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9/30/85

Applicants' Exhibit 31
CCNC Contention WB-3
Docket No. 50-400



CP&L Drug and Alcohol Abuse
Reference Manual

NUCLEAR REGULATORY COMMISSION

Docket No. 50-400 Official Exh. No. 31
is the matter of Sharon Harris
Staff IDENTIFIED ✓
Applicant ✓ RECEIVED ✓
Intervenor REJECTED
Staff's Offr
Contractor DATE 9-30-85
Other Witness
Reporter J.W.

DRUG AND ALCOHOL ABUSE REFERENCE MANUAL



CP&L

Carolina Power & Light Company
Equal Opportunity Employer

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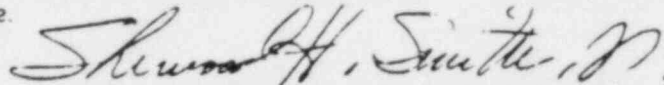
FOREWORD

Drug and alcohol abuse whether on or off the job is a serious concern to our Company. Much has been said and written about the damages to an individual's mind and body by such abuses. I will not dwell on these aspects of substance abuse. Rather, my focus is on the safety and work performance of all employees and the confidence of the public and government in the manner in which we carry out our responsibilities.

Our Company makes every effort to recruit and employ highly qualified and reliable people. Every employee's abilities and performance have an effect on the quality of service we provide to our customers. Ideally it is my sincere desire that not a single CP&L employee has any problem related to the abusive use of any drug or alcohol. Realistically our Company is representative of society and shares to some degree in the trends and problems of these times. For management to ignore these issues would be to display an attitude of irresponsibility toward the health and safety of every employee and to disregard much of our responsibility to our customers. In addition, our Company is subject to constant regulatory review and public scrutiny in all that we do.

Although we would prefer to never intrude into your personal life there may be times when it can not be avoided. To ensure that all employees and especially management understand the Company's position with regard to drug and alcohol abuse, we have established practices and procedures to be followed. These practices and procedures along with some other useful information are contained in this reference manual for your future use. In support of these procedures, all supervisors will participate in a special training program to prepare them to recognize certain drugs and drug related behaviors and to understand the actions that they must take under these circumstances. As you are aware, there is an Employee Assistance Program available to aid any employee who has a significant personal problem, including those related to drug and alcohol abuse.

In summary, we are taking significant and appropriate action to deal effectively with the various issues pertaining to drug and alcohol abuse. A management response alone cannot be the entire solution to any corporate concern. Our Company would not enjoy its nationally recognized reputation for safety if it were not for a conscious and willing safety effort on the part of every employee. Likewise, it will take a conscious and willing effort by each of us to ensure that our work environment remains free from the effects of drug and alcohol abuse. I encourage you to familiarize yourself with the contents of this manual and to direct your questions or concerns about drug and alcohol abuse to your supervisor or personnel representative.



Sherwood H. Smith, Jr.
Chairman/President

CAROLINA POWER AND LIGHT COMPANY

DRUG AND ALCOHOL ABUSE STATEMENT OF PRACTICE

The use, possession, or sale of narcotics, hallucinogens, depressants, stimulants, marijuana, or other controlled substances by an employee while on Company business or on Company property will result in disciplinary action, including possible termination.

Any other use, possession, or sale of narcotics, hallucinogens, depressants, stimulants, marijuana, or controlled substances by an employee that may adversely affect the employee's job performance, or that may reflect unfavorably upon public or governmental confidence in the manner in which the Company carries out its responsibilities, may result in disciplinary action, including possible termination.

The use of alcoholic beverages by an employee on or away from Company property that may adversely affect the employee's job performance, or that may reflect unfavorably upon public or governmental confidence in the manner in which the Company carries out its responsibilities may result in disciplinary action, including possible termination.

This statement of practice does not apply to medication prescribed by a licensed physician and taken in accordance with such prescription.

SUMMARY OF DRUG AND ALCOHOL INTERDEPARTMENTAL PROCEDURES

Employees

CP&L employees whose assigned work location is on a Company nuclear power plant site and others who require unescorted access clearance to operating Company nuclear power plants, even though their regular assigned work location may be somewhere else, are covered by the Company Drug and Alcohol Abuse Statement of Practice and related Drug and Alcohol Interdepartmental Procedures.

Employees covered by these procedures will participate in a drug awareness orientation program to familiarize them with the job related hazards of drug use, the Company Drug and Alcohol Abuse Statement of Practice, related Drug and Alcohol Interdepartmental Procedures, and the Employee Assistance Program. Those who have management or supervisory responsibilities will also participate in a drug awareness training program to prepare them to recognize drugs and drug related behavior, and to understand their responsibilities when such substances or behaviors are observed or reported on the job. A Drug and Alcohol Abuse Reference Manual will be given to each employee attending the orienta-

tion program. A record of attendance and participation will be made and kept on file.

Any employee observed on the job having possession of or under the influence of drugs or controlled substances will be removed from the job by supervision and be subject to disciplinary action, including possible termination. Any employee whose behavior on the job reasonably suggests the influence of alcoholic beverages, drugs or controlled substances will be removed from the job by supervision and required to have a Company-approved medical examination which may include a drug screen. If the medical examination confirms the use of drugs or controlled substances not obtained and used according to a valid prescription, or the use of alcoholic beverages, the employee will be subject to disciplinary action, including possible termination. An employee's refusal to undergo the required medical examination will be considered sufficient cause for disciplinary action, including possible termination.

Any employee who reports personal abuse of alcoholic beverages, drugs or controlled substances to supervision before it is observed on the job will be counseled and will be referred to the Employee Assistance Program. In such cases the employee should understand that a temporary reassignment of duties may be necessary and that participation in the Employee Assistance Program does not guarantee continued employment.

If it becomes necessary, Company management will authorize announced or unannounced inspections, investigations, and searches for illegal drugs and controlled substances. Such actions may involve a single employee or a group of employees. If an employee is reasonably available during an inspection, investigation, or search when it is necessary to open a locker or other personal container secured by a lock, the employee will be requested to open the locker or personal container before any other means of entry is used. However, in such situations, if the involved employee is not reasonably available, appropriate measures will be taken to open the locker or personal container.

Inspections, investigations, and searches may require the use of such techniques as physical searches, polygraphs, chemical screenings, trained animals, etc. and may be carried out by Company, security, or contractor personnel. The results of such actions may include a request that an employee have a Company-approved medical examination which will include a drug screen. If the medical examination confirms the use of drugs or controlled substances not obtained and used according to a valid prescription, the employee will be subject to disciplinary action, including possible termination.

Any employee who refuses to allow or cooperate with a properly authorized inspection, investigation, or search may be subject to disciplinary action, including possible termination.

An employee's use, possession, or sale of drugs or controlled substances on or away from Company property which may adversely affect the employee's job performance or reflect unfavorably upon public or governmental confidence in the manner in which the Company carries out its responsibilities may result in disciplinary action, including possible termination.

Company employees with less than three years continuous service as a regular full-time employee who are not covered by these procedures, but who are being considered for responsibility or assignment changes which would cause them to become covered by these procedures, will be required to have a drug screen and be evaluated using the Minnesota Multiphasic Personality Inventory (MMPI). If the drug screen or the MMPI evaluation produce unacceptable results in the opinion of the Company, the employee may not be granted those responsibility or assignment changes being considered. If the presence of drugs or controlled substances, not obtained and used according to a valid prescription, is determined, the employee may be subject to disciplinary action, including possible termination.

Applicants

Applicants for employment with the Company in any position located at a nuclear power plant site or which requires unescorted access clearance to operating Company nuclear power plants will be fully informed of the Company's Drug and Alcohol Abuse Statement of Practice and related Drug and Alcohol Interdepartmental Procedures. They will be advised that drug screening procedures are a part of the required pre-employment physical examination and that a professional evaluation using the Minnesota Multiphasic Personality Inventory (MMPI) is a part of the total pre-employment procedure. They will be told that if the drug screen indicates the presence of drugs or controlled substances, not obtained and used according to a valid prescription, they will not be further considered for employment. Also, if the MMPI indicates a background of or tendency toward drug or alcohol abuse or aberrant behavior in the opinion of the Company, they may not be considered further for employment.

General

Contractors engaged in work for the Company at operating nuclear power plant sites will be required to institute drug and alcohol abuse control procedures for their employees working at those sites.

The Company will continue its practice of cooperating with appropriate law enforcement agencies in investigations or legal actions relating to the use, possession, or sale of illegal drugs or controlled substances by Company employees or on Company property.

Carolina Power and Light Company

Employee Assistance Program

Begun in April 1982, the Employee Assistance Program is designed to help employees who develop personal and/or medical problems which may affect job performance. Employees are counseled and referred to resources according to their individual problems. Some of the more prevalent problem areas are likely to be: alcoholism, drugs, financial, emotional difficulties and family and marital concerns.

The Employee Assistance Program is designed to serve the immediate family of the employee since personal family problems often impact upon the job performance of the employee. Further, every effort is made to encourage employees to seek confidential assistance through this program before such problems have an effect on the job.

This assistance is a response to the Company's recognition that any employee can develop a non-job related problem that adversely affects job performance. However, it is ultimately the employee's responsibility to maintain acceptable job performance whether or not the employee requests help from the Employee Assistance Program.

The Director of the Employee Assistance Program is located in Suite 304.5 of the Lawyers Building, 320 South Salisbury Street, Raleigh. There are several ways to contact the Employee Assistance Program Office: in Raleigh, phone 836-7742; in North Carolina phone toll-free 1-800-662-8800; in South Carolina 1-800-334-8316. A telephone answer service is provided to assist in handling calls 24 hours a day, 7 days a week.

**Acknowledgement of Attendance:
Drug and Alcohol Abuse Orientation for
Carolina Power & Light Company Employees**

I, _____, hereby acknowledge
that I have attended the Drug and Alcohol Abuse Orientation
for CP&L Employees conducted at _____
on this date, and I have received the Company's *Drug and
Alcohol Abuse Reference Manual*.

I understand the Company's Statement of Practice and
related Interdepartmental Procedures on drug and alcohol
abuse and I agree to abide by them.

I further understand that compliance with the provisions of
the Company's Drug and Alcohol Abuse Statement of Prac-
tice and related Drug and Alcohol Interdepartmental Proce-
dures is required for continued employment with the
Company.

Employee Signature

Social Security #

Date: _____



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