

MARISTAFF INCORPORATED

**POLICY
ON
SUBSTANCE
ABUSE
— *AND* —
A
GENERAL
EDUCATION
OVERVIEW**

MARISTAFF INCORPORATED

POLICY ON SUBSTANCE ABUSE

POLICY OVERVIEW

MARISTAFF has a vital interest in maintaining a safe, healthful, efficient and professional environment for its employees and clients. Being under the influence of alcohol and/or a drug on the job can pose serious safety and health risks not only to the user, but to all those who may come into contact with the abuser. The possession, use or sale of an illegal drug or alcohol in the workplace, whether one works in the confines of the office or is on the job in other areas, presents an unacceptable risk for safe, healthful, efficient and professional operations.

We recognize that *MARISTAFF*'s health and future are dependent upon the physical and psychological health of its employees. Accordingly, the Corporation has the right, obligation and intent to maintain a safe, healthful, efficient and professional environment for all its employees; and to protect our employees, clients and property. In addition to the corporation's attitude, *MARISTAFF* works with Federal contractors, and the law requires the corporation to conform to the "*Drug-Free Workplace Act of 1988*."

With these basic objectives in mind, *MARISTAFF* has established the following Policy with regard to use, possession, or sale of illegal drugs and alcohol to maintain a Drug-Free Workplace.

POLICY STATEMENT

MARISTAFF maintains a "Zero Tolerance Policy" toward drug and alcohol use or possession which could affect its workplace.

The use, possession, concealment, transportation, promotion, or sale of any drugs, unauthorized alcoholic beverages, or other illicit or chemical substances by any person on Corporation property or on the property of the Corporation's clients is strictly prohibited. Because of the medical difficulty of determining the precise amount of any chemical substance which may cause intoxication or impair a person's mental, sensory, or emotional faculties, any use of drugs or illegal substances on a person's off duty time shall be treated as a violation of this policy if it leaves any detectable amounts of the substance within the person's bodily fluids when that individual is on Corporation property or on the property of the Corporation's clients on duty. Persons found with such substances within their bodily fluids shall be considered unfit for duty and shall be removed from the Corporation's property or the property of the Corporation's clients.

I. DEFINITIONS

A. "UNDER THE INFLUENCE"

For the purpose of this Policy is defined as: an employee who is affected by a drug or alcohol, or the combination of a drug and alcohol, **in any detectable manner**. The symptoms of influence are not limited to those consistent with misbehavior, nor to obvious impairment of physical and/or mental ability such as slurred speech or difficulty in maintaining balance. A determination of influence can be established by professional opinion, or a scientifically valid test; and, in some cases, by a lay person's opinion.

B. "LEGAL DRUGS"

For the purpose of this Policy is defined as: 1) A drug prescribed for the individual and such Over-The-Counter drugs which have been legally obtained and are being used for the purpose for which they were intended or manufactured.

C. *"ILLEGAL DRUGS"*

For the purpose of this Policy is defined as: **ANY** drug which 1) is not legally obtainable or 2) which is legally obtainable but has not been obtained in an acceptable legal manner. This term includes prescription drugs not legally obtained and prescription drugs not being used as prescribed. It also includes marijuana.

D. *"DRUG TEST"*

Means any chemical, biological or physical instrumental analysis administered for the purpose of determining the presence or absence of a drug or its metabolites. The initial test shall be by means of a sensitive, rapid and reliable procedure to identify negative and presumptive positive specimens. Such tests shall use an immunoassay procedure or equivalent. Tests for alcohol may be an enzyme oxidation method or may use blood alcohol standard testing.

The following substance may be tested for and all levels equal to or exceeding the following shall be reported as positive:

Alcohol	0.04 g%
Amphetamines	1,000 ng/ml
Cannabinoids	50 or 100 ng/ml
Cocaine	300 ng/ml
Phencyclidine	25 ng/ml
Methaqualone	300 ng/ml
Opiates	300 ng/ml
Barbiturates	300 ng/ml
Benzodiazepines	300 ng/ml
Synthetic Narcotics:	
Methadone	300 ng/ml
Propoxyphene	300 ng/ml

E. *"CONFIRMED OR CONFIRMATION DRUG TEST"*

All specimens identified as positive on the initial tests shall be confirmed using GC/MS (gas chromatography/mass spectrometry), except that alcohol will be confirmed by using gas chromatography. All confirmations shall be done by quantitative analysis. The following cutoff levels shall be used when analyzing specimens to determine whether they are positive or negative for these drugs or metabolites. All levels equal or exceeding the following shall be reported as positive:

Alcohol	0.04 g%
Amphetamines	500 ng/ml
Cannabinoids	15 ng/ml
Cocaine	150 ng/ml
Phencyclidine	25 ng/ml
Methaqualone	150 ng/ml
Opiates	300 ng/ml
Barbiturates	150 ng/ml
Benzodiazepines	150 ng/ml
Synthetic Narcotics:	
Methadone	150 ng/ml
Propoxyphene	150 ng/ml

F. *"POSITIVE TEST RESULTS"*

As used in this policy, "positive test results" mean a written report from the National Institute for Drug Abuse (NIDA) certified laboratory of a confirmation test on a particular employee's specimen revealing the presence of illegal substances or their metabolites within the specimen.

In a nutshell, you need that substance to give you a certain feeling created by that chemical. It helps you feel a certain way you want to feel psychologically. Physically, there are many different things which occur in your body as a result, none of them are good. Drugs artificially alter the body's normal make-up. If you doubt that, look at the horrors of withdrawal as the body struggles to return itself to normal. Why does an alcoholic suffer from severe liver damage? Or, the "Coke" user face life-threatening heart problems? Or, the person who does "Designer Drugs" present evidence of chromosome damage to perhaps pass on to their future children. Why should you risk the most precious thing you have . . . your life?

RECOGNIZING THE PROBLEM

The most difficult task a person can undertake is that of recognition, to see they are an abuser. When one does drugs or alcohol you tend to think more about them. In fact, the chances are better than even that you plan part of your life around them. And, you tell yourself the classical myth: "I can handle it."

Can you "Handle it"? The odds of you winning the Ed McMahan sweepstakes are better. But, you know this and just as predictably, deny there is a problem. Or, along the same lines is the thought that you really do have a problem but you are afraid to deal with it.

If you have a problem, you need help. You are not weak or lacking in character; there is a very tiny percentage of people who can successfully confront and solve their dependency problem.

HELP

The most important step in finding help is the discovery that help is needed. The second step is to ask for it. Your employer is willing to assist you. Scales Transport Corporation, through its partnership with Medical Specialty Consultants, Inc., maintains a comprehensive listing of counselors, substance abuse programs and treatment facilities that are available to help you help yourself, no matter where you live.

What about the employee who is an abuser but refuses to seek help. "But," you think, "I can't say anything, they are my friend." Or, "If I said anything, it could destroy his family and ruin their job."

If you are a true friend, you cannot be silent any more than you could give them your car keys to drive home when drunk. Talk with your supervisor or the company's Medical Review Officer. All communication on the topic of Substance Abuse is Confidential. Remember, we all share the burden of the effects of abuse either directly or indirectly. Still afraid? Pick up the phone and dial 1-800-662-HELP. This service is confidential and run by NIDA (the National Institute on Drug Abuse).

ANSWERS

There are no easy answers. The gross annual income from illegal drugs in this country exceeds 110 billion dollars a year. It is a massive problem on a massive scale and the only way to begin to combat the epidemic of abuse is education and a willingness to defeat the problem.

For the person abusing substances it is to take that first step and seek help. For the company, it is through a Substance Abuse Program and Drug Free Workplace Policy, including testing. For everyone, it is the understanding that we must all work together to rid ourselves of this plague.

MARISTAFF, INC.

DRUGS OF ABUSE

Table of Information

AMPHETAMINES

Street Names: * Uppers * Speed * Meth *
Whites * Dexies * Black Beauties *
Crank *

Metabolite Detected

1. d-Amphetamine
2. di-Amphetamine
3. d-Methamphetamine
4. Benzphetamine
5. Fenfluramine-Obertrrol
6. Fetamin
7. Methamphetamine-Desoxyn

Sensitivity and Confirmation Method

0.3 ug/ml
GC/MS

Source of Interference

Some Cold Medications

Look For...

Pills of varying colors, possible chain smoking, long periods without rest or sleep. Loss of appetite, anxiety, irritability, rapid speech, tremors, mood elevation.

Dangers

Disorientation, severe depression, paranoia, possible hallucinations, increase in blood pressure, fatigue.

Time Detectable in Urine

1-2 days

COCAINE

Street Names: * Coke * Crack * White
Candy * Nose Candy * Snow * Toot *
Blow * Free Base * C * Flake * Gold
Dust *

Metabolite Detected

1. Benzoylcegonine

Sensitivity and Confirmation Method

0.3 ug/ml
GC/MS

Source of Interference

None

Look For...

Glassine envelopes, razor, small spoons, odorless, bitter white crystalline powder. Short-lived euphoria changing to depression. Nervousness, irritability, tightening of muscles.

Dangers

Shallow breathing, fever, anxiety, tremors, possible death from convulsions or respiratory arrest.

Time Detectable in Urine

12-48 hours

MARIJUANA

Street Names: * Dope * Pot * Reefer *
Toot * Blow * Grass *

Metabolite Detected

1. Marijuana
2. Hashish-Tetrahydrocannabinol (THC)
3. 11-Nor-9-Carboxy THC
4. (COOH-THC)

Sensitivity and Confirmation Method

20-100 ng/ml
GC/MS

Source of Interference

None

Look For...

Plastic baggies, rolling paper, "roach" clips, odor of burnt rope. Altered perception, dilated pupils, lack of concentration and coordination, craving for sweets, increased appetite, laughter.

Dangers

Psychological dependence, increased heart rate, impaired short-term memory, anxiety, lung damage, possible psychosis with chronic use.

Time Detectable in Urine

Occasional Use:
1-7 days
Chronic Use:
1-4 weeks

OPIATES

Street Names: * Codiene (school boy) *
Hydrocodone * Heroin (smack, horse,
junk) * Morphine ("M", "Miss Emma") *

Metabolite Detected

1. Morphine

Sensitivity and Confirmation Method

0.3-1 ug/ml
GC/MS

Source of Interference

Codiene
Chlorpromazine
Dextromethomorphan

Look For...

Glassine envelopes, needles & syringes, caps or spoons, tourniquets, needle marks on arms. Insensitivity to pain, euphoria, sedation, nausea, vomiting, itchiness, watery eyes, runny nose.

Dangers

Lethargy, weight loss, hepatitis, slow and shallow breathing, possible death when combined with barbiturates.

Time Detectable in Urine

1-3 days

PHENCYCLIDINE

Street Names: *Angel Dust * Devil Stick
* PCP * Dummy Dust * Elephant Juice *
Hog *

Metabolite Detected

1. PCP

Sensitivity and Confirmation Method

25-75 ng/ml

GC/MS

Source of Interference

P-Nitrophenol Acid

Look For...

Liquid capsule. White or brown powder can be put on paper stamps, sugar cubes, cigarettes, or joints. May be injected. Increased pulse and heart rate, blood pressure and temperatures. Mood and perception alteration possible; paranoia, panic, anxiety, nausea, tremors, suicidal urge.

Dangers

Unpredictable behavior, flashbacks, possible emotional instability and psychosis, hallucination.

Time Detectable in Urine

Occasional Use:

1-8 days

Chronic Use:

Up to 30 days

BARBITURATES

Street Names: * Downers * Dolls * Reds
* Rainbows * Yellows * Tunia * Goof
Balls * Blues *

Metabolite Detected

1. Secobarbital (Seconal)

2. Phenobarbital (Levsin, Donnatal)

Sensitivity and Confirmation Method

0.3 ug/ml

GC/MS

Source of Interference

None

Look For...

Capsule of varying colors, longer periods of rest or sleep, dizziness, cold and clammy skin. Depression, decreased alertness and muscle control, intoxication and slurred speech, drowsiness.

Dangers

Rigidity and painful muscle contraction, emotional instability, possible overdose and death, especially when mixed with alcohol.

Time Detectable in Urine

Pentobarbital:

1-3 days

Phenobarbital:

1-3 weeks

BENZODIAZEPINES

Street Name: * Downers *

Metabolite Detected

1. Diazepam (Valium)

2. Chlordiazepoxide (Librium)

3. Oxazepam (Serax)

4. Nordiazepam

5. Medazepam

6. Halazepam

7. Prazepam

8. Temazepam

9. Norchlordiazepoxide

10. Flurazepam (Dalmane)

Sensitivity and Confirmation Method

150 ng/ml (mcg/L)

H.P.L.C.

Source of Interference

None from Non-Benzodiazepine substances

Look For...

Oral/Injection. Slurred speech, disorientation, drunken behavior without odor of alcohol.

Dangers

Shallow respiration, cold and clammy skin, dilated pupils, weak and rapid pulse, coma, possible death.

Time Detectable in Urine

1-145 days

METHADONE

Street Names: * Done * Dolophine *
Methodose *

Metabolite Detected

1. Methadone

Sensitivity and Confirmation Method

0.3 ng/ml

GC/MS

Source of Interference

Dextromethorphan

Chlorpromazine

Promethazine

Look For...

Pills, liquid, injection. Euphoria, drowsiness, respiratory depressive, constricted pupils, nausea.

Dangers

Slow, shallow breathing, clammy skin, convulsions, coma, possible death.

Time Detectable in Urine

1-3 days