

Striving to be Drug Free
for a Safe Industry

BCRC



Fall/Winter 2020

NEWSLETTER

Building & Construction Resource Center, Inc.

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POLICY UPDATES

New Employee/Applicant

All persons who are eligible and who intend to obtain a BCRC card will complete an application that must be approved by the applicable local Union if submitted by a Contractor Participant.

Status Confirmation

An Employer is only allowed to check the status of:

- Current Employees/Participants that are Employed by Them
- Prospective Employees/Participants Sent to Them by a Local Union

Adulterated Specimens

When a urine specimen is reported as adulterated, substituted, out of temperature, the following will apply:

- An out of temperature specimen will be a Non-Compliant Event ("strike").
- No wait time or second observed collection will be allowed.
- Employee/Applicant will be asked to leave the collection site.
- Employee/Applicant will need to report to the EAP.
- Employee could be subject to an Immediate Observed Recollection without prior notification to donor if recommended by the MRO.

Diluted Specimen

Initial diluted specimens will require the Employee/Applicant to return to the collection site within forty-eight (48) hours of being contacted by the BCRC to provide another specimen. The second specimen will be collected under the observed collection protocol and will be on the Employee's/Applicant's own time. The Employee/Applicant should avoid excessive consumption of liquids.



The BCRC Policy Updates
can be found on the website
at www.bcrcnet.com.



TWENTY TWENTY *Policy Changes*

Brand New Employee/Applicant/Traveler to BCRC

If a New Employee/Applicant/Traveler provides an initial test that is a confirmed Non-Negative or Positive Test or other Non-Compliant Event, BCRC shall notify the applicable Local Union/Company of the test results and the applicable Local Union/Company must decide if they are keeping the Employee/Applicant/Traveler.

- BCRC will pay for the initial test and the initial EAP consultation.
- Employee/Applicant/Traveler, Contractor or Local Union must pay **BEFORE** taking any of the following:
- Any Observed Return to Duty Test(s),
- Any Observed Follow-Up Testing required by the EAP,
- Any subsequent testing required to be in compliance with the BCRC Policy.
- Any costs associated with the Observed Return to Duty or the Observed Follow-Up tests including a retest for dilute will be the obligation of the Employee.
- Any subsequent testing required by the EAP; and any other types of testing that BCRC determines, in its sole discretion, should be paid in a different manner and/or by a person (or entity) other than BCRC.

Reporting Test Results to Employers

- All DOT test results will be reported to the Employee's Employer.
- All Non-Negative (Positive) Test results will be reported to the Owner in compliance with approved BCRC On-Site Testing Addenda.
- BCRC has the right to provide test results of Post-Accident/Incident and Probable Cause Tests to the Employer that requested such testing.

Non-Compliant Events

- Non-negative (Positive) Test for Drugs or Alcohol to Include Any Retesting or Follow-Up Testing
- Unauthorized Non-Negative (Positive) Test
- Late Random with Prior First Occurrence Clause
- Late Return to Duty
- Late Diluted Retest
- Missing a Follow-Up
- Refusal to Test
- Walk Out
- Out of Temperature (With No Second Observed Collection)
- Second Diluted Specimen (With No Valid Medical Reason)
- Adulterated Specimen
- Substituted Specimen
- Insufficient Specimen (With No Valid Medical Reason)
- Flushing Toilet, Washing Hands or Anything a Employee/Applicant Does That Violates Procedures
- Any Other Act or Omission as Determined by BCRC

Employee/Applicant is allowed three (3) non-compliant events in a rolling twelve (12) month period. If Employee/Applicant reaches three (3) non-compliant events in a rolling twelve (12) months, Employee/Applicant is to be removed from the BCRC program for one (1) year from the date of the third non-compliant event.

When an Employee has been out of the BCRC Program for one (1) year as a result of the three (3) strike rule and is coming back into the BCRC Program, the following will apply:

- Employee will have to go to the EAP
- At the direction of the EAP, the Employee must submit to an observed Return to Duty Test at his/her expense.
- If Return to Duty is Negative, BCRC will pay for any Follow-Up testing.
- If the Return to Duty Test results in a Non-Compliant Event ("strike 1"), the Employee will have to go back to the EAP at the direction of the BCRC. Again, at the direction of the EAP, the Employee must submit to a Return to Duty test at his/her expense and shall be responsible for the costs associated with all subsequent Follow-Up testing.



2020 Policy Changes continued

Additional Consequences for Multiple Non-Compliant Events

These policies and procedures apply each time that an Employee has been N/A for the one (1) year time period pursuant to the three (3) Strike Rule and thereafter, requests a change in status under the BCRC Policy. Therefore, if an Employee has a second one (1) year suspension pursuant to the three (3) Strike Rule and thereafter requests a change in status under the BCRC Policy, the member must submit to an observed Return to Duty test at his/her expense. BCRC will pay for any observed follow-up testing, unless and until the Employee has a subsequent confirmed Non-Negative or Positive Test or other Non-Compliant Event.

Payment for Testing

An Employee/Applicant, Employer or Local Union will be billed for the following:

- Department of Transportation (DOT)
- Pre-Employment Testing
- Return To Duty Testing
- Follow-Up Testing
- Industrial Cleaning
- Reinstatement Testing
- Pre-Screening Testing of Applicants
- Apprenticeship Pre-Screening
- Unauthorized/Unnecessary Tests - aka testing out of policy
- Late Random Without Calling BCRC First
- Testing on a Clear Status
- Crane Certifications
- Testing for Employer Required Time Frame
- Retest of Disputed Specimen
- Any Other Tests BCRC Determines, in its Sole Discretion, are Unauthorized



When an Employee has been on "Archived Status" for twelve (12) months or more, has not tested under the BCRC Policy within the past twelve (12) months, and is returning to the active BCRC pool, the following will apply:

- The Employee will be required to submit to a BCRC Reinstatement Test, which will be paid for by BCRC.
- If the BCRC Reinstatement Test is a Non-Compliant Event ("strike"):
- The Employee shall report to the EAP.
- At the direction of the EAP, the Employee shall submit to an Observed Return to Duty Test at the **Employee's expense.**
- If the Observed Return to Duty Test is Negative, the Employee will not have to pay for any Observed Follow-Up Testing.
- If the Observed Return to Duty Test is Positive or a Non-Compliant Event ("strike"), the Employee will have to Pay for any Observed Follow-up Testing.

All costs related to an Unauthorized Test and all costs for re-testing of disputed test results by an Employee will be paid by the Employer or Employee who initiated such test. The costs to be paid by the Employer or Employee for such tests will be determined by BCRC, in BCRC's sole discretion, and shall be subject to change.

BCRC shall also have the right to terminate and/or restrict the Card Manager privileges, e-mail status confirmation system access, and any other access to information contained in any BCRC database for any Employer who fails to comply with this Agreement, the BCRC Policy, or any payment obligations to BCRC.

2020 Policy Changes continued

If an Employee fails to pay for any testing costs and/or other costs for which the Employee is responsible under this BCRC Policy, new BCRC Policy changes effective January 1, 2020, then the BCRC status of such Employee shall be listed as "N/A" unless and until the Employee fully pays all such costs for which the Employee is responsible under this BCRC Policy.

PAYMENT MUST BE CASH, CASHIER'S CHECK, MONEY ORDER OR PAYMENT THROUGH BCRC'S WEBSITE FROM THE MEMBER.

Vacation Status

Employee who has a "clear" status and is not subject to taking an Observed Return to Duty Test or Observed Follow-Up Testing can call or e-mail the BCRC office to inform BCRC that the Employee will be traveling for vacation or a non-work related absence. Upon receipt of such notification, BCRC will switch the Employee to Vacation Status, which will make the Employee "Not Available". If the Employee is placed on Vacation Status, it is the Employee's responsibility to call BCRC upon returning so that the Employee's status can be updated. The Employee will return to the BCRC random pool and be given a "clear" status if all of the following are true; (1) the Employee was tested under the BCRC Policy within the past 12 months, (2) the Employee's most recent test under the BCRC Policy resulted in the Employee being given a "clear" status and (3) the Employee has not been out of the BCRC random pool for more than 30 days. If any one (1) of the aforementioned criteria are not satisfied, the Employee will be required to take an immediate Reinstatement Test, the result of which will determine his/her status with the BCRC and potentially subject him/her to the protocol outlined herein for a non-compliant event.

The BCRC can deny the use of Vacation Status to any Employee, if the BCRC determines, in its sole discretion, that the Employee has abused, or the granting of a requested Vacation Status will result in the abuse of, the Vacation Status provisions of this BCRC Policy. Examples of such abuse, include, but are not limited to, an Employee providing false information to BCRC concerning the Employee's request for Vacation Status, requesting or obtaining Vacation Status for any period of time when the Employee performs work in the geographic area covered by BCRC, failing to timely notify BCRC to terminate the Vacation Status when the reason for the Vacation Status (i.e., vacation, a non-work related absence, etc.) ends, requesting Vacation Status for the purpose of avoiding any testing under the BCRC Policy, and similar matters.

If an Employee, who does not have access to the Vacation Status option, does go on vacation, he/she can notify BCRC, **before** he/she goes on vacation, that he/she will be on vacation during a specified period of time at a specified location. If BCRC receives such notification **before** the Employee goes on vacation and the Employee is selected for a test, BCRC will call the Employee to schedule him/her to test at a collection site near his/her location. If the Employee does not report to test or fails to report as scheduled, it will be considered a Non-Compliant Event and will subject the Employee to the applicable provisions of this BCRC Policy. Under such provisions, the Employee will be given a "Not Available" status and will be referred to the EAP. If an Employee gives proper and timely notice to BCRC and the Employee is at a remote location where BCRC cannot schedule the Employee for testing, BCRC will verify with the local participating Union and Contractor Participant that the Employee is out of the area. The Employee will then be put on Vacation Status until he/she returns and he/she will be subject to an immediate Observed BCRC Test when reporting back to work in BCRC's geographic area. Said test will be in addition to any Observed Follow Up Test already assigned by the EAP Counselor.



This is a brief explanation of the changes for the BCRC Policy. If you would like a new Policy book mailed to you, please call the office at (219) 764-9500 and request one. The BCRC Policy can be found on the website at www.bcrcnet.com.

INSTRUCTIONS

for Sending Rx Info.

Please provide documentation of your prescription according to the instructions below. Unless specified by the MRO you may provide either option listed. **If the MRO requested that you send a specific type, that particular documentation must be provided.**

Option 1: Pictures of the RX bottle (filled prior to drug screen collection date)

Take pictures of RX bottle, make sure camera is in focus and lighting is good. Start at far left hand side of bottle and take picture. Rotate bottle approximately 1/6 turn clockwise and take another picture. Continue process until you have pictures of label and its entirety. Pictures must be clear and overlapping. This should take a minimum of 4 pictures with a label covering 3/4 of the bottle or 6 pictures if it covers the full bottle.

Or partially or completely pull the label from the bottle so all the information is visible in one picture, take the picture, then reattach the label completely.



Option 2: Pharmacy Records

Contact pharmacy and get a **Medication Expense/Prescription History Report** showing the Rx's filled within the last year. If taking a picture of documentation full image must be sent.

You can either fax the information to (385) 549-8711 or email to us at rx@wfqa.com. If you email the information, a confirmation email will be sent to you confirming receipt of information. If you do not receive the automated email, or if you are faxing documentation, please call our office at (801) 503-3495 to confirm receipt.

Once information is reviewed, we will call donor back **IF** any additional information is required. Be aware that if the MRO isn't completely satisfied with the documentation received, or in compliance with DOT requirements, pharmacy or providing practitioner may be contacted to verify prescription information, or donor may be required to send additional documentation.

EnterpriseRx™										Enterprise Pharmacy System Customer Statement version 1.0					
										Page 1 of 1					
Patient Name: JANE DOE		Street Address: 1234 ABC STREET		City: SALT LAKE CITY		State: UT		Zip: 84101		Primary Refill: 1		Pharmacy Name: PHARMACY PHARMACY #222			
City: SALT LAKE CITY		State: UT		Zip: 84101		City: SALT LAKE CITY		State: UT		Zip: 84101		Pharmacy Name: PHARMACY PHARMACY #222			
Phone No: (801) 555-1234		Fax No: (801) 555-5678		Email: J.DOE@ABC.COM		Phone No: (801) 555-1234		Fax No: (801) 555-5678		Email: J.DOE@ABC.COM		Pharmacy Name: PHARMACY PHARMACY #222			
AS	BS	CD	DE	FE	GE	HE	IE	JE	KE	LE	ME	NE	OE		
1	2	3	4	5	6	7	8	9	10	11	12	13	14		
TOTALS:										# of Records: 3		Patient Pay: 100.00		Third Party Pay: 100.00	
Attested To By: [Signature]										Registered Pharmacist		Disclaimer: May not reflect all prescription records			
Printed From Facility ID 2289										Date Range: From: 03/01/2018 To: 04/30/2018		Confidential Information		04/30/2018 15:27	

The Dos and Don'ts of Telephone Etiquette

It is important to learn proper phone etiquette so you can give others a good impression of you and make it a pleasant experience for the other person on the line.

To help, here are some simple dos and don'ts to follow.

DO – Smile when you talk to people. Although they might not be able to see you, a smile can be heard in your voice and the caller will be much more relaxed in their conversation with you. People love talking to happy people.

DON'T – Be distracted. Although the caller may not be able to see what you're doing, if they don't have your full attention it will be heard in your tone and responses. If you wouldn't do these things with the person in front of you, don't do it when you're on the phone.

DO – When you answer the phone, greet the caller warmly and advise who they are talking to. Always answer the phone with your name at the end of your greeting. You will have an upward inflection on your name which will stay in the mind of the caller. "Hello this is (say name).

DON'T – Shout or whisper. Being overly loud or overly quiet can make a phone conversation very awkward and might mean you don't get all of the information to the person on the other end. Try and speak in a calm tone that will be easy to hear and understand.

DO – Speak clearly. You have something to say and the person at the other end wants to hear it. No one wants to repeat themselves many times during a conversation. Speak as clearly as possible to avoid this.

These suggestions are good to remember when calling resources and offices for help. This includes the EAP and/or BCRC offices. Employees in both of these resources are ready to answer questions and help you or your family. BCRC works hard to keep the workplace safe and update members' information. BCRC staff are people (moms, dads, daughters, sons, grandmothers, friends and neighbors) who work hard to help members figure out what they each need. What could be the reason a member could be N/A (not-available) for work? How can we safely return the member to work ASAP? **Respect is a 2 way street.**

ANNUAL HOLIDAY *Coloring Contest*

BCRC is having our Annual Holiday Coloring Contest! We will be judging four age groups. The winner from each age group will win a \$25.00 gift card. The winner will also have their first name & winning picture printed in our semi-annual newsletter! Parents, or Guardians, please complete the entry form below. One winner will be chosen on December 18, 2020. All submissions should be dropped off or mailed in to the BCRC office (6050 Southport Rd., Ste.B, Portage, IN 46368), no later than December 16, 2020. Additional copies can be printed off our website www.bcrcnet.com under the "News and Events" tab at the top of the home page.

PLEASE CIRCLE THE APPROPRIATE GROUP: 0-2YRS 3-5YRS 6-8YRS 9-13YRS

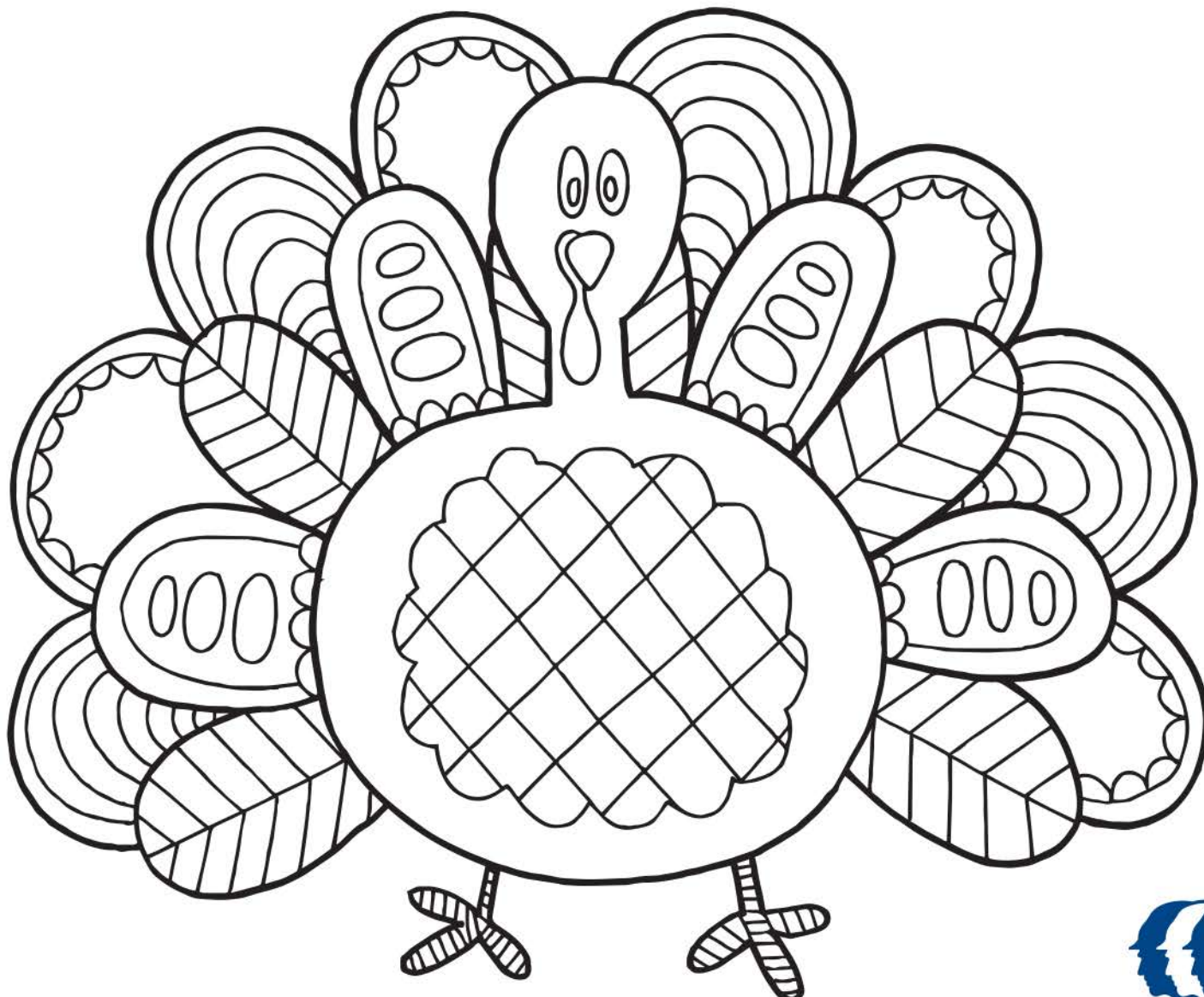
Name: _____ Age _____

Address: _____ City: _____ State _____ Zip: _____

Grade: _____ What do you want to be when you grow up? _____

Parent / Guardian Signature: _____

Parents/Guardians by signing this, you understand that if your child wins, BCRC will publish your child's FIRST NAME, AGE and a copy of their winning project in the semi-annual newsletter. If you have any questions or concerns, please call (219) 764-9500.





6050 Southport Road, Suite B
Portage, IN 46368



COMPLETE BCRC INFO

Including Collection Site

Locations & Hours

On the web at :

www.BCRCNET.com

Fall/Winter 2020



Your EAP are available 24/7 at
800-456-6327 or www.perspectivesltd.com

Striving to be Drug Free
for a Safe Industry



Building & Construction Resource Center

Phone: 219-764-9500

Toll Free: 877-988-5400

6050 Southport Road, Suite B
Portage, IN 46368

Email: info@bcrnet.com

Hours: Monday-Friday 7:00 a.m. till 4:30 p.m.



The BCRC office will be closed on the following days in observance of the holidays!



Thursday & Friday, November 26 & 27, 2020
Friday, December 25, 2020
Friday, January 1, 2021

