

**Workplace Substance Abuse Program Plan (WSAPP) Certification
For Subcontracts with Testing Designated Positions (TDPs)**

Subcontractor Name	_____
Subcontractor Address	_____
Subcontractor Phone Number	_____
WSAPP Program Manager	
Name	_____
Title	_____
Phone Number	_____
Subcontract Number	_____

The Department of Energy (DOE) with 10 CFR 707 – WORKPLACE SUBSTANCE ABUSE PROGRAMS AT DOE SITES establishes policies, criteria, and procedures for developing and implementing programs that help to maintain a workplace free from the use of illegal drugs. The Subcontract identified above is subject to the requirements of 10 CFR 707 and the Subcontractor shall implement this WSAPP consistent with the requirements of 10 CFR 707. The Subcontractor shall include the requirements of 10 CFR 707 in any lower tier subcontract with a value of \$25,000 or more that is determined by Lawrence Livermore National Security, LLC (LLNS) to involve access to or handling of classified information or special nuclear materials; involve high risk of danger to life, the environment, public health or safety, or national security; or involves transportation of hazardous materials to or from a DOE/NNSA site.

The 10 CFR 707 procedures include detection of the use of illegal drugs by current or prospective Subcontractor employees in a testing designated position (TDP). Subcontractor employees who hold a DOE “Q” or “L” access authorization are in TDPs and subject to applicant, random, and reasonable suspicion drug testing.

Subcontractor employees assigned to TDPs will be included in the LLNS pool for random selection for drug testing. The Subcontractor shall provide the names of all its personnel who will be assigned to TDPs under this Subcontract in the space(s) provided at the end of this document. If the Subcontractor adds personnel to the Subcontract, it will provide the names of the added personnel to the LLNS Contract Administrator.

All Subcontractor personnel assigned to TDPs shall take the applicable LLNS-provided substance abuse training (or equivalent) available at:

https://biweb.llnl.gov/pls/lbll/lrc_ctlg_pg1.lrc_get_course_info_pr2?CourseNo=PA0012-W

This course takes approximately 30 minutes. The Subcontractor shall ensure its personnel who will be on-site for more than 14 days in a calendar year take the training prior to performing any work at the LLNL and its personnel renew the training every two years. If Subcontractor personnel have taken equivalent substance abuse training, the Subcontractor shall provide the LLNS Contract Administrator with a certificate of completion for that training.

The Subcontractor shall distribute a policy statement similar to the following “Drug-Free Workplace Policy Statement” to all Subcontractor employees working under a Subcontract at the LLNL site.

“Drug-Free Workplace Policy Statement”

Lawrence Livermore National Security, LLC (LLNS) commits to maintain a drug-free workplace in compliance with both the Drug-Free Workplace Act of 1988 and 10 CFR 707. LLNS strives to maintain a workplace free from the illegal use, possession, or distribution of controlled substances. Unlawful manufacture, distribution, dispensation, possession, sale, use, or being under the influence of controlled substances by employees under the LLNS Subcontract in the workplace or while on LLNS business is prohibited. Unauthorized possession or use, or being under the influence of alcohol on site is also prohibited. Legal substances (e.g., controlled substances prescribed for or administered to the employee by a licensed physician or over-the-counter drugs purchased legally) shall not be used in a manner that impairs performance of assigned tasks. All employees are expected to abide by the terms of this policy as a condition of employment.

1. Employees violating any of these prohibitions face prompt disciplinary action, up to and including removal from the LLNL site, prohibited from further work under this Subcontract and any other appropriate legal consequences. A confirmed positive drug test by a Subcontractor employee will result in prompt notification to the Subcontractor, LLNS Security Organization, and DOE with immediate suspension of the employee’s access authorization. Refusal to submit to drug testing, including non-cooperation, or adulteration / falsification of specimens shall be deemed a confirmed positive test result.
2. Employees directly engaged in the performance of work shall notify their supervisor within 10 calendar days if they are convicted under a criminal drug statute for a violation occurring in the workplace or while on LLNS business. Although the Drug-Free Workplace Act requires employees to report drug-related convictions, Subcontractor employees with a DOE “Q” or “L” access authorization are required to also report any arrests for drug-related offenses occurring both on and off site. These reports documenting employee misconduct and other security concerns which may be considered derogatory to an individual’s DOE access authorization, as defined in 10 CFR 710, shall be reported to DOE in writing within two business days.
3. Employees are expected to appear for work fit for duty. Employees determined to be unfit for duty will be removed from the LLNL workplace for evaluation and may face disciplinary action if drug or alcohol is determined to be a contributing factor.
4. Employees are encouraged to voluntarily seek assistance for substance dependency problems prior to being subject to drug and/or alcohol testing requirements. Employees who do so are considered to have self-referred. Individuals who self declare a substance abuse problem or attempt a self-referral at the time of notification for drug testing or in response to a positive test result will be subject to the full extent of disciplinary action and will not be considered as having self-referred. Self-referral for substance abuse problems by individuals holding a DOE access authorization will result in a notification to DOE and possible suspension of access authorization pending final determination by DOE on access authorization status.

The above policy statement and other substance abuse prevention information, including training and the availability of resources for assistance in dealing with substance abuse problems, will be initially and periodically reviewed by the Subcontractor with all Subcontractor supervisors and employees.

Enter the names of all personnel who will be assigned to TDPs under this Subcontract.

Subcontractor Personnel Names Assigned to TDPs

The Subcontractor shall maintain a record of all personnel instructed on the above substance abuse statement.

Subcontractor Signature

Date