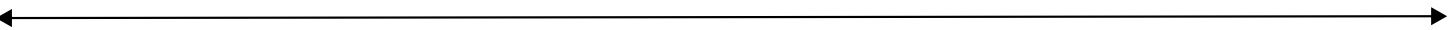


DRUG & ALCOHOL PROGRAM CHECKLIST – Items 1 thru 7 must be Yes to issue a Decal

Examination Items	Applicable Regs.	Yes	No
1). Do crew members know who the Designated Employee Representative (DER) is?	49 CFR 40.3	<input type="checkbox"/>	<input type="checkbox"/>
2). Is there a company's policy?	46 CFR 16.401	<input type="checkbox"/>	<input type="checkbox"/>
3). Did crew members receive, or are they aware of, the Employers Drug Policy (<i>Company Policy</i>)? (EAP Education Program)	46 CFR 16.401	<input type="checkbox"/>	<input type="checkbox"/>
4). Were Hotline Numbers given to employees, or posted in a common space? (EAP Education Program)	46 CFR 16.401	<input type="checkbox"/>	<input type="checkbox"/>
5). Has supervisory and general crew members received awareness training (EAP)? (EAP Training Program)	46 CFR 16.401	<input type="checkbox"/>	<input type="checkbox"/>
6). Were all crew members pre-employment tested or transferred from another DOT Regulated employer?	46 CFR 16.210	<input type="checkbox"/>	<input type="checkbox"/>
7). Is there knowledge of where to go or how to get drug and alcohol testing accomplished in the event of a Serious Marine Incident (SMI) ? (2hr testing for alcohol : 32hr testing for drugs)	46 CFR 4.06	<input type="checkbox"/>	<input type="checkbox"/>
8). Are Alcohol Testing Devices kept onboard? (if no, <i>how do they meet the 2 hr alcohol requirement?</i>)	46 CFR 16.240 46 CFR 4.06	<input type="checkbox"/>	<input type="checkbox"/>
9). Have any crew members been randomly tested this year?	46 CFR 16.230	<input type="checkbox"/>	<input type="checkbox"/>



Name of Consortium/TPA: or _____

Name of SMI Testing Facility _____

Must Test Drugs & Alcohol

46CFR 16.401 Employee Assistance Program (EAP).

The employer shall provide an Employee Assistance Program (EAP) for all crewmembers. The employer may establish the EAP as a part of its internal personnel services or the employer may contract with an entity that will provide EAP services to a crewmember. Each EAP must include education and training on drug use for crewmembers and the employer's supervisory personnel as provided below:

- (a) **EAP education program**: Each EAP education program must include at least the following elements: display and distribution of informational material; display and distribution of a community service hot-line telephone number for crewmember assistance, and display and distribution of the employer's policy regarding drug and alcohol use in the workplace.
- (b) **EAP training program**: An EAP training program must be conducted for the employer's crewmembers and supervisory personnel. The training program must include at least the following elements: the effects and consequences of drug and alcohol use on personal health, safety, and work environment; the manifestations and behavioral cues that may indicate drug and alcohol use and abuse; and documentation of training given to crewmembers and the employer's supervisory personnel. Supervisory personnel must receive at least 60 minutes of training.