

## 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>	Cascade Natural Gas Corporation	<b>Op ID #</b>	2128
<b>Inspector</b>	Scott Rukke, Lead Derek Norwood	<b>Unit #</b>	Walla Walla
<b>Date of Inspection</b>	08/03/2016		
<b>Inspection Location City &amp; State</b>	Walla Walla, WA		
<b>Operator Employee Interviewed</b>	Kevin McCallum	<b>Phone #</b>	1-509-736-5542
<b>Position/Title</b>	Pipeline Safety Specialist		
<b>Operator Designated Employer Representative (DER), (a.k.a. Substance Abuse Program Manager)</b>		Darlene Gonzales, HR Generalist	
<b>DER Phone #</b>	509-734-4513		

<b>§199</b>	<b>Pipeline Safety Regulations Drug and Alcohol Testing</b>	<b>Yes</b>	<b>No</b>	<b>Does Not Know</b>
.3, .101 .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	CNGC does have a formal Drug & Alcohol Plan that addresses drug and alcohol testing for employees and contractors performing covered functions, maintenance and emergency response.			
.3 .105(c) .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	The company performs random drug testing and reasonable suspicion drug and alcohol testing of employees performing covered functions. During 2015, three (3) employees selected for the random/random Coc PHMSA or FMSCA testing in Walla Walla, WA. Companywide there were 158 tests performed consisting of 50 pre-employment, 67 random, 37 random/Coc, 1 post-accident and 3 other/unknown. PHMSA pool is tested at 25% annually and FMSCA is tested at 10% annually.			
.3 .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	The Company conducts post-accident/incident drug and alcohol testing for employees who have caused or contributed to the consequences of an accident/incident. The employees responsible for making the decision to conduct testing during 2015 for Walla Walla District was Denny Whitsett (Mgr, District II) and Mike Clapp (Dir, Region II). All managers or director recommending post-accident testing will confer with Darlene Gonzales, HR Generalist; Shannon Novakovich, Sr HR Generalist; and/or the Safety Department.			
.113(c) .117(a)(4) .227(b)(2) .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	Supervisor training is performed at the time of hire and periodically during a manager's career. The manual used is Recognizing Drug Abuse & Alcohol Misuses in the Workplace – A Supervisory Training Manual. Online training is also provided through LexisNexis/FirstAdvantage. The most recent training for Denny Whitsett was on 07/9/2012 and Mike Clapp on 08/29/2007.			

.3 .113(b) .117(a)(4) .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		
<b>§199</b>	<b>Pipeline Safety Regulations Drug and Alcohol Testing</b>	<b>Yes</b>	<b>No</b>	<b>Does Not Know</b>
Comments	<p>The Company provides employees a copy of the Substance Abuse Policy at the time of hire. Policies are also available to employees online via the Company’s intranet site. The Drug &amp; Alcohol plan is also posted online for employee access, via the Human Resource intranet page. Employees also have access to the EAP program and are provided information at hire; through inquiry of Human Resources staff; and the information is also posted online via the Human Resource webpage. Educational information on the Drug and Alcohol program is distributed or discussed annually during safety meetings along with information or updates on the Employee Assistance Program. The US Department of Transportation pamphlet titled “What Employees Need To Know About DOT Drug &amp; Alcohol Training” is provided as part of the new employee orientation, as well as “Substance Abuse Training for the Workplace: An Employee Handbook” provided through FirstAdvantage. Ongoing training will be provided to employees in 2016 to provide new employees with training and to provide a refresher to employees who have had training previously: testing will be provided online through FirstAdvantage.</p>			