

## PHMSA Pipeline Drug & Alcohol Questions

### Instructions

1. Use in conjunction with Unit inspections
2. Interview the primary operator contact for the Unit inspection you are conducting and enter their responses. Do not request the operator substance abuse expert to provide responses to these questions.
3. Send completed form to [stanley.kastanas@dot.gov](mailto:stanley.kastanas@dot.gov)

|  |                                |                     |              |
|--|--------------------------------|---------------------|--------------|
| <b>Name of Operator</b>  | Avista Utilities               | <b>Op ID #</b>      | 31232        |
| <b>Inspector</b>   | Dave Cullom                    | <b>Unit #</b>       | Spokane      |
| <b>Date of Inspection</b>  | July 16, 2013                  |                     |              |
| <b>Inspection Location City &amp; State</b>  | Spokane, WA                    |                     |              |
| <b>Operator Employee Interviewed</b>   | Hallie Rowland, DER            | <b>Phone #</b>      | 509-495-8939 |
| <b>Position/Title</b>  | Substance Abuse Program Admin. |                     |              |
| <b>Operator Designated Employer Representative (DER), (a.k.a. Substance Abuse Program Manager)</b> |                                | Hallie Rowland, DER |              |
| <b>DER Phone #</b>   | 509-495-8939                   |                     |              |

| §199  | Pipeline Safety Regulations Drug and Alcohol Testing   | Yes | No | Does Not Know |
|---|--|-----|----|---------------|
| .3, .101<br>.201, .245                      | <b>1. Does the company have a plan for drug and alcohol testing of employees and contractors performing, or ready to perform, covered functions of operations, maintenance, and emergency response?</b>  | X   |    |               |
| Comments                                    | Yes, The operator has a DOT Anti-Drug & Alcohol Misuse Prevention Plan in place for all covered employees. Contractors are not included in Avista's program and are required to have their own separate program. Avista utilizes the services of National Compliance Management Services (NCMS) to monitor contractor compliance for the company.  |     |    |               |
| .3<br>.105(c)<br>.225(b)                    | <b>2. Does the company perform random drug testing and reasonable suspicion drug and alcohol testing of employees performing covered functions? For random drug testing, enter the number of times per year employees are selected and the number of employees in each selection in Comments below.</b>  | X   |    |               |
| Comments                                    | Yes, they perform random drug testing, reasonable suspicion testing and all other types of testing required under DOT regulations. The program generates names on a monthly basis. The PHMSA average pool size is 338.   |     |    |               |
| .3<br>.105(b)                               | <b>3. Does the company conduct post-accident/incident drug and alcohol testing for employees who have caused or contributed to the consequences of an accident/incident? Enter the position/title of the employee who would make the decision to conduct post-accident/incident testing in Comments below.</b>   | X   |    |               |
| Comments                                    | Yes, the decision to DOT Post-Accident drug & alcohol test is determined by the Designated Employer Representative (DER) in conjunction with the covered employee's manager after reviewing the details of the accident/incident. The On Call gas engineer will work with the applicable Gas Manager or Duty Gas Supervisor to ensure a post-accident testing for the employee or contractor employee in the event of a Federal Reportable incident. |     |    |               |
| .113(c)<br>.117(a)(4)<br>.227(b)(2)<br>.241 | <b>4. Does the company provide training for supervisors on the detection of potential drug abuse (minimum 60 minutes) and alcohol misuse (minimum 60 minutes)?</b>   | X   |    |               |
| Comments                                    | Yes, Avista conducts supervisor training utilizing several methods as applicable. Training is accomplished by on-site presentations which are recorded for future use, DVD's, videos, on-line presentations or Avista's AVAnet system. The DER is also available for one-on-one consultations to coach and advise supervisors and managers on individual situations as needed.   |     |    |               |
| .3<br>.113(b)<br>.117(a)(4)<br>.239(b)(11)  | <b>5. Does the company give covered employees an explanation of the drug &amp; alcohol policies and distribute information about the Employee Assistance Program, including a hotline number? Provide details in Comments below.</b>   | X   |    |               |
| Comments                                    | They make all new employees aware of their drug free company starting with the application process. Information regarding their drug and alcohol free company is printed on the applicant forms. Upon successfully   |     |    |               |

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|------|---|-----|----|---------------|
|      | <p>completing the hiring process including a negative pre-employment drug test result, the new employee receives an information packet inclusive of its Employee Assistance Program (EAP) and the hotline number. EAP brochures and hotline number are posted throughout the company, on-line and through Avista's Benefits Department. New employees receive a DOT policy statement and are required to sign-off that they've received and understand the information. The DOT anti-drug and alcohol policy information is available on-line also.</p> |     |    |               |