

## **Research Procedure for Drug Testing to Demonstrate Compliance with DFARS 252.226-7003**

In order to demonstrate compliance with DFARS 252.226-7003, Drug-free Work Force, the Georgia Institute of Technology (Georgia Tech) has created this Procedure to document drug testing requirements for employees working in sensitive positions as defined below. This Procedure is to supplement Georgia Tech Policy 5.5, Employee Alcohol and Illegal Drug Use, and Georgia Tech Policy 5.7, Drug and Alcohol Testing.

For purposes of this Procedure, employees in “sensitive positions,” as referenced in the DFARS clause, is defined by Georgia Tech as employees with a security clearance working on a project that requires such clearance and employees working on other federal agency grants or contracts that require compliance with the drug-free workforce requirements.

Employees in sensitive positions working on applicable projects are subject to reasonable suspicion, post-accident, and return-to-duty drug testing as defined in Georgia Tech Policy 5.7, Drug and Alcohol Testing. For purposes of this Procedure, post-accident refers to an accident causing a major injury to personnel or equipment, occurring in the workplace, while working on a project subject to this Procedure. Return-to-duty refers to an affected employee who has been subject to drug testing and whose test result indicates the presence of illegal drugs. In accordance with Georgia Tech Policy 5.7, the determination of reasonable suspicion shall be made by a supervisor or other official who is trained to make such determinations.

The Georgia Tech Office of Human Resources manages the process for reasonable suspicion, post-accident, and return-to-duty drug testing for employees subject to this Procedure per Georgia Tech Policy 5.5, Employee Alcohol and Illegal Drug Use.

Employees found to have used illegal drugs in violation of Georgia Tech policy and this Procedure, shall be removed from working on projects subject to this Procedure until Georgia Tech determines that they may be returned to working on such projects.

Georgia Tech provides an Employee Assistance Program through the University System of Georgia. [GT Employee Assistance Program](#). Additionally, Georgia Tech provides a process for employees to self-disclose use of controlled substances prior to arrest pursuant to Georgia Tech Policy 5.5, Employee Alcohol and Illegal Drug Use.

In accordance with Georgia Tech Policy 5.5, employee misconduct related to illegal drug use shall be subject to appropriate disciplinary actions and penalties up to and including termination of employment and referral to appropriate federal, state, or local authorities.