Subcontractor WSAP IP Template

1.0 Purpose

2.0 Scope

    2.1 Scope should be specific to the intent of the IP. WSAP IP is for those identified in positions considered TDP. The IP can discuss a company wide WSAP IP, but they should be clearly separated to reduce confusion.

3.0 Responsibilities

    3.1 Subcontractor HR
    3.2 HMIS Personnel Security
    3.3 Training
    3.4 Etc

4.0 Workplace Substance Abuse Program
    4.1 Testing
    4.2 Random Selection *(HMIS will perform the random selection and it would be acceptable/encouraged for a subcontract to acknowledge our procedures for random selection. HMIS will make the notifications to the subcontractor and they will be responsible to notify their employee.)*
    4.3 Reasonable Suspicion *(For cause testing will be managed by the subcontractor, however HMIS Personnel Security will need to be engaged for those who are TDP)*
    4.4 Occurrence
    4.5 Random Selection
    4.6 Post-Accident
    4.7 Supervisor Training *(HMIS will burden the cost to facilitate/maintain this includes instructor led and CBT refresher)*
    4.8 Employee Assistance Program (EAP)
        4.8.1   Follow-Up Testing
    4.9 Reporting other/Self-Reporting
    4.10   Testing Protocol
    4.11   Pre-Suitability Testing *(This is for those applying for a clearance)*
5.0 Disciplinary Actions *(TDP positives must complete EAP and cannot apply for a clearance 12 months post positive and must have a negative drug test to apply for a clearance)*
6.0 Program Specifics *(This would be to clarify the difference between company level WSAP and a WSAP for TDPs. If a subcontractor wants to include their company level WSAP, they need to clarify the difference between the two programs. It is good to have a company level program, but from a requirements perspective, HMIS is concerned about TDPs.)*
7.0 Documentation and Records

8.0 References

It is encouraged for a subcontractor to outline what facilities they will use. HPMC should be used for all TDP testing. Off hours testing would be handled through the after hours contact. It is encouraged for subcontractors to reach out for clarification when developing a WSAP IP. This includes all resources to implement the program.