



Company Requirements for Drug and Alcohol Testing

Summary	This standard sets forth requirements for determining personnel who are subject to drug and alcohol testing by Pacific Gas and Electric Company (the Company) as part of PG&E's Drug-Free Workplace Program, DOT Drug and Alcohol Testing Program.
Target Audience	All personnel involved with gas transmission and distribution (T&D) operations, engineering, customer field services, gas maintenance and construction (M&C), and commercial drivers with a California Driver's License (CDLA).
Safety	Performing the procedures that implement this standard will not raise the risk of a specific hazard to personnel, the public, or equipment.



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Requirements

1 Overview

1.1 This standard applies to the following:

- Personnel who perform any operation, maintenance, or emergency-response function on a pipeline or liquefied natural gas (LNG) facility that is regulated by Code of Federal Regulations (CFR) Title 49, Part 192, “Transportation of Natural and Other Gas by Pipeline: Minimum Federal Safety Standards,” 49 CFR Part 193, “Liquefied Natural Gas Facilities: Federal Safety Standards,” or 49 CFR Part 195, “Transportation of Hazardous Liquids by Pipeline.”
- Personnel who operate a commercial vehicle with a CDLA and are regulated by 49 CFR Part 382, “Controlled Substances and Alcohol Use and Testing.”
- Individuals who apply for employment with the Company.

2 Personnel Subject to Drug Testing

2.1 The following requirements stipulate the personnel subject to drug testing by the Company:

1. Pre-employment – Individuals the Company reasonably expects to employ (hire or otherwise contract to use) are subject to pre-employment drug testing per 49 CFR Part 199, “Drug and Alcohol Testing, Subpart B—Drug Testing, Section (§) 105, ‘Drug tests required,’” 49 CFR Part 40, “Procedures for Transportation Workplace Drug and Alcohol Testing Programs,” and 382.

2. Company personnel who operate commercial vehicles with a Class A or B license regulated by 382,

OR

Who perform operation, maintenance, or emergency-response functions regulated by 49 CFR Part 192, 193, and 195,

ARE subject to the following categories of drug testing per 49 CFR Part 40, 199, and 382:



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2.1.2 (Continued)

- a. Post-accident
- b. Random
- c. Reasonable cause
- d. Return to duty

3. Contractor personnel – The Company must abide by “ § 199.245. Contractor employees” when drug or alcohol testing contracted personnel. These stipulations are as follows:

a. With respect to those covered employees who are contractors or employed by a contractor, an operator may contractually oblige the contractor to provide the alcohol testing, training and education required by “§ 199.115 Contractor employees”:

(1) The operator remains responsible for ensuring that the requirements of this subpart and Part 40 of this title are complied with.

(2) The contractor allows access to property and records by the operator, the administrator, any DOT agency with regulatory authority over the operator or covered employee, **and**, if the operator is subject to the jurisdiction of a state agency, a representative of the state agency for the purposes of monitoring the operator's compliance with the requirements of this subpart and Part 40 of this title.

- Gas personnel are responsible for determining if work to be done by a contractor is “DOT covered work,” as detailed in this document, and included in Scope of Work.

4. Personnel who perform safety sensitive functions related to the gas system as a part of their job responsibilities are included in PG&E's Anti-Drug and Alcohol Misuse Prevention Plan. These safety-sensitive job functions would include performing activities or making decisions related to the construction, operations, or maintenance of the gas system, or emergency response.

- PG&E's Anti-Drug and Alcohol Misuse Prevention Plan provides greater detail about the program.
- Utility Procedure TD-4413P-04 provides details for determining the scope of drug and alcohol testing for gas-related events.

5. END of Requirements



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Definitions

Accident: An incident reportable under part 191 of this chapter involving gas pipeline facilities or LNG facilities.

Commercial Vehicle: A vehicle that meets any of the following descriptions:

- Vehicle of over 26,001 GVWR.
- Tow truck with combined GVWR rating of 26,001 pounds or more, inclusive of a towed unit with a GVWR or more than 10,000 pounds.
- A DOT placarded vehicle under hazardous material regulations.
- Vehicles designed to transport more than 15 passengers, including the driver.

Covered Function: An operations, maintenance, or emergency-response function regulated by part 192, 193, or 195 of this chapter that is performed on a pipeline or on an LNG facility. An activity, identified by the operator, that affects the operation and integrity of the pipeline and is performed, but is not limited in areas of performance:

- On a pipeline facility.
- As an operations or maintenance task.
- As a requirement of this part.

Incident: Any of the following events:

(1) An event that involves a release of gas from a pipeline, OR, a release of liquefied natural gas, liquefied petroleum gas, refrigerant gas, or gas from an LNG facility, that results in one or more of the following consequences:

- Death.
- Personal injury necessitating in-patient hospitalization.
- Estimated property damage of \$50,000 or more, including loss to the operator and others or both, but excluding cost of gas lost.
- Unintentional estimated gas loss of three million cubic feet or more.



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(2) An event that results in an emergency shutdown of an LNG facility.

- Activation of an emergency shutdown system for reasons other than an actual emergency does not constitute an incident.

(3) An event that is significant in the judgment of the operator, even though it did not meet the criteria of paragraphs (1) or (2) of this definition.

LNG Facility: A liquefied natural gas facility as defined in §193.2007 of part 193 of 49 CFR.

Maintenance, Operation or Emergency Response Activity: Any of the following functions on a pipeline that transports natural gas:

- Operations (control the movement or storage of gas, LNG, hazardous or carbon dioxide).
- Maintenance (preserve a pipeline or LNG facility for future use including repairs, replacement and testing).
- Emergency response (steps taken to identify emergencies, protect people, and return a pipeline or LNG facility to normal operation).

If answers to both of the following questions are in the affirmative, the employee is performing an emergency-response function:

- Does the employee's job, classification, or position description contain information about covered functions that the employee can perform in an emergency situation for the operator?
- Has the employee received training in the performance of covered functions in an emergency situation?
- The aforementioned does not include clerical, truck driving, accounting, or other functions not subject to Part 192, 193, or 195. The person may be employed by the operator, be a contractor employed by the operator, or be employed by such contractor.

Pipe: Any pipe or tubing used in the transportation of gas, including pipe-type holders.

Pipeline: All parts of those physical facilities through which gas moves in transportation, including pipe, valves, and other appurtenance attached to pipe,



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compressor units, metering stations, regulator stations, delivery stations, holders, and fabricated assemblies.

Pipeline Facility: New and existing pipelines, rights-of-way, and any equipment, facility, or building used in the transportation of gas or in the treatment of gas during the course of transportation.

Implementation Responsibilities

The senior program manager for the Drug Free Workplace program updates or modifies the following items in response to DOT regulation changes and updates”

- This standard.
- TECH-0049 training
- First line supervisors in gas operations, electric operations, and transportation services must attend TECH-0049 training once every two years.

Governing Document

Anti-Drug and Alcohol Misuse Prevention Plan

Drug and Alcohol Misuse Prevention Plan

Compliance Requirement/Regulatory Commitment

49 CFR Part 40—Procedures for Transportation Workplace Drug and Alcohol Testing Programs.

49 CFR Part 192—Transportation of Natural and Other Gas by Pipeline: Minimum Federal Safety Standards.

49 CFR Part 193—Liquefied Natural Gas Facilities: Federal Safety Standards.

49 CFR Part 195—Transportation of Hazardous Liquids by Pipeline.

49 CFR Part 199—Drug and Alcohol Testing, Subpart B—Drug Testing, Section (§) 105, “Drug tests required.”

49 CFR § 199.245, “Contractor employees.”

49 CFR Part 382—Controlled Substances and Alcohol Use and Testing.



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Reference Documents

Developmental References:

Letter of Agreement 11-12 – DOT drug testing letter of agreement executed between Pacific Gas and Electric Company and IBEW, Local 1245

Supplemental References:

Anti-Drug and Alcohol Misuse Prevention Plan Drug and Alcohol Misuse Prevention Plan

PG&E's Drug-Free Workplace Program, DOT Drug and Alcohol Testing Program, Employee Policy and Handbook (Rev.4/12) DOT Handbook

TECH -0049 Training – PG&E DOT Drug Free Workplace training

Utility Standard TD-4413S and Procedure TD-4413P-04, "Determining the Scope of Drug & Alcohol Testing for Gas-Related Incidents" TD-4413S

Appendices

NA

Attachments

NA

Document Recision

NA

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Revision Notes

Where?	What Changed?
NA	This is a new standard.