

Argonne National Laboratory Prime Contract**Appendix A: Personnel Appendix**

Last revised: September 29, 1999

IX. CONTRACTOR WORKPLACE SUBSTANCE ABUSE PROGRAMS**A. Requirements**

The Contractor shall maintain a program that complies with the requirements of 10 CFR Part 707, Workplace Substance Abuse Programs at DOE Sites. Positions that fall within the scope of other agency requirements shall, in addition, comply with the substance abuse program requirements of those agencies. These include the Department of Transportation (DOT), the Nuclear Regulatory Commission (NRC), and the Department of Defense (DOD).

B. Reports

The Contractor shall submit reports and maintain records as follows:

Submit to the Contracting Officer reports consistent with 10 CFR Part 707 on program results and separate reports on each of the lower tier subcontractors, including testing results where there are testing designated positions and for positions subject to requirements of other Federal agencies.

Maintain records in such a manner that permits preparation of a semi-annual report, covering the periods January 1 to June 30, and July 1 to December 31, to be provided within 30 days of the close of each period. These reports should include:

Identification of any testing designated positions and indication or estimation of the number and type for each of the following categories: Personnel Assurance Program, Personnel Security Assurance Program, National Security, Safety and Health and other critical/sensitive positions, and visitors with unescorted access to reactor control areas.

The total number of tests administered for illegal drugs.

The number of tests administered in each testing category (i.e., random, occurrence, reasonable suspicion, return-to-duty, follow-up). Include and identify tests administered under authority of another Federal agency or independent Contractor authority which are used to satisfy DOE requirements.

The number of additional tests administered (e.g., applicants).

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The number of tests administered to comply with requirements of other Federal agencies.

The number of individuals who receive a Medical Review Officer-determined positive test by testing and/or drug category.

The action taken with regard to each individual who received a Medical Review Officer-determined positive test (e.g., referral to employee assistance services, termination, removal from a testing designated position).

Education and training required in 10 CFR 707 for supervisor/managers and employees

Submit for Contracting Officer review and approval in advance the annual costs associated with the Workplace Substance Abuse Program.