



CITY OF MADEIRA BEACH

DRUG-FREE WORKPLACE POLICY

AND

SUBSTANCE ABUSE PREVENTION PROGRAM

City of Madeira Beach, Florida
300 Municipal Drive
Madeira Beach, Florida 33708
727-391-9951

Prepared: 98-08-06

Implemented: 99-01-05

Revised: 07-02-27, through Resolution 07.06, with Personnel Policies and Procedures

Reviewed: 02-14-11

DRUG-FREE WORKPLACE POLICY AND SUBSTANCE ABUSE PREVENTION PROGRAM

TABLE OF CONTENTS

I. Purpose1

II. Policy1

III. Definitions2

IV. Procedures4

V. Prohibitions8

VI. Rights/Responsibilities of Employees9

VII. Testing10

DRUG-FREE WORKPLACE POLICY AND SUBSTANCE ABUSE PREVENTION PROGRAM

DRUG-FREE WORKPLACE POLICY AND SUBSTANCE ABUSE PREVENTION PROGRAM

I. PURPOSE

The City of Madeira Beach believes the safety and health of its employees and the public is of utmost importance. Employees are expected and required to report to work on time and in appropriate mental and physical condition for work.

Drug and alcohol abuse results in increased absenteeism, tardiness and on-the-job accidents as well as potential danger to fellow employees and the public. It also has legal, economic, social, medical, and political consequence on our society as a whole. Unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, illegal drug or use of alcoholic beverages in the workplace is prohibited. This policy is implemented in compliance with the Workers' Compensation Drug-Free Workplace, Section 440-102 Florida Statute (FS) and Florida Administrative Code (FAC) Rules 38F-9.

II. POLICY

Employees of the City of Madeira Beach are to remain free from influence, possession, or use of drugs, unless prescribed by a health care provider, or alcohol in the workplace. The City understands that employees and applicants under a physician's care may be required to use prescribed drugs. An employee who takes any prescribed or over-the-counter drugs which impair his/her essential job functions or which cause a direct threat to the health or safety of the employee or others in the workplace, must advise his/her supervisor of such use before reporting to work under such medication. The City will try to reasonably accommodate the employee. Failure to report such use may result in disciplinary action. Additionally, reporting to work or working while impaired under the influence of illegal drugs or alcohol or using drugs in a manner other than prescribed or directed is prohibited.

A. Substance abuse testing program will include the following:

1. **Pre-Employment:** The City will conduct pre-employment drug screening. The applicant will be given advance notice that drug testing will be conducted.
2. **Reasonable Suspicion:** If "reasonable suspicion" has been established that an employee is under the influence of alcohol, an illegal drug, or a controlled substance, the employee will be subject to a blood and/or urine test. **Form 5 'Supervisor's Checklist' must be substantiated by a second supervisor.**
3. **Following on-the-job Accidents:** Testing will be performed for on-the-job accidents resulting in personal injury or property damage; NOTE: employees may not use alcohol for eight (8) hours following an accident if

DRUG-FREE WORKPLACE POLICY AND SUBSTANCE ABUSE PREVENTION PROGRAM

a post-accident test is conducted, whichever comes first.

4. Fitness for duty medical examinations.
 5. Employees participating in a substance abuse rehabilitation (subject to random testing for a period of two years).
- B. Professional counseling assistance is provided through the City's Employee Assistance Program (EAP) to help resolve problems that may impact work performance or personal life. The program is strictly confidential. It is the responsibility of each employee to seek assistance from the EAP or any personally-selected counseling professional before drug abuse and/or alcohol problems lead to disciplinary actions.
- C. Employees who the Medical Review Officer determines to be in need of the EAP, will have to undergo follow-up testing after rehabilitation for a minimum of two (2) years.

III. DEFINITIONS

Abuse of a Prescribed Drug: Use of any drug ordered by a physician in a manner not in compliance with the prescription.

Alcohol: Ethyl alcohol (ethanol). References to use of a beverage, mixture or preparation containing ethyl alcohol or a derivative.

Applicant: A person who has applied for a position with the City and has been offered employment conditioned upon successfully passing a drug test.

Appointed Authority: The City's Drug-Free Workplace Coordinator, which is the Human Resource Manager.

Confirmed Positive Test Result: A positive test result that has been confirmed by a second, independent, analytical procedure to identify the presence of a specific drug or metabolite which uses a different technique and chemical principle from that of the initial test in order to ensure reliability and accuracy. All confirmation tests will be according to "cut-off" levels provided in 38F-9, FAC, unless otherwise dictated by State or Federal regulation.

Controlled Substances: Any mind altering and/or addictive substances included in the current provisions of the U.S. Government Controlled Substance Act of 1970, and any substance described in Schedules I through V of Chapter 893.03 of the FS entitled "Florida Comprehensive Drug Abuse Prevention and Control Act."

Drug: Any controlled substances listed above examples of which may include, but not be limited to: alcohol, including a distilled spirit, wine, malt beverage, or an intoxicating liquor; an amphetamine; a cannabinoid; cocaine; phencyclidine (PCP); a hallucinogen; methaqualone; an opiate; a barbiturate; a benzodiazepine; a synthetic narcotic; a designer drug or metabolic of any of the substances listed in this paragraph.

DRUG-FREE WORKPLACE POLICY AND SUBSTANCE ABUSE PREVENTION PROGRAM

Employee Assistance Program (EAP): Established program capable of providing expert employee assessment of employee personal concerns, short-term counseling and referral services to employees for a wide range of drug, alcohol and mental health problems. Monitors the progress of employees while in treatment and the follow-up services for employees who participate in programs requiring monitoring after return to work.

Illegal Drug: Any drug which is not legally obtained; a drug which may have been legally obtained but has not been used under the care and supervision of a physician or in the manner prescribed; use of a substance listed in § 877.111 FS in a manner which may violate § 877.111 FS.

Medical Review Officer (MRO): Licensed physician, knowledgeable of substance abuse and disorders, laboratory testing procedures and chain of custody whose primary responsibility is to review and verify positive or confirmed positive test results obtained from the laboratory.

Positive Alcohol Test: A blood or urine test that reveals a blood alcohol content of 0.05 g/d 1% or higher.

Positive Drug Test: A blood or urine test that reveals the presence of an illegal drug at a specified level according to FAC Rule 38F-9.007 "cut-off" levels.

Reasonable Suspicion Testing: Drug testing based on a belief that an employee is using or has used drugs in violation of the City's policy, drawn from specific, objective, and articulable facts and reasonable inference drawn from those facts in light of experience. Among other things, such facts and inferences may be based on:

Observable phenomena while at work, such as direct observation of drug use or the physical symptoms or manifestations of being under the influence of a drug.

Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.

A report of drug use, provided by a reliable and credible source.

Evidence that an individual has tampered with a drug test during his or her employment with the City.

Information that an employee has caused, contributed to, or been involved in an accident while at work.

Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the City's premises or while operating the City's vehicle, machinery or equipment.

Safety Sensitive Position: A position in which a drug impairment constitutes an immediate and direct threat to public health or safety, such as a position that requires the employee to perform life-threatening procedures; a position similar to state employment positions subject to security checks under FS §110.1127; or a position in which a momentary lapse in attention could result in injury or death to

DRUG-FREE WORKPLACE POLICY AND SUBSTANCE ABUSE PREVENTION PROGRAM

another person.

Special Risk Position: A position that is required to be filled by a person who is certified under Chapter 633, Fire Protection.

Specimen: Tissue, hair or a product of the human body capable of revealing the presence of drugs and/or alcohol or their metabolites as approved by United States Food and Drug Administration and the Agency for Health Care Administration.

Substance Abuse: Inappropriate use of any drug, unless used as prescribed, and/or alcohol in such a manner as to jeopardize the individual's physical or mental health or impair judgment or motor function. A verified positive drug and/or alcohol test result is absolute evidence of substance abuse.

Verified Positive Test Result: Positive or confirmed positive test results that the Medical Review Officer has reviewed and discussed with the individual tested. The Medical Review Officer may obtain all necessary information, including medication history, general medical history, physical examination findings, and other information necessary to verify the results as positive or negative for evidence of the presence of controlled or illegal drugs. The employee shall execute necessary paperwork for the Medical Review Officer to obtain said information. Failure to execute paperwork will result in a positive/confirmed positive test result.

IV. PROCEDURES

A. Types of Drug Testing

1. Applicants/New Hires: The City will conduct pre-employment drug screening as a part of the employment selection process. A refusal to take a drug test or a verified positive test result will preclude further consideration for employment for one year from the date of the test. The City shall provide notice of drug testing on all vacancy announcements.
2. Reasonable Suspicion Drug Testing: A supervisor who has witnessed any questionable behavior shall consult with the employee to determine the cause for the behavior, as defined under "reasonable suspicion testing" in Section III. Similar consultations may be required by reports from other employees or written correspondence from employees or citizens. A second supervisor shall witness questionable behavior and review the "Supervisors Checklist" (Form 5) and verify same.

Supervisor's Checklist. A supervisor who has witnessed any questionable behavior shall complete the Supervisor's Checklist documenting the behavior. This checklist should be completed prior to the testing but in no case should it be completed later than three (3) days following the observed behavior. If after the consultation, in the opinion of the supervisor reasonable suspicion exists, the employee will be required to sign the checklist and submit to a blood and/or urine test in accordance with the Substance Abuse Testing Procedures. The supervisor shall present the employee with a copy of the checklist upon request.-

DRUG-FREE WORKPLACE POLICY AND SUBSTANCE ABUSE PREVENTION PROGRAM

3. Accident/Injury Drug Testing: Employees who are injured on-the-job will be asked to submit to a drug or alcohol test if the accident
 - a. Involves a motorized vehicle.

or
 - b. If the employee received treatment for any injury as a result of any on-the-job accident.

or
 - c. The employee directly contributed to the injury of a fellow employee or a member of the public.

Employees who are injured on-the-job and who refuse to take a drug test may be denied all workers' compensation benefits, both medical and indemnity benefits, as provided in the Florida Worker's Compensation Act and may be terminated from employment. An employee who is injured on-the-job and has a verified positive or confirmed positive drug test may also be disqualified from all worker's compensation medical and indemnity benefits.

4. Follow-up Testing: If the employee in the course of employment enters an employee assistance program for drug-related problems, or an alcohol and drug rehabilitation program, the employee must submit to a drug test as a follow-up to such program, at random for up to 2 years thereafter.
5. Return-to-Duty Testing: No employee shall be allowed to return to work until he/she presents a statement from a licensed medical doctor that the employee has tested negative and is fit to return to full duty.

B. Notification/Employee & Applicant Rights

Employees who are requested to undergo a test of their blood and/or urine shall be informed that they may request that the specimen be forwarded for testing to another approved laboratory at the employee's expense if the first test is positive. If this test provides a negative result, the City will bear the expense of the employee's requested test and the results of both tests shall be deemed negative. All laboratories shall be licensed and approved by the Agency for Health Care Administration or certified by the U.S. Department of Health and Human Services.

An employee or applicant who receives a positive or confirmed positive drug test result may contest or explain the result to the MRO within 5 working days of the MRO receiving written notification of the test result. If the employee's or applicant's explanation or challenge is unsatisfactory to the MRO, the MRO shall report the positive test result to the City. If any employee or applicant tests results are verified "positive or confirmed positive", the employee or

DRUG-FREE WORKPLACE POLICY AND SUBSTANCE ABUSE PREVENTION PROGRAM

applicant will be notified in writing within or up to five (5) working days from receipt of test results from the MRO as well as the consequences of the test result and options of appeal available to the employee. The employee or applicant may contest or explain the results to the City within five (5) working days of receipt of notice of the positive test result. If an applicant or employee's explanation or challenge is unsatisfactory to the City, the City will send back a written note explaining why the explanation was unsatisfactory, along with the positive report. The person may contest the test result as provided in 38F-9.009, FAC. Any employee who tests verified positive for the presence of alcohol or drugs may request a meeting with the supervisor and the Human Resource Officer to explain the presence of the alcohol or drugs, and present relevant testimony or documentary evidence. Within 180 days from receipt of test results, the employee or applicant will have the right to have the specimen retested at the applicant's or employee's expense, at a laboratory licensed and approved by the Agency for Health Care Administration or a laboratory certified by the U.S. Department of Health and Human Services.

The employee or job applicant is responsible to notify the laboratory of any administrative or civil actions brought pursuant to Ch. 440 FS. Employees or job applicants have a right to consult the MRO for technical information regarding prescription and non-prescription medication. Employees may have appeal rights under the Personnel Policies and Procedures for discipline relating to drug or alcohol use.

Employees who are employed under a collective bargaining agreement should check the agreement for additional rights in that regard as well.

C. Transportation/Identification

1. Applicants/New Hires: Applicants will be responsible for providing their own transportation to the designated drug testing facility.
2. Other testing: If a supervisor or manager believes the employee to be under the influence of drugs or alcohol or to have consumed drugs or alcohol on City premises, or there is reasonable suspicion of any impairment, the employee shall be taken by an appointed representative of the appointed authority to the designated laboratory for substance abuse testing and thereafter suitable arrangements for transportation home will be made. An employee will be told not to drive home. If the employee insists on driving, the employee shall be told that the police will be notified or called in to assist in the escort of the employee from the premises. After normal laboratory hours, the employee shall be taken to another designated collection site. The collection site person shall require, for identification purposes, that the employee being tested present a photo ID. If the employee does not have proper photo identification, the collection site person shall contact the designated agency authority who can positively attest to the identity of the employee. If the employee cannot be properly identified, the collection site person shall not proceed with the collection.

DRUG-FREE WORKPLACE POLICY AND SUBSTANCE ABUSE PREVENTION PROGRAM

D. Confidentiality

The results of the test will be treated as confidential and exempt from the Public Records Act to the degree permitted by FS §119.07(1) and §440.102(8). All information, interviews, reports, statements, memoranda, drug test results, written or otherwise received by the City as part of this drug testing program, are confidential communications unless authorized by State law, rules or regulations. The City will not release such information without written consent form signed voluntarily by the person tested in compliance with Rule 38F-9.012, FAC.

E. Return to Work/Leave

Section IV (Procedures), A (Types of Drug Testing), Item 5. (Return-to-Duty Testing), states: "No employee shall be allowed to return to work until he/she presents a statement from a licensed medical doctor that the employee has tested negative and is fit to return to full duty."

The employee will not be allowed to return to work until all test results are received from the Medical Review Officer (MRO). During this time, the employee will be on administrative leave of absence, but must remain reasonably available for contact. If the employee tests negative, he/she can return to work according to schedule. Any annual leave or sick leave used to pay for the administrative leave of absence is subject to reinstatement if the employee has a verified negative or confirmed negative test result.

If the employee tests verified positive and does not hold a safety sensitive or a special risk position and the positive test is the only basis for discipline, the employee will be allowed to return to work provided the employee enters the City's Employee Assistance Program at his/her expense and completes required rehabilitation successfully with follow-up testing for up to two (2) years.

No employee shall be allowed to return to work until he/she presents a statement from a licensed medical doctor that the employee has tested negative and is fit to return to full duty. The City shall test as frequently as it deems appropriate to responsibly monitor the employee's status during this period without any necessity for reasonable suspicion. Disciplinary action, suspension, or termination may still be warranted if the employee committed misconduct in addition to having a positive drug test.

If the employee holds a safety sensitive position and enters an employee assistance program or drug rehabilitation program, the City shall assign the employee to a position other than a safety sensitive position or, if such position is not available, the employee will be placed on leave while the employee is participating in the program. The employee shall be permitted to use any accumulated sick and/or annual leave credits before leave may be ordered without pay. If an employee is in a safety sensitive position, and tests verified positive while in rehabilitation or the EAP, or is a second time offender, the employee shall be terminated immediately.

DRUG-FREE WORKPLACE POLICY AND SUBSTANCE ABUSE PREVENTION PROGRAM

An employee who is employed in a special-risk position may be discharged or disciplined for the first verified positive test result if the drug confirmed is an illicit drug under §893.03 or §877.111 FS. A special-risk employee who is participating in an employee assistance program or drug rehabilitation program may not be allowed to continue to work in any special-risk or safety-sensitive position but may be assigned to a position other than a safety-sensitive position or placed on leave while the employee is participating in the program. However, the employee shall be permitted to use any accumulated sick and/or annual leave before leave may be ordered without pay.

F. Disciplinary Action

Acts of misconduct committed while under the influence of drugs or alcohol will subject the employee to disciplinary action including discharge. Employees who refuse to take a test under the provisions stated above shall be subject to disciplinary action up to and including discharge. Absent grounds for discipline, employees not holding a safety sensitive position or special risk position who submit to a test shall not normally be subject to discharge the first time they are found in violation provided they enroll in the Employee Assistance Program offered by the City. Employees who are found to be in violation of this policy a second time or who refuse to be properly tested shall be terminated. The supervisor, with the approval of the department head, may indefinitely reclassify or demote affected employees if it is deemed appropriate to prevent the employee from working in a position that could result in harm to the employee, fellow employees, or members of the public.

G. Employee Assistance Program

Through the Employee Assistance Program, the City provides appropriate assessment, referral to treatment, and treatment of drug and alcohol abuse (subject to the provisions of the insurance plan). Such employees may be granted leave of absence with the provision that return to work is conditional upon the successful completion of the agreed treatment regimen which includes an aftercare program.

V. PROHIBITIONS

The City of Madeira Beach Drug-Free Workplace Policy prohibits the following:

- A. Illegal or unauthorized use, possession, manufacture or distribution of drugs or alcohol on City premises, on City time, or in City supplied vehicles or the use of such vehicles or other real or personal City property to facilitate such activities.
- B. Illegal or unauthorized use, possession, manufacture, distribution of drugs or alcohol off City property during working hours.
- C. Testing verified positive for alcohol or drugs a second time under the provisions of this policy.

DRUG-FREE WORKPLACE POLICY AND SUBSTANCE ABUSE PREVENTION PROGRAM

- D. Consumption of alcohol or illegal or unauthorized use of drugs during breaks or lunch.
- E. Consumption of alcohol or illegal or unauthorized use of drugs off-duty while wearing a City uniform with City insignia.
- F. Refusing to consent to alcohol or drug testing when requested by management when reasonable suspicion is established.
- G. Refusing to sign a statement agreeing to abide by the City's Drug-Free Workplace Policy.

Violations of these prohibitions may result in disciplinary action, up to and including termination.

VI. RIGHTS/RESPONSIBILITIES OF EMPLOYEES

- A. All employees will be provided a copy of the Drug-Free Workplace Policy and sign a receipt form.
- B. Information about the benefits of the City's Employee Assistance Program services is available from the Human Resource Manager.
- C. Current employees have been provided with a 60-day notice prior to the initial implementation of the Drug-Free Workplace Policy and will be provided a 30-day notice of any changes.
- D. An employee or applicant who receives a positive or confirmed positive drug test result may contest or explain the result to the MRO within 5 working days of the MRO receiving written notification of the test results. If the employee's or applicant's explanation or challenge is unsatisfactory to the MRO, the MRO shall report a positive test result to the City. If there is a "Verified Positive Test Result," the employee or applicant may contest or explain a verified positive test result to the City within five (5) working days after written notification of the result. If the explanation is unsatisfactory, the City must provide a written explanation to the employee or applicant explaining why the explanation was unsatisfactory along with a report of the verified positive or confirmed positive drug test from the MRO. The tested individual may contest the drug test result pursuant to the 38F-9 FAC.
- E. The employee or job applicant will be given an opportunity, both before and after the test to confidentially report the use of prescription or non-prescription drugs that may alter or affect a drug test or by reporting the same to the MRO on the Employee/Applicant Drug Use Information Form or to discuss with the MRO the effect of such substances by calling the MRO.
- F. A copy of all test results will be given to the employee upon request and the original will be kept confidential to the degree permitted by law and retained in Human Resources.

DRUG-FREE WORKPLACE POLICY AND SUBSTANCE ABUSE PREVENTION PROGRAM

- G. The City will provide an annual education workshop and new hire orientation for employees of the Drug-Free Workplace Policy to assist employees in identifying personal and emotional problems which may result in the misuse of alcohol or drugs and also the legal, social, physical and emotional consequences of misuse of alcohol or drugs.
- H. An employee may have the right to appeal any disciplinary decisions resulting from a verified positive drug or alcohol test in accordance with the City's Personnel Policy. Further if the employee is employed under a collective bargaining contract, the employee may have the right to appeal under that document.
- I. An employee with a positive test may contest the result pursuant to § 440.102, FS or FAC 38-F9.

VII. TESTING

- A. The laboratory for alcohol or drug testing must be licensed and approved by the Agency for Health Care Administration or certified by the U.S. Department of Health and Human Services. The collection site must have a written chain of custody procedure for sample collection and testing which will eliminate the possibility of tampering and will verify the identity of each sample and test result.
- B. An employee injured at the workplace and required to be tested shall be taken to a medical facility for immediate treatment of the injury. If the employee is not at a designated collection site, the employee shall be transported to one as soon as it is medically feasible and specimens shall be obtained. If it is not medically feasible to move the injured employee, specimens will be obtained at the treating facility under the procedures set forth in this policy and transported to an approved testing laboratory. No specimens for chemical testing will be taken prior to the administration of emergency medical care. Once this condition has been satisfied, and injured employee must release to the City the results of any tests conducted for the purpose of showing the presence of alcohol or drugs.
- C. The initial testing shall use an immunoassay which meets the requirements of the Food and Drug Administration for commercial distribution. All drug tests will be confirmed by the use of a gas chromatography/mass spectrometry test or an equivalent scientifically accepted method which provides quantitative data about the detected drug. The employee's blood or urine will be deemed positive if the presence of one of the following illegal or prohibited substances is detected:

Alcohol. All liquids containing ethyl alcohol (ethanol). Please read the label for alcohol content. As an example, Vick's NyQuil is 25% (50 Proof) ethyl alcohol, Comtrex is 20% (40 Proof), Contact Severe Cold Formula Night Strength is 25% (50 proof) and Listerine is 26.9% (54 Proof).

DRUG-FREE WORKPLACE POLICY AND SUBSTANCE ABUSE PREVENTION PROGRAM

Amphetamines: Obetrol, Biphphetamine, Desoxyn, Dexedrine, Didrex, Delcobese, Mediatric (uppers).

Canabinoids: Marinol (Dronabinol), marijuana (pot, Acapulco Gold, grass, reefer, joint, weed), Tetrahydrocannabinol (THC), Hashish (hash), Hashish Oil.

Cocaine: Cocaine HCl topical solution (Roxanne), coke, flake, snow, crack, nose candy.

Phencyclidine: Not legal by prescription; PCP, angel dust, hog.

Methaqualone: Not legal by prescription; Quaalude.

Opiates: Paregoric, Dover's Powders, Opium, Parepectolin, Donnagel PG, Morphine, Pectoral Syrup, Tylenol with Codeine, Empirin Compound with Codeine, APAP with Codeine, Aspirin with Codeine, Robitussin AC, Guiatuss AC, Novahistine DH, Novahistine Expectorant, Dilaudid (Hydromorphone), M-S Contin and Roxanol (morphine sulfate), Percodan, Vicodin, etc.

Barbiturates: Phenobarbital, Tuinal, Amytal, Nembutal, Seconal, Lotusate, Fiorinal, Fiorcet, Esgic, Butisol, Mebaral, Butabarbital, Butabital, Phrenilin, Triad, etc.

Benzodiazepines: Ativan, Azene, Clonopin, Dalmane, Diazepam, Librium, Xanax, Serax, Traxene, Valium, Verstran, Halcion, Paxipam, Restoril, Centrax.

Methodone: Dolophine, Methadone, Methadose.

Propoxyphene: Darvocet, Darvon N, Dolene, etc.

Other Narcotics: Heroin, Hydrocodone, Hydromorphone, Oxycodone, LAAM, Fentanyl, Percocet, Tylox, Darvon, Buprenorphine, Meperidine (Pethidine), Demerol, Rohpnl.

Other Depressants: Chloral Hydrate, Glutethimide, Equanil, Miltown, Noludar, Placidyl, Valmid.

Other Stimulants: Amphetamine, Methamphetamine, Methylphenidate, Adipex, Didrex, Ionamin, Melfiat, Plegine, Captagon, Sanorex, Tenuate, Tepanil, Prelu-2, Preludin.

Other Hallucinogens: LSD, Mescaline, Peyote, Bufotenine, Ibogaine, DMT, DET, Psilocybin, Psilocyn.

If circumstances warrant, substances other than those listed above which induce a condition of intoxication or which impair or disturb the auditory, visual or mental processes, may be tested for.

DRUG-FREE WORKPLACE POLICY AND SUBSTANCE ABUSE PREVENTION PROGRAM

All confirmation tests will be according to 38F-9.007, FAC "cut-off" levels for positive confirmation testing, unless otherwise dictated by State and/or Federal Regulation, as amended.

- D. A list of the most common drugs or medications by brand or common name, as well as chemical names which may alter or affect a drug test available at the collection site.
- E. The testing facility will ensure that any positive sample is preserved in condition that will permit accurate re-testing within 180 days from the time the employee receives the results of the test.
- F. A verbal report from an MRO of a verified positive or confirmed positive test result shall be followed by a written report