

## 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>	Cascade Natural Gas Corporation(CNGC)	<b>Op ID #</b>	2128
<b>Inspector</b>	Lex Vinsel	<b>Unit #</b>	Aberdeen District
<b>Date of Inspection</b>	August 25-28, 2014		
<b>Inspection Location City &amp; State</b>	Aberdeen, WA		
<b>Operator Employee Interviewed</b>	<b>Patti Chartrey</b>	<b>Phone #</b>	<b>(360) 373-1405</b>
<b>Position/Title</b>	<b>Pipeline Safety Specialist</b>		
<b>Operator Designated Employer Representative (DER), (a.k.a. Substance Abuse Program Manager)</b>		<b>Bob Harris – Mgr. Human Resources</b>	
<b>DER Phone #</b>	<b>509-734-4512</b>		

<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>	Yes		
Comments	CNGC does have a plan for drug and alcohol testing of 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>	Yes		
Comments	CNGC performs random drug testing and reasonable suspicion testing of employees performing covered functions. During 2013 there was one (1) pre-employment test performed in Aberdeen, WA and there were two (2) employees pulled for the random PHMSA or FNSCA testing. Companywide there were 187 tests performed consisting of: 68 pre-employment, 88 random, 21 random/COC, 9 post accidents and 1 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>	Yes		
Comments	CNGC conducts post-accident testing on those who have caused or contributed to the consequences of an accident or incident. The employees who would make the decision to conduct testing during 2013 for Aberdeen, WA employees were Clint Mathews (Mgr., District II), Kyle Fritz (Mgr., District II) and Chanda Marek (Dir., Region II- Northwest Region). All managers or directors recommending post-accident testing will confer with Robert Harris, Mgr., Human Resources, Theresa Whitcomb, 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>	Yes		
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 Misuse in the Workplace – A supervisory Training Manual. The most recent training for Clint Mathews was completed on 06/11/2012, Kyle Fritz on 06/27/2013 and for Chanda Marek on 08/29/2007. Additionally, training for Robert Harris was completed on 08/29/2007 and for Theresa Whitcomb on 06/11/2012.			

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§199	Pipeline Safety Regulations Drug and Alcohol Testing	Yes	No	Does Not Know
.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>	Yes		
Comments	<p>CNGC provides employees a copy of the Alcohol Misuse Prevention Plan and Anti-Drug Plan at the time of hire and when the policy is updated, most recently in March 2013. The hotline numbers are included in the plan and the hotline numbers are also posted on the employee bulletin board. Employees are provided information in the Employee Assistance Plan on a semiannual basis, most recently information on the EAP program was distributed to employees in January 2014. 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” was distributed in 2010. In 2011 a program was conducted for Aberdeen employees using the pamphlet titled “Substance Abuse Training For The Workplace – An Employee Handbook”. Post-accident training was conducted for managers during a 2011 Safety &amp; Compliance meeting in Boise Idaho. EAP brochures and postings are distributed to employees semi-annually. During 2014, all employees will receive a one or two hour training on the Company’s Drug and Alcohol program, updating each employee’s certification of training.</p>			