

Inspection Output (IOR)

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Inspection Information

Inspection Name	Inland Empire DA 8199	Operator(s)	INLAND EMPIRE PAPER CO (8140)	Plan Submitted	11/04/2020
Status	PLANNED	Lead	Darren Tinnerstet	Plan Approval	11/10/2020 by Joe Subsits
Start Year	2020	Lead+		All Activity Start	11/16/2020
System Type	DA	Observer(s)	Scott Rukke, David Cullom, Lex Vinsel, Anthony Dorrough, Derek Norwood, Scott Anderson, Rell Koizumi	All Activity End	11/18/2020
Protocol Set ID	DA.2020.01	Supervisor	Joe Subsits	Inspection Submitted	--
		Director	Sean Mayo	Inspection Approval	--

Inspection Summary

Inspection Scope and Summary

Inspection of Inland Empire Paper Company's Drug and Alcohol Prevention Program. Inspection included the review of Company procedures and records.

Facilities visited and Total AFOD

No facilities were physically visited during this inspection. The entire inspection was conducted virtually via Zoom.

Summary of Significant Findings

No probable violations or areas of concern were identified during the inspection.

Primary Operator contacts and/or participants

Kevin Davis - Inland Empire Production Manager

Tony Ventresco - Inland Empire HR Manager

Doug Krapas - Inland Empire Environmental Manager

Operator executive contact and mailing address for any official correspondence

Kevin Rasler - President

Inland Empire Paper Company

3320 N. Argonne Rd.

Milwood, WA 99212

Scope (Assets)

#	Short Label	Long Label	Asset Type	Asset IDs	Excluded Topics	Planned	Required	Total Inspected	Required % Complete
1.	86256 (92)	Inland Empire	unit	86256	--	40	40	40	100.0%

1. Percent completion excludes unanswered questions planned as "always observe".

Plans

#	Plan Assets	Focus Directives	Involved Groups/Subgroups	Qst Type(s)	Extent	Notes
1.	86256 (92)	n/a	DA	P, R, O, S	Detail	

Plan Implementations

#	Activity Name	SMAR T Act#	Start Date	End Date	Focus Directives	Involved Groups/Subgroups	Asset s	Qst Type(s)	Planned	Required	Total Inspected	Required % Complete
1	Inland Empire D . A	--	11/16/2020	11/18/2020	n/a	all planned questions	all assets	all types	40	40	40	100.0%

1. Since questions may be implemented in multiple activities, but answered only once, questions may be represented more than once in this table.

2. Percent completion excludes unanswered questions planned as "always observe".

Forms

No.	Entity	Form Name	Status	Date Completed	Activity Name	Asset
1.	Attendance List	Inland Empire DA	COMPLETED	11/30/2020	Inland Empire DA	86256 (92)

Results (all values, 40 results)

DA.GENERAL: General Program Requirements

- Question Result, ID, References **Sat, DA.GENERAL.DER.R, 40.3 (40.15(d), 40.355(k))**

Question Text *Has the operator appointed a company employee as the Designated Employer Representative (DER)?*

Assets Covered **86256 (92)**

Result Notes **Inland Empire Gas Operating Procedures (GOP), Policy No. 12, Section 2.12**

DER is Tony Ventresco - HR Manager
- Question Result, ID, References **Sat, DA.GENERAL.SERVICEAGENTOVERSIGHT.P, 40.11(b) (40.11(c), 40.15(c), 40.341(a), 40.355(a), 40.355(m), 40.355(n))**

Question Text *Does the process ensure the operator remains responsible for the actions of all its service agents, including a Consortium/Third Party Administrator (C/TPA)?*

Assets Covered **86256 (92)**

Result Notes **GOP, Section 8.07**
- Question Result, ID, References **Sat, DA.GENERAL.COVEREDEMPLOYEES.P, 199.3 (199.1, 40.347(b)(2))**

Question Text *Does the process result in the proper and complete identification of covered employees and the exclusion of non-covered employees?*

Assets Covered **86256 (92)**

Result Notes **GOP, Section 8.03**

18 total covered employees / 4 shifts

4. Question Result, ID, **Sat, DA.GENERAL.PREVIIOUSEMPLOYERRECORDS.P, 40.25(a) (40.25(b), 40.25(c), 40.25(d), 40.25(e), 40.25(f), 40.25(g), 40.27, 40.321(b), 40.351(d))**

Question Text *Does the process include previous employer DOT D&A record checks for employees seeking to perform covered functions for the first time (i.e., a new hire or an employee transferring into a safety-sensitive position)?*

Assets Covered **86256 (92)**

Result Notes **GOP, Section 2, Policy No.12 (page 24) - no page number**

5. Question Result, ID, **Sat, DA.GENERAL.NONDOTTESTS.P, 40.13(a) (40.13(b))**

Question Text *Does the process separate and prioritize DOT drug and alcohol testing over all non-DOT drug and alcohol testing?*

Assets Covered **86256 (92)**

Result Notes **GOP Section 2, Policy 12 (page 24)**

Company adding language for DOT priority.

6. Question Result, ID, **Sat, DA.GENERAL.CONTRACTOROVERSIGHT.P, 199.115 (199.115(a), 199.115(b), 199.245(a), 199.245(b), 199.245(c))**

Question Text *If a contractor performs covered functions on the pipeline and is allowed to have its own D&A Programs, does the process ensure the contractor fully complies with Parts 199 and 40?*

Assets Covered **86256 (92)**

Result Notes **GOP Section 8.07**

7. Question Result, ID, **NA, DA.GENERAL.MISREPORTS.R, 199.119(a) (199.3, 199.119(f), 199.229(a), 199.229(d), 40.26)**

Question Text *Does the process ensure D&A MIS reports are submitted annually to PHMSA as required?*

Assets Covered **86256 (92)**

Result Notes **No such requirement existed in the scope of inspection review.**

IEP not required to submit MIS reports due to only having 18 employees.

DA.DRUG: Anti-Drug Program

8. Question Result, ID, **Sat, DA.DRUG.PLAN.P, 199.101(a) (199.101(a)(1), 199.101(a)(2), 199.101(a)(3), 199.101(a)(4))**

Question Text *Is a written Anti-Drug Plan in-place and maintained that conforms to the requirements of Part 199 and Part 40?*

Assets Covered **86256 (92)**

Result Notes **Company's Anti-drug plan is in place and conforms to the requirements of Part 199 and Part 40.**

9. Question Result, ID, **Sat, DA.DRUG.SERVICEAGENTQUAL.R, 199.5 (199.107(a), 199.109(b), 40.33, 40.81(a), 40.121, 40.281)**

Question Text *Do records indicate that Anti-Drug program positions and/or service agents meet the applicable qualification requirements of Part 40 and Part 199?*

Assets Covered **86256 (92)**

Result Notes **Reviewed certificates for MRO Dr. Stephen Kracht - Expires 7/23/2023**

Reviewed certificates for Urine Specimen Collectors - 11 total

Reviewed certificates for SAP Steffie Genevieve - 11/20/2020 (re-fresher course taken)

Lab - Pathology Associates Medical Labs (509) 755-8991

10. Question Result, ID, **Sat, DA.DRUG.PROHIBITEDDRUGS.P, 199.3 (40.3)**

Question Text *Does the process require that DOT drug tests are only conducted for the "prohibited drugs" specified in Part 40?*

Assets Covered 86256 (92)

Result Notes [GOP Section 8.05 - Prohibited Drugs](#)

11. Question Result, ID, References [Sat, DA.DRUG.PREEMPLOYMENT.P, 199.105\(a\) \(199.105\(c\)\(5\)\)](#)

Question Text *Does the process require that no individual is allowed to perform a covered function unless that individual passes a drug test or is covered by an anti-drug program that conforms to Part 199?*

Assets Covered 86256 (92)

Result Notes [GOP Section 8.06](#)

12. Question Result, ID, References [Sat, DA.DRUG.POSTACCIDENT.P, 199.105\(b\) \(199.117\(a\)\(5\), 40.355\(g\), 40.355\(h\)\)](#)

Question Text *Does the process ensure that post-accident drug testing is conducted as required?*

Assets Covered 86256 (92)

Result Notes [GOP section 8.06\(b\) - Types of tests](#)

13. Question Result, ID, References [Sat, DA.DRUG.RANDOM.P, 199.105\(c\)\(5\) \(199.105\(c\)\(6\), 199.105\(c\)\(7\), 199.105\(c\)\(8\), 199.105\(c\)\(9\)\)](#)

Question Text *Does the process ensure that random drug testing is conducted as required?*

Assets Covered 86256 (92)

Result Notes [GOP Section 8.06\(c\) - types of tests](#)

14. Question Result, ID, References [Sat, DA.DRUG.REASONABLECAUSE.P, 199.105\(d\) \(199.117\(a\)\(3\), 40.355\(g\), 40.355\(h\)\)](#)

Question Text *Does the process ensure that reasonable cause drug testing is conducted as required?*

Assets Covered 86256 (92)

Result Notes [GOP Section 8.06\(e\) - Types of tests](#)

15. Question Result, ID, References [Sat, DA.DRUG.RETURNTODUTY.P, 199.105\(e\) \(Part 40 Subpart O, 40.67\(b\), 40.285\(a\), 40.289\(b\), 40.305\(a\)\)](#)

Question Text *Does the process ensure that return-to-duty drug testing is conducted as required?*

Assets Covered 86256 (92)

Result Notes [GOP Section 8.06\(f\) - Types of tests](#)

16. Question Result, ID, References [Sat, DA.DRUG.FOLLOWUPTTEST.P, 199.105\(f\) \(40.67\(b\), 40.307, 40.309\)](#)

Question Text *Does the process ensure that follow-up drug testing is conducted as required?*

Assets Covered 86256 (92)

Result Notes [GOP Section 8.06\(g\) - types of tests](#)

17. Question Result, ID, References [Sat, DA.DRUG.MRODUTIES.P, 199.109\(c\) \(199.109\(a\), 40.123\(a\), 40.123\(b\), 40.123\(c\), 40.123\(e\), 40.123\(f\), 40.123\(g\), Part 40 Subpart G\)](#)

Question Text *Does the process ensure the MRO performs functions as required by DOT Procedures?*

Assets Covered 86256 (92)

Result Notes [GOP Section 8.08](#)

18. Question Result, ID, References [Sat, DA.DRUG.MROTESTREPORTS.P, 199.109\(d\) \(Part 40 Subpart G, 40.345\(a\), 40.345\(b\), 40.345\(c\), 40.355\(b\), 40.355\(c\)\)](#)

Question Text *Does the process ensure the MRO reports all drug test results to the DER as required?*

Assets Covered 86256 (92)

Result Notes [GOP Section 8.08 \(c\)](#)

19. Question Result, ID, References [Sat, DA.DRUG.STANDOWNREMOVAL.P, 199.103\(a\) \(199.7\(a\), 40.21\(a\), 40.21\(b\), 40.23\(a\), 40.23\(b\), 40.23\(d\), 40.287\)](#)

Question Text *Does the process ensure an employee is immediately removed from performing covered functions after failing or refusing a drug test?*

Assets Covered 86256 (92)

Result Notes [GOP Section 8.10](#)

20. Question Result, ID, References [Sat, DA.DRUG.EAP.P, 199.113\(a\) \(199.113\(b\), 199.113\(c\)\)](#)
Question Text *Does the process ensure that an EAP is established and available to employees and supervisory personnel?*
Assets Covered [86256 \(92\)](#)
Result Notes [EAP is provided through Standard Insurance Company \(Third party vendor\)](#)

[Reviewed poster displayed in lunchroom virtually](#)

DA.ALCOHOL: Alcohol Misuse Prevention Program

21. Question Result, ID, References [Sat, DA.ALCOHOL.PLAN.P, 199.202](#)
Question Text *Is a written Alcohol Misuse Plan in-place and maintained that conforms to the requirements of Part 199 and Part 40?*
Assets Covered [86256 \(92\)](#)
Result Notes [Company's Alcohol misuse plan is in place and conforms to the requirements of Part 199 and Part 40.](#)
22. Question Result, ID, References [Sat, DA.ALCOHOL.SERVICEAGENTQUAL.R, 199.5 \(40.213\)](#)
Question Text *Do records indicate that Alcohol Misuse Prevention Program positions and/or service agents meet the applicable qualification requirements of Part 40 and Part 199?*
Assets Covered [86256 \(92\)](#)
Result Notes [Reviewed BAT / STT certificates - 11 total](#)
23. Question Result, ID, References [Sat, DA.ALCOHOL.PROHIBITEDCONDUCT.P, 199.233 \(199.215, 199.217, 199.219, 199.221, 199.223, 40.23\(c\), 40.285\(a\), 40.285\(b\)\)](#)
Question Text *Does the process ensure that a covered employee is not permitted to perform covered functions if the employee has engaged in prohibited conduct or an alcohol misuse rule of another DOT agency?*
Assets Covered [86256 \(92\)](#)
Result Notes [GOP Sections 9.05 & 9.07](#)
24. Question Result, ID, References [Sat, DA.ALCOHOL.SCREENINGTESTDEVICES.P, 40.229 \(40.235\(e\)\)](#)
Question Text *Does the process for alcohol screening tests restrict the use of alcohol screening devices (ASDs) to the devices and associated requirements referenced by Part 40?*
Assets Covered [86256 \(92\)](#)
Result Notes [Company uses Lifeloc Technologies Phoenix 6.0 BT which is on approved list.](#)
25. Question Result, ID, References [Sat, DA.ALCOHOL.CONFIRMATIONTESTDEVICES.P, 40.231\(a\) \(40.233\(c\)\)](#)
Question Text *Does the process for alcohol confirmation tests restrict the use of Evidential Breath Testing Devices (EBTs) to the devices and associated requirements referenced by Part 40?*
Assets Covered [86256 \(92\)](#)
Result Notes [Company uses Lifeloc Technologies Phoenix 6.0BT device which is on authorized list.](#)
26. Question Result, ID, References [Sat, DA.ALCOHOL.PREEMPLOY.P, 199.209\(b\) \(199.209\(b\)\(1\), 199.209\(b\)\(2\), 199.209\(b\)\(3\)\)](#)
Question Text *If pre-employment alcohol testing is conducted, does the process ensure that such testing is performed within the limits of Part 199?*
Assets Covered [86256 \(92\)](#)
Result Notes [GOP Policy 2.12 \(page 24\)](#)
27. Question Result, ID, References [Sat, DA.ALCOHOL.POSTACCIDENT.P, 199.225\(a\) \(199.225\(a\)\(1\), 199.225\(a\)\(2\), 199.225\(a\)\(3\), 199.227\(b\)\(4\)\)](#)
Question Text *Does the process ensure that post-accident alcohol testing is conducted as required?*
Assets Covered [86256 \(92\)](#)
Result Notes [GOP Section 9.07\(a\).](#)
28. Question Result, ID, References [Sat, DA.ALCOHOL.REASONSUSPECT.P, 199.225\(b\) \(199.225\(b\)\(1\), 199.225\(b\)\(2\), 199.225\(b\)\(3\), 199.225\(b\)\(4\), 40.355\(g\), 40.355\(h\)\)](#)

Question Text *Does the process ensure that reasonable suspicion alcohol testing is conducted as required?*

Assets Covered 86256 (92)

Result Notes GOP Section 9.07(b)

29. Question Result, ID, References Sat, DA.ALCOHOL.RETURNDUTY.P, 199.225(c) (199.233, 199.243(c), 40.67(b), 40.285(a), 40.305(a))

Question Text *Does the process ensure that return-to-duty alcohol testing is conducted as required?*

Assets Covered 86256 (92)

Result Notes GOP Section 9.07(c)

30. Question Result, ID, References Sat, DA.ALCOHOL.FOLLOWUPTTEST.P, 199.225(d) (199.243(c)(2)(ii), 40.307(a), 40.307(b), 40.309(a))

Question Text *Does the process ensure that follow-up alcohol testing is conducted as required?*

Assets Covered 86256 (92)

Result Notes GOP Section 9.07(d)

31. Question Result, ID, References Sat, DA.ALCOHOL.SCREENINGTEST.P, 40.247(a)

Question Text *Does the process ensure that alcohol screening test results are reported as required to the DER?*

Assets Covered 86256 (92)

Result Notes GOP, Section 9

32. Question Result, ID, References Sat, DA.ALCOHOL.CONFIRMATIONTEST.P, 40.255(a) (40.355(d))

Question Text *Does the process ensure that alcohol confirmation test results are reported as required to the DER?*

Assets Covered 86256 (92)

Result Notes GOP section 9.09.

33. Question Result, ID, References Sat, DA.ALCOHOL.OTHERCONDUCT.P, 199.237(a) (199.237(b), 40.23(c))

Question Text *Does the process ensure that a covered employee is prohibited from performing or continuing to perform covered functions when found to have an alcohol concentration of 0.02 or greater but less than 0.04?*

Assets Covered 86256 (92)

Result Notes GOP Section 9.07(g)

34. Question Result, ID, References Sat, DA.ALCOHOL.EMPLOYEEERESOURCES.P, 199.243(a) (40.285(b))

Question Text *Does the process ensure that each covered employee who has engaged in prohibited conduct is advised of the resources available to the covered employee in evaluating and resolving problems associated with the misuse of alcohol?*

Assets Covered 86256 (92)

Result Notes GOP Section 9.08 (a)

35. Question Result, ID, References Sat, DA.ALCOHOL.EDUCATION.R, 199.239(a) (199.239(a)(1), 199.239(a)(2))

Question Text *Do records indicate educational materials were provided that explain alcohol misuse requirements and the policies and procedures with respect to meeting those requirements?*

Assets Covered 86256 (92)

Result Notes GOP, Section 2.0 (Page 23) is information provided to employees.

Company is implementing a form for employees to sign acknowledging receipt of educational materials.

36. Question Result, ID, References Sat, DA.ALCOHOL.EDUCATIONCONTENT.R, 199.239(b)

Question Text *Do records indicate the alcohol misuse educational materials provided by the operator included the required content?*

Assets Covered 86256 (92)

Result Notes GOP section 9.06 is procedure.

GOP section 2.0

Company is updating forms provided to employees.

37. Question Result, ID, References Sat, DA.ALCOHOL.SUPERVISORTRAINALCOHOL.P, 199.241

Question Text *Does the process include the required 60-minute supervisory personnel training related to recognizing reasonable suspicion for alcohol testing?*

Assets Covered 86256 (92)

Result Notes GOP Section 9.06

DA.PROGRAMRECORDS: Drug and Alcohol Program Records

38. Question Result, ID, References Sat, DA.PROGRAMRECORDS.RECORDKEEPING.R, 199.117(b) (199.227(a), 199.231(b), 40.333(c), 40.333(d), 40.333(e))

Question Text *Are drug and alcohol program records maintained and kept in a secure and proper location?*

Assets Covered 86256 (92)

Result Notes Records are maintained onsite in HR managers office (Tony)

No electronic records at this time.

39. Question Result, ID, References Sat, DA.PROGRAMRECORDS.DRUG.R, 199.117(a) (199.117(a)(1), 199.117(a)(2), 199.117(a)(3), 199.117(a)(4), 199.117(a)(5), 40.97(b), 40.111(a), 40.333(a)(1), 40.333(a)(2), 40.333(a)(4))

Question Text *Are drug test records retained for five years, three years, and one year as required and readily available?*

Assets Covered 86256 (92)

Result Notes 5 years

NO positive tests / refusals

3 years

Previous employer - reviewed two (Tanner Gerrety and David Perry) authorization forms

No decision to not administer post accident drug tests.

Reviewed Supervisor Training certifications (Easler Education / 12 employees were trained)

1 year

Reviewed records of negative alcohol and drug tests (8 total employees / 2 per quarter)

No BAT tests were conducted in April 2020 (Quarter 2) due to Covid-19 issues (DOT protocol)

40. Question Result, ID, References Sat, DA.PROGRAMRECORDS.ALCOHOL.R, 199.227(b) (199.227(b)(1), 199.227(b)(2), 199.227(b)(3), 199.227(b)(4), 40.333(a)(1), 40.333(a)(2), 40.333(a)(3), 40.333(a)(4))

Question Text *Are alcohol test records retained for five years, three years, two years, and one year as required and readily available?*

Assets Covered 86256 (92)

Result Notes Five year

No refusals or positive tests

Three years

Reviewed previous employer results for two employees

One year

Reviewed 8 records for 2020

Report Parameters: Results: all

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