



Substance Abuse Prevention Program

Table of Contents

Testing	2
Test Options	2
Results and Reporting	3
<i>Negative Test Result Validity</i>	3
Setting Up Project-Specific SAPPs	3
Contacts	4

The Substance Abuse Prevention Program (SAPP) is an integral part of construction at Harvard. All construction process parties can use SAPP to meet Harvard’s Project Labor Agreement’s and Construction Environmental Health and Safety Standard’s requirements.

This information helps Harvard project managers, general contractors, and trade contractors establish, implement, and maintain project specific SAPPs compliant with Harvard’s requirements.

OHS Training & Consulting, Inc., a drug testing and substance abuse prevention program administrator, assists with SAPP implementation at Harvard.

Harvard’s SAPP applies to all construction projects with both:

- Contract values equal to or greater than \$100,000.
- Contracts bid and executed on or after January 1, 2009.



HARVARD

Campus Services

ENVIRONMENTAL HEALTH & SAFETY

All employees must submit to drug screening before reporting for work on each specific project.¹ SAPP requirements apply to all dedicated contractor project staff and tradespeople of all tiers.

SAPPs are project specific. General contractors² are responsible for establishing, maintaining, and overseeing project SAPPs.

For more information visit the [Substance Abuse Prevention Program](#).

Testing

Each project and construction manager/general contractor has job-specific passport authorization forms they can give each sub-contractor employee to request and authorize drug testing.

Every employee must have their own passport to submit a drug test. **Employees without passports won't be tested.**

Test Options

Onsite testing is provided Monday through Friday from 6:00 am to 3:00 pm at OHS's locations. You can get specialized testing at off-site facilities for an added cost. Parking is available.

Test Type	Locations	Days	Time	Test Cost
OHS onsite testing	1340 Soldier's Field Road or 441 Western Avenue	Monday to Friday	6:00 am to 3:00 pm	\$95

¹ Unless test documentation can be provided from a Substance Abuse and Mental Health Services Administration (SAMHSA)-certified lab within the previous six months.

² Or other contractor who has contracted directly with Harvard.



Test Type	Locations	Days	Time	Test Cost
After hours testing	1340 Soldier's Field Road or 441 Western Avenue		After hours	\$110
Instant breath alcohol	1340 Soldier's Field Road or 441 Western Avenue	Monday to Friday	6:00 am to 3:00 pm	\$60
Instant breath alcohol	1340 Soldier's Field Road or 441 Western Avenue		After hours	\$80

Results and Reporting

Drug test collections administered by OHS undergo 'instant' analysis where results are analyzed onsite. OHS reports 'negative' results electronically within one hour to two hours of collection. They send non-negative (inconclusive) samples to certified labs for analysis, and results are received within 48-72 hours on average.

Both instant and lab-based test results are reported electronically by email to the appropriate general contractor designated representative by the specific project.

Negative Test Result Validity

Worker Type	Negative Test Result Validity Period
Workers who travel from project-to-project	Six months
Workers who remain on a single project	Project life

Setting Up Project-Specific SAPPs

1. General contractors setup project accounts by completing a [SAPP Screen Passport Request Form](#)

Make sure you have the following information for the form:



HARVARD

Campus Services

ENVIRONMENTAL HEALTH & SAFETY

- Project name
- Harvard project manager
- Harvard school
- Contractor name and address
- Designated Employer Representatives (DER)
- Billing information

2. The DER is emailed the SAPP testing passport within 24 hours. The DER must sign the passport.

3. After signing the passport, the DER sends the passport to all workers working on the jobsite.

Allow up to 24 hours to receive SAPP testing passports.

4. Workers must bring either of the following to the testing facility:

- A picture ID and signed paper copy.
- A signed digital copy of the passport.

Workers must receive passports before SAPP testing. Employees without passports can't be tested.

Notify OHS Total Care if your DER changes during the project.

5. After passing SAPP testing, each worker receives a "P Card", a small business sized plastic card. Workers must have their P Cards with them while on Harvard projects.

Contacts

Contact OHS about contractor and project setup, testing, and OHS services.

Group	Phone Number	Email Address
EH&S Project Support Services	617-495-2060	ehs@harvard.edu
OHS Training & Consulting, Inc.	866-510-3002	ohs.totalcare@ohstc.us