

<b>POLICY/PROCEDURE No.:</b> 08-05	<b>REVISION No.:</b> <u>0</u>	<b>EFFECTIVE DATE:</b> 1 April 2008
<b>SUBJECT:</b> Substance Abuse Program		<b>ISSUE DATE:</b> 1 APRIL 2008
<b>SUPERSEDES:</b> N/A	<b>REVISION No.:</b> N/A	<b>EFFECTIVE DATE:</b> <u>N/A</u>
<b>APPLICABLE FORMS:</b> N/A		<b>ISSUING AUTHORITY:</b> CHARLES L. GANT PROGRAM MANAGER <hr/> <i>Name/Title</i>

**1.0 APPLICABILITY:**

This program is applicable to all LSI Rotary Wing Flight Training and Flight Training Support Services Program employees.

**2.0 REFERENCES:**

- 2.1 EG&G-2, Substance Abuse Policy
- 2.2 Random Testing Policy
- 2.3 Employee Handbook
- 2.4 14 CFR Part 121 Appendix I

**3.0 PURPOSE:**

This document outlines the basic elements of our substance abuse program which consists of the following:

- 3.1 Written policy and other communication on the Company's position relative to abuse of alcohol or drugs and the availability of company provided counseling services relative to substance abuse.
- 3.2 Employee education on substance abuse awareness that will be conducted throughout the year to ensure each employee has participated in a minimum of 4 hours of related training each year.
- 3.3 Supervisory Substance Abuse Awareness Training which focuses on their responsibility for recognition and responding to any employee that may be suspected of being under the influence of drugs or alcohol.
- 3.4. Random testing of employees performing safety sensitive functions as defined by the FAA. process by which contract required random drug testing will be conducted.

**4.0 MANAGEMENT RESPONSIBILITIES/PROCEDURES:**

4.1 Written Policy and other Communication:

The company will maintain polices and other communication on substance abuse that will be consistent with Army values. Specific communication on substance abuse will also be included in the LSI employee handbook. All employees are made aware of company sponsored counseling services at their time of hire and during an annual benefits enrollment period.

4.2. Substance Abuse Awareness Training:

All employees will participate in a minimum of 4 hours of substance abuse awareness per year. Detailed records of individual participation will be maintained to support compliance with this requirement.

4.3 Supervisory Substance Abuse Awareness Training:

4.3.1 All supervisory personnel will complete a supervisory substance abuse awareness training program within 60 days of promotion into a management position and refresher training on an annual basis.

4.3.2 This training will focus on being able to prevent accidents, injury and death caused by employees who may be under the influence of drugs or alcohol. This training will address (1) drug and alcohol regulations that apply to reasonable suspicion training, (2) physical, behavioral, speech and performance indicators of substance abuse, (3) how to initiate reasonable suspicion testing.

4.4 Random Drug Testing:

4.4.1 Random drug testing will be performed consistent with FAA regulations Appendix I to Part 121 – Drug Testing Program.

4.4.2 The following positions have been determined to meet the FAA definition of safety sensitive function and will be subject to testing:

**Instructor Pilot, Instructor Pilot Candidate (MOI), MOI Instructor, MOI Director, Flight Commander, Assistant Flight Commander, Training Safety Officer.**

4.4.3 Substances for which testing will be conducted:

Employees will be tested for evidence of marijuana, cocaine, opiates, phenylcyclidine (PCP) and amphetamines.

4.4.4 The minimum annual percentage rate for random drug testing shall be 50% of covered employees. The FAA Administrator may increase or decrease the annual percentage rate for random testing based on the reported positive rate for the entire industry. All information used for this determination is drawn from statistical reports required by the FAA. Each year the FAA Administrator will publish in the Federal Register the minimum annual percentage rate for random drug testing of covered employees.

4.4.5 Adjustment to the minimum annual percentage rates for testing:

When the minimum annual percentage rate for random drug testing is 50 percent, the FAA Administrator may lower this rate to 25 percent of all covered employees if the Administrator determines that the data received under this the reporting requirements of this appendix for two consecutive calendar years indicate the reported positive rate is less than 1.0 percent.

When the minimum annual percentage rate for random testing is 25%, and the data received under the reporting requirements for any calendar year is equal to or greater than 1.0 percent, the administrator will increase the minimum annual percentage rate for random testing to 50% of all covered employees.

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- 4.4.6 To ensure the selection of employees for random testing is made by a credible method, LSI will use a service agent with a reputation for managing the selection process according to federal requirements.
- 4.4.7 LSI will ensure that the minimum required number of employees have been tested by dividing the total number of completed tests by the average number of safety sensitive employees eligible for random testing.
- 4.4.8 LSI will ensure that random drug tests are unannounced and that the dates for random testing are reasonably spread throughout the calendar year.
- 4.4.9 LSI requires each safety sensitive employee who is notified of selection for random drug testing proceeds to the designated collection site immediately. If the employee is performing a safety sensitive function at the time of the notification, LSI will ensure the employee ceases to perform the safety-sensitive function and proceeds to the collection site as soon as possible.
- 4.4.10 In the event an employee is selected from the random pool and is not immediately available for testing as required, a letter describing the circumstances that prevented the employee from being tested will be prepared by the appropriate Division Director. This letter will be maintained with the contractors testing records and will be available for inspection.



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