



Environmental Health & Safety

Construction Services FACT SHEET Substance Abuse Prevention Program (SAPP)

Introduction:

The Substance Abuse Prevention Program (SAPP) is an integral part of construction work at Harvard University. The University has established a SAPP that can be used by all parties in the construction process to meet the requirements of the [Project Labor Agreement](#) and the [Construction EH&S Requirements Manual](#). The University has contracted with Pembroke, a drug testing and substance abuse prevention program administrator, to assist with this program's implementation. This Fact Sheet will assist Harvard University project managers, general contractors and trade contractors with establishing, implementing and maintaining a project-specific SAPP that is compliant with The University's requirements.

Applicability:

The Harvard SAPP applies to all construction projects with a contract value equal to or greater than \$100,000, where the contract was bid and executed on or after January 1, 2009.

General Program Facts:

- All employees are required to submit to a drug screen (unless documentation of a test can be provided from a SAMHSA-certified lab within the previous 6 months) **before** reporting for work on each specific project. All dedicated contractor project staff and tradespeople (of all tiers) are subject to the requirements of the Substance Abuse Prevention Program.
- The Substance Abuse Prevention Program (SAPP) is project-specific. It is the responsibility of the general contractor (or other contractor who has contracted *directly* with Harvard) to establish, maintain, and oversee the SAPP for the project.
- Each project and CM/GC will have job-specific passports (authorization forms) to give to each sub-contractor employee in order to request/authorize a drug test.
- Testing is to be provided on-site (6am-3pm, M-F), either at Pembroke's fixed campus location, or by a Pembroke on-site collector. Additional off-site or mobile collection facilities are available for specialized testing.
- Negative test results remain valid for a period of 6 months for workers who travel from project-to-project. Where workers remain on a single project, the test results are valid for the life of the project.
- Drug test collections administered by Pembroke undergo 'instant' analysis (e.g. results are analyzed on-site), and 'negative' results are reported electronically within 1-2 hours of collection. Non-negative (inconclusive) samples must be sent to a certified laboratory for analysis, and results are received within 48-72 hours on average.
- Off-site (e.g. by Concentra or others) testing is laboratory-based only. Where these results are negative, reporting takes 24-48 hours from the time of collection. Where the results are non-negative, result reporting may take an additional 24-48 hours.

Testing Options/Pricing:

	Test Cost	Assoc. Fee
Pembroke Campus Location: 114 Western Ave. (side street entrance)	\$55 per test	N/A
On-Site Collection <i>Instant Test</i>	\$55 per test	\$100 Set Up Fee
Off-Site Collection (e.g. Concentra.) <i>Lab Based 24-48 hr results</i>	\$70 per test	N/A
Mobile Collection Unit <i>Lab Based 24-48 hr results</i>	\$80 per test	\$100 Set Up Fee
Processing of previous or non-listed drug screen (data entry)	\$15 per test	N/A

Collection Locations:

1. Harvard University	(617)254-1545
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Campus	114 Western Avenue Allston, MA westernave@pembrooke.com	Notify Pembrooke ahead of time with an anticipated head count. Walk-in service available.
2. Concentra/Logan International Health Center	1 Harborside Drive East Boston, MA 02128	Appointment Required (617) 568-6500
3. Newton Wellesley Hospital (Occ. Health)	9 Hope Ave Waltham, MA 02453	Call Ahead (617) 243-6444
4. Mt. Auburn Hospital (Occ. Health Services)	777 Concord Ave. Cambridge, MA	Appointment Required (617) 354-0546
5. New England Baptist Hospital (Occ. Medical Center)	125 Parker Hill Ave. Boston, MA 02120	Walk-In (617) 754-5620
6. Cambridge Health	5 Middlesex Ave. Somerville, MA 02145	Call Ahead (617) 591-4660

How to Set Up a Project Specific Program:

- Contact Pembrooke to notify them that your company has been awarded work at the University.
- Establish a project “account” with Pembrooke so that your company may prepare to authorize individuals to go for drug testing.
- Provide Pembrooke with a list of known or anticipated subcontractors. Required information includes subcontractor company names, designated employee representatives for each subcontractor (including e-mail & phone), and addresses.

How to Send an Individual for Collection:

Each project and GC will have job-specific passports (authorization forms) to give to each subcontractor employee in order to request a drug test. Every employee must have this passport in order to submit a drug test. Workers without the passport will not be tested.

Reporting:

All results, either instant or lab-based, are reported electronically via Pembrooke’s web-based results management program eDRUGTEST.com to the appropriate GC representative by specific project, subcontractor, employee, and trade. Each GC representative will have access to their project specific data 24/7. Results are also reported to each employer’s designated representative.

EH&S – Construction Services Group Contact:

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Program Administrator Contact: Pembrooke

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