse and addiction early so that you can seek help. Addiction to alcohol or other drugs is a serious disease. The longer you wait to find help, the harder it is to get better. In other words, the chances of staying healthy are better when alcohol and other drug abuse is stopped early. Changing your alcohol or other drug use is a decision only you can make.

Where to Begin . . .

Alcohol and other drug addictions can be stopped. If you have never used them, don't start. If you think your use is causing problems, think about stopping. Seek help now. Ask your doctor about the effects of using alcohol or other drugs, or read, go to a lecture, or take a class.

Using alcohol and other drugs can lead to addiction. Addictions are chronic diseases. Chronic means that once you have the disease, you will have to live with it for the rest of your life. However, with treatment you can control the disease and live a healthy and productive life. Millions of Americans are now recovering from alcohol and other drug addictions. Their lives are back on track. You can join them.

Recovery from alcohol or other drug addiction is a process. You start by staying away from alcohol and drugs one day at a time. The goal is to be sober. Being sober means you learn to live without alcohol and other drugs. To do this, you often need the support of other people: family members, friends, support groups, therapists, etc.

When you're tempted to use drugs again. Relapse occurs when you return to your old pattern of alcohol or other drug use. Although relapse is part of the disease, it does not have to happen to you. Watch out for relapse.

Can You Change?

If you think your alcohol or other drug use is a problem, there are many ways you can get help. Some cost money and others do not.

Helping yourself is the best way to help create a drug-free workplace. If you think you have a problem with alcohol or other drugs, contact some of the resources listed here to learn more about it or to find help.

"After I went to treatment the first time, I stayed clean for about 90 days. I remember I didn't believe I had a problem . . . I was in denial. I started thinking about the "good times" I had using . . . I thought I was different from the people at AA. I called an old dealer friend, and before I knew it, I was wasted again. I started missing days of work, getting high on the job . . . eventually I got fired. I relapsed a few times before I finally quit and stayed off drugs."

**John, age 32
service manager**

Types of Help Available

Inpatient Treatment	<p>You spend time (weeks or months) in a treatment center where you are able to remain alcohol- and drug-free while you learn new ways of living without alcohol or other drugs. Referral to an outpatient "aftercare" program should also be provided to support you after you return home. Call your local addiction treatment center for help (look up "alcohol" or "drugs" in the Yellow Pages). Your local Health Department may also be helpful.</p>
Outpatient Treatment	<p>There are many types of outpatient treatment programs. Some meet several nights a week after work, and others meet during the day. Unlike inpatient or day out-patient treatment, where you stay at the center for some time, evening outpatient treatment often allows you to carry on with most of your normal daily activities. Treatment is usually done in groups. One-on-one counseling is also available. Call your local addiction treatment center for help (look up "alcohol" or "drugs" in the Yellow Pages). Your local Health Department may also be helpful. Ask someone you trust if he or she knows a counselor who treats addictions. See your doctor for a checkup.</p>
Support Groups	<p>Groups of people come together to help each other recover. Some of these groups are called 12-step programs, for example, Alcoholics Anonymous, Narcotics Anonymous, and Smoker's Anonymous. There are also groups for family members of addicts, such as Al-Anon, Nar-Anon, Alateen, etc. Other 12-step programs include Gamblers Anonymous, Sex and Love Addicts Anonymous, Debtors Anonymous, Survivors of Incest Anonymous, Overeaters Anonymous, and Codependents Anonymous. There are also recovery support groups that do not use the 12 steps, such as Rational Recovery, Woman to Woman, and Secular Organizations for Sobriety (SOS). Look in the Yellow Pages or call a local treatment center for telephone numbers.</p>
Hotlines	<p>Hotlines exist to help with alcohol and other drug problems, and they can usually direct you to treatment centers and other help in your area. You can find these numbers in your Yellow Pages or by calling information. National hotlines that offer drug information and treatment referral include the following:</p> <p>1-800-662-HELP</p>
Doctors, Psychologists, and Social Workers	<p>Doctors cannot read your mind; it is up to you to tell your doctor you think alcohol or other drugs might be a problem. It is important to find a professional who knows about addictions or who can refer you to a counselor who has training in addictions. Call a local mental health department or treatment center and ask the staff to recommend a doctor or counselor in your area.</p>

Is Someone You Care About in Trouble?

Does This Sound Familiar?

Chris has always been a great employee -- full of energy, happy, and a hard worker. But lately, Chris' co-workers have noticed that something is wrong.

Chris

- ... is late to work more often and is out sick a lot**
- ... doesn't pay attention and forgets things easily**
- ... needs a lot of help with work and asks coworkers to cover up for being late**
- ... seems to make and receive a lot of personal calls**
- ... avoids old friends in the office**
- ... is always tired.**

Chris' coworkers are worried. Could Chris have

- a problem with alcohol or other drugs?
- marriage troubles?
- a sick or dying parent?
- a night job?
- a spouse or child with an alcohol or drug problem?

As a matter of fact, Chris' problem could be any of these.



So how can you tell if someone has a problem with alcohol or other drugs?



The sudden appearance of unusual behavior may be a sign of an alcohol or other drug problem.

If it is, you will probably notice that the behavior is getting worse. Alcoholism and drug addiction are diseases that will get worse until they are treated or until the person dies. Alcoholism and other drug addiction affect the user's health, behavior, and life. Look at these stages. Do you see someone you know?

How to Help

If someone you know shows signs of alcohol or drug abuse, you may want to help. But you need to know how. The best way to help a user face an alcohol or other drug problem is to make sure you don't ignore or cover up behaviors or mistakes that result from the abuse or addiction. When you cover up for someone, it is called **enabling**.

When you enable, you allow a person to avoid the negative results of using alcohol or other drugs.

Some enablers are also **codependent**.

People who are codependent treat the user's needs as more important than their own because they want to please the user.

After a while, you may feel angry because the user takes advantage of your patience and kindness.

Codependent people are often raised in addicted families, which puts them at high risk for developing their own addictions. A codependent person may be addicted to drugs, other people, work, sex, money, food, gambling . . . anything to try to ease their emotional pain. If you are

saying "not me," remember that people who enable and who are codependent are often in **denial**; they will not admit that there is a problem.

Examples of Enabling and Codependency in the Workplace:

You offer to take on more than your fair share of the work because a coworker is "going through a rough time" and is finding it hard to get her work done on time.

A coworker who you suspect is high has caused an accident -- again. You know that if the boss finds out, your coworker will be fired. You feel sorry for him, so you cover for him by lying to the boss about how the accident happened.

One of your employees seems to have a problem with alcohol; he is late a lot, and sometimes in the morning or after lunch he comes in smelling like alcohol. You convince yourself that it's just a stage. You don't want to get him in trouble; he has a family, and besides, he's a great worker -- when he shows up.

Examples of Enabling and Codependency in the Home:

You often find yourself covering up your wife's alcohol use. Last night, one of your neighbors saw you help her into the house; she was too drunk to walk. The next day, you made a point of telling your neighbor that your wife had gotten a horrible case of food poisoning last night and needed you to help her into the house.

Your husband, Jim, was too hung over to get out of bed this morning, so you called his boss and said that Jim would be out sick today. Now you are worried because Jim's boss sounded like he didn't believe you and made a comment that this is the fifth time this month that Jim has been out "sick."

Your husband caught your 18-year-old son stealing cash from his business and now wants to turn him into the police. You suspect he needed the money to buy cocaine, but you ask your husband not to turn the boy in because you believe he has learned his lesson.

If you ignore, excuse, or cover a user's behavior while drinking or using drugs, you are really just helping the user put off facing the problem -- that the drinking or other drug use has become more important than the person's job or family.

Take Action

Confronting someone can be scary. Here are some common fears and some reassuring facts:

Even if you are ready to confront someone, the person may not be ready to listen. A user is in denial when he or she won't admit that the problems are due to drinking or other drug use. Users who are in denial may say things like:

"Who me? I don't have a problem; you have the problem . . ."

"I couldn't have a problem. I have a good job and hardly ever miss a day."

"I could stop if I wanted to; I just don't want to."

"You don't know what you're talking about."

"It's none of your business."

For Family and Friends:

Remember that millions of people have been hurt by someone else's alcohol or other drug use. You are not alone. You can and should get help even if the user won't. There are lots of self-help groups for friends and family of alcohol and other drug abusers. These groups can show you new ways to respond to the user so you don't feel as hurt or scared. And maybe when the user sees the change in you, he or she may realize that it's time to make some changes too. A trained addictions counselor can help you arrange an intervention where friends and family confront the user and encourage him or her to seek help.

For Coworkers:

Don't let a drug-using coworker put your health, safety, or job in danger. If you suspect that someone is using alcohol or other drugs on the job or is coming to work high, don't help the user avoid facing the consequences of his or her behavior. If an impaired coworker threatens your safety, tell a supervisor right away. If you see a coworker get high or deal drugs on the job, report it to a supervisor as soon as you can. If a coworker asks you for help, refer him or her to the help and hotlines listed below. If your company has an employee assistance program (EAP), you may want to talk to an EAP counselor about how to handle the coworker's alcohol or other drug use.