

Perform Air International Inc.
Att.62.12 – Alcohol Misuse Prevention Program

Revision	Revision Date	Revision Change
N/I	02/08/2010	Initial Release/Re-release
1	10/31/2019	Revised Att number from Att.52.12 to Att.62.12. Changed AMPP Manager name (Page 2)
2	05/31/2021	Revised AMPP Drug Manager's name (1.0 Page 2)



Perform Air International, Inc.
463 South Hamilton Court
Gilbert, AZ. 85233

(480) 610-3500

Perform Air International's Policy
For
The Alcohol Misuse Prevention Program

FAA Repair Station No. IS3R590L

(As required by the DOT and FAA Regulations)

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Summary

The Federal Aviation Administration (FAA) Alcohol misuse Prevention Program (AMPP) prohibits certain conduct by, and requires alcohol testing of; persons who perform specified safety-sensitive functions. Qualified technicians on evidential breath testing devices must conduct alcohol tests. Persons who violate this regulation will be subject to consequences, including removal from safety-sensitive functions. In addition, Perform Air International, Inc. has established its own policies with respect to employees who misuse drugs or alcohol.

Implementation date: February 1, 1995

A copy of this policy will be distributed to each covered employee prior to the start of alcohol testing under the FAA-mandated AMPP and to each person subsequently hired for or transferred to a covered position.

Written notice of the availability of this information will be provided to representatives of employee organizations.

1. Contact person knowledgeable of the AMPP:

AMPP Program Manager
Joseph Picco
480-610-3500

2. Categories of employees subject to testing (covered employees):

- All persons performing any of the following safety-sensitive functions for Perform Air International, Inc. are subject to Department of Transportation (DOT) /FAA alcohol testing:

Aircraft Maintenance/Preventive Maintenance

3. Functions and period of the work day covered by the AMPP:

- Any employees performing the above listed safety-sensitive functions are subject to drug & alcohol testing and must refrain from consuming any alcohol (not just alcoholic beverages) whenever they are performing, ready to perform, or immediately available to perform these functions.
- Employees will only be tested for drugs or alcohol while they are at the work site. For example, a mechanic on-call for duty while at home has not violated the regulations if he or she has an alcoholic beverage unless he or she reports for duty within 4 hours of consuming such alcohol. He or she is not subject to alcohol testing until he or she reports for work.

Therefore, if he or she is called to work and has consumed alcohol within the 4 hour timeframe, he or she would have to decline to report until 4 hours has passed with no alcohol consumption.

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4. Prohibited conduct:

Alcohol and alcohol use

- Alcohol is defined as the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl or isopropyl alcohol.
- Alcohol use is defined as the consumption of any beverage, mixture, or preparation, including any medication (prescribed or over the counter, intentional or unintentional), containing alcohol.

Alcohol concentration

- Covered employees may not report for duty or remain on duty in a position requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater.

Pre-duty Use

- Employees may not perform flight crewmember, flight attendant, or air traffic controller duties within 8 hours after consuming alcohol.
- Employees may not perform flight instruction, aircraft dispatcher, aircraft maintenance or preventive maintenance, ground security coordinator, or aviation screening duties within 4 hours after consuming alcohol.
- On-call employees who are not at work, but could be called to perform safety-sensitive functions, are subject to the pre-duty alcohol prohibition (i.e., they would have to decline a call to work if acceptance would result in performing safety-sensitive duties within 8 or 4 hours, whichever is applicable).

On-Duty Use

- Covered employees may not consume alcohol in any form while performing safety-sensitive functions.
- This prohibition also applies to covered employees who are at work and immediately available to perform safety-sensitive functions.

Use After an Accident

- Covered employees with knowledge of an accident involving an aircraft for which they performed a safety-sensitive function at or near the time of the accident may not use alcohol for 8 hours after the accident unless they have been given a post-accident test, or Perform Air has determined that their performance could not have contributed to the accident.
- Accident is defined as an occurrence associated with the operation of any equipment, or during the performance of maintenance. And all services as provided by Perform Air International, Inc. in which any person suffers death or injury or in which serious damage occurs to equipment or customer property.

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Refusal to Submit to Testing

- Covered employees may not refuse to a post-accident, random, reasonable suspicion, or follow-up alcohol test. Perform Air International, Inc. will not permit an employee who refuses to submit to such a test to perform or continue to perform safety-sensitive functions.
- Refusal to submit to a pre-employment or return to duty test is not a violation of the FAA AMPP rule, but a refusal will preclude any person from performing safety-sensitive functions.

5. Circumstances that require testing:

Covered employees are subject to the following federally mandated drug & alcohol tests:

Pre-Employment

- Before a covered employee performs a safety-sensitive function for the first time for Perform Air International, Inc. he or she must undergo a pre-employment test with a resulting alcohol concentration of less than 0.04.

Post-Accident

- As soon as practicable after an accident, each covered employee must be alcohol tested if that employee's performance either contributed to the accident or cannot be discounted as a contributing factor to the accident.
- A covered employee who is subject to post-accident alcohol testing will remain readily available for testing or may be deemed by Perform Air International, Inc. to have refused to submit testing.
- Attempts to conduct post-accident alcohol testing will cease 8 hours after the accident, even if no alcohol test has been conducted.

Random

- Covered employees will be selected for random alcohol testing through a scientifically valid method. We will use a random number generator to select employees.
- Random tests will be spaced throughout the year and will be unannounced.
- Employees notified of selection for random testing must proceed immediately to the testing area.
- Random tests will be conducted while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing safety-sensitive functions.

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Reasonable Suspicion

- A covered employee must submit to an alcohol test if Perform Air International, Inc. has determined that reasonable suspicion exists that the employee has violated the alcohol misuse prohibitions.
- This determination must be based on a trained supervisor's specific, contemporaneous, articulate observations concerning the appearance, behavior, and speech or body odors of the employee.
- Even if an alcohol test cannot be administered, no employee who is under the influence of or impaired by alcohol, as shown by behavioral, speech, or performance indicators of alcohol misuse, should report for duty or remain on duty requiring the performance of safety-sensitive functions until a test can be administered and the result is below 0.02 or until the commencement of the employee's next duty period if at least 8 hours has elapsed.
- Similarly, even if an alcohol test cannot be administered, Perform Air International, Inc. will not permit any employee who is under the influence of or impaired by alcohol, as shown by behavioral, speech, or performance indicators of alcohol misuse, to report for duty or remain on duty requiring the performance of safety-sensitive functions until a test can be administered and the result is below 0.02 or until the commencement of the employee's next duty period if at least 8 hours has elapsed.
- A supervisor who identifies an employee for a reasonable suspicion test cannot conduct the alcohol test as the breath alcohol technician for that employee.

Return to Duty

- Before a covered employee returns to duty in a safety-sensitive function after engaging in prohibited conduct, he or she will undergo a return to duty test.
- The employee cannot perform a safety-sensitive function until a result indicating an alcohol concentration of less than 0.02 is obtained.

Follow-Up

- Each covered employee, who has been identified by a substance abuse professional (SAP) as needing assistance in resolving a problem with alcohol misuse and who has returned to duty performing a safety-sensitive function, will be subject to follow-up testing.
- Follow-up tests will be unannounced and at least 6 test must be conducted in the first 12 months after the employee is back on the job. Follow-up testing may continue for up to 60 months.
- The Substance Abuse Professional establishes the schedule for follow-up alcohol testing.

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Retests

- If Perform Air desires to permit an employee to perform a safety-sensitive function within 8 hours following administration of an FAA-mandated alcohol test indicating an alcohol concentration of 0.02 or greater but less than 0.04, Perform Air International, Inc. will first retest the employee.
- The employee may return to the safety-sensitive function if the retest result indicates an alcohol concentration of less than 0.02.

6. Procedures for alcohol testing, protecting the employee and the integrity of the breath testing process; Safeguarding the validity of the test results; and ensuring that those results are attributed to the correct employees:

All tests will use the following procedures:

Preparation for Breath Alcohol Testing

- Upon entering the alcohol testing area, the breath alcohol technician (SAP) will require the employee to provide positive identification (photo I.D.) On request, the SAP technician will provide positive identification to the employee.

Screening Tests

- The SAP technician will complete Step 1 on the breath alcohol testing form, and the employee will then complete Step 2 on the form.
- An individually sealed mouthpiece will be opened in view of the employee and the SAP technician and attached to the evidential breath-testing device (EBT) in accordance with the manufacturer's instructions.
- The SAP technician will instruct the employee to blow forcefully into the mouthpiece for at least 6 seconds or until the EBT indicates that an adequate amount of breath has been obtained.
- If the EBT does not have a printer capable of generating a printed result, a sequential test number, the manufacturer's name for the device, the device's serial number, and the time and date of the test; the SAP technician will show the employee the result displayed on the EBT.
- The SAP technician will record the displayed result, test number, testing device, serial number of the testing device, date, time and quantified result in Step 3 of the form; record the test number, date of the test, name of the SAP technician, location, and quantified test result in a log book. The employee will initial the log book entry.
- If the EBT provides a printed result, but does not print the results directly onto the form, the SAP technician will show the employee the result displayed on the EBT. The SAP technician will then affix the test result printout to the breath alcohol test form in the designated space, using a method that will provide clear evidence of removal (e.g., tamper-evident tape).

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- If the EBT prints the test results directly onto the form, the SAP technician will show the employee the result displayed on the EBT.
- In any case in which the result of the screening test is a breath alcohol concentration of less than 0.02, the SAP technician will date the form and sign the certification in Step 3 of the form. The employee will sign the certification and fill in the date in Step 4 of the form.
- If the employee does not sign the certification in Step 4 of the form or does not initial the log book entry for a test, it will not be considered a refusal to be tested. In this event, the SAP technician will note the failure to sign or initial in the “Remarks” section of the form.
- If a test result printed by the EBT does not match the displayed result, the SAP technician will note the disparity in the “Remarks” section. Both the employee and the SAP technician will initial or sign the notation. The test is then invalid and Perform Air International, Inc. and the employee will be so advised.
- No further testing is authorized. The SAP technician will transmit the result of less than 0.02 to Perform Air International, Inc. in a confidential manner, and Perform Air International, Inc. will receive and store the information so as to ensure that confidentiality is maintained as required.

Confirmation Tests

- If the result of the screening test is an alcohol concentration of 0.02 or greater, a confirmation test will be performed. A different SAP technician will conduct the confirmation test, and the SAP technician who conducts the screening test will complete and sign the form and log book entry. The SAP technician will provide the employee with Copy 2 of the form.
- The SAP technician will perform an “air blank” to ensure that the device is working correctly. The air blank result must be 0.00. If the reading is greater than 0.00, the SAP technician will conduct one more air blank. If the reading is greater than 0.00, testing will not proceed using that instrument. However, testing may proceed on another instrument.
- The SAP technician will instruct the employee not to eat, drink, put any object or substance in his or her mouth, and, to the extent possible, not belch during a waiting period before the confirmation test. This time period begins with the completion of the screening test, and will not be less than 15 minutes. The SAP technician will explain to the employee the reason for this requirement (i.e., to prevent any accumulation of mouth alcohol leading to an artificially high reading) and the fact that it is for the employee’s benefit. The SAP technician will also explain the test will be conducted at the end of the waiting period, even if the employee has disregarded the instruction. If the SAP technician becomes aware that the employee has not complied with this instruction, the SAP technician will so note in the “Remarks” section of the form.
- If a SAP technician other than the one who conducted the screening test is conducting the confirmation test, the new SAP technician will initiate a new Breath Alcohol Testing form. The SAP technician will complete Step 1 on the form. The employee will then complete Step 2 on the form, signing the certification. Refusal by the employee to sign this certification will be regarded as a refusal to take the test. The SAP technician will note in the “Remarks” section of the form that a different SAP conducted the screening test.

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- A breath alcohol test is invalid under the following circumstances:

The EBT does not pass its next external calibration check (invalidates all test results of 0.02 or greater on tests conducted since the last valid external calibration test; does not invalidate negative tests.

The breath alcohol technician does not observe the minimum 15-minute waiting period prior to the confirmation test.

The breath alcohol technician does not perform an air blank of the EBT before a confirmation test or such an air blank does not result in a reading of 0.00.

The breath alcohol technician does not sign the form.

The breath alcohol technician fails to note in the remarks section of the form that the employee has failed or refused to sign the form after the test has been conducted.

An EBT fails to print a confirmation test result.

The sequential test number of alcohol concentration displayed on the EBT is not the same as the sequential test number or alcohol concentration on the printed result.

Employee records pertaining to alcohol testing will be maintained in a secure location with controlled access.

These records will be promptly released to the employee, or a person identified by the employee (including subsequent employers), upon written request of the employee. This release of information will not be contingent upon those specifically requested.

These records will be released to the Secretary of Transportation upon request of DOT or FAA.

These records will be released to the National Transportation Safety Board when requested as part of an accident investigation.

These records will be released to the employee or a decision-maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the individual and arising out of a determination that the employee engaged in prohibited conduct.

7. Consequences for violating the rules of the AMPP:

Removal From Safety-Sensitive Functions

- Covered employee are prohibited from performing safety- sensitive functions if they have engaged in prohibited conduct under the FAA rule or another DOT agency's alcohol misuse rule (including refusal to submit to random, reasonable suspicion, post-accident, or follow-up testing).

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Permanent Prohibition on Services

- If a covered employee is determined to have violated the on-duty use of alcohol prohibition, he or she is permanently precluded from performing the safety-sensitive duties he or she performed before such a violation.
- If a covered employee is determined to have violated the prohibited alcohol-related conduct provisions, other than on-duty use, two times after the employee becomes subject to the prohibitions, he or she is permanently precluded from performing the safety-sensitive duties he or she performed before such a violation.
- The bar on two-time violators will apply both to persons who go through rehabilitation and to those who, after evaluation by an Substance Abuse Professional, are determined not to need treatment.

Notice to the Federal Air Surgeon

- Any covered employee who holds an airman medical certificate issued under 14 CFR Part 67 and engages in alcohol use that violates the provisions of the rule will be reported to the Federal Air Surgeon.
- No covered employee who holds a Part 67 airman medical certificate will perform a safety-sensitive function after a violation unless and until, in addition to other required return to duty steps, the Federal Air Surgeon has recommended that the employee be permitted to perform such duties.

Notice of Refusals

- Any covered employee who holds an airman certificate issued under 14 CFR Part 61, Part 63, or Part 65 and refuses to submit to required random, post-accident, reasonable suspicion, or follow-up alcohol testing will be reported to the FAA.

Required Evaluations and Testing

- No covered employee who has violated the rules on alcohol misuse or refusal to submit to testing can perform any safety-sensitive function unless and until the employee has:
 1. Been evaluated by a Substance Abuse Professional to determine whether the employee is in need of assistance in resolving problems related to alcohol use.
 2. Completed any treatment recommended by the Substance Abuse Professional;
 3. Been evaluated by a Substance Abuse Professional to ensure that the employee has properly followed the treatment program; and
 4. Undergone required return to duty testing.

(Note: Federal Air Surgeon action may also be required for certain employees.)

*A Substance Abuse Professional is a licensed physician (medical doctor or doctor of osteopathy) or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of disorders related to drug use and abuse.

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8. Consequences for having an alcohol concentration of 0.02 or greater but less than 0.04

- If a covered employee is found to have an alcohol concentration of 0.02 or greater but less than 0.04, that employee will be immediately removed from performing safety-sensitive functions, until the employee is retested with a result below 0.02, or until the start of the employee's next regularly scheduled duty period, if it occurs at least 8 hours following administration of the test.

9. Intervening when an alcohol problem is suspected including confrontation, referral program, and/or referral to management.

Why you should get involved:

- Although Perform Air International, inc. has no history of substance abuse problems, we recognize that alcoholism and alcohol misuses are problems throughout America.
- There are three good reasons why you should be concerned if any of your co-workers is using drugs or alcohol on the job;
 1. Your health and safety may be at risk.
 2. Alcohol misuse costs you money.
 3. Alcohol creates a negative work environment.

*The U.S. department of Labor has determined that drug and alcohol use on the job cost society an estimated \$102 billion a year. Since most of this cost is passed on to you in the form of higher health insurance rates or in the prices you pay for things, drug and alcohol use on the job costs you and your fellow workers.

- Workers who misuse alcohol don't function at their full potential. Not only is absenteeism a problem, when they are at work these employees may have reduced capabilities and productivity. Since our product is the safe transportation of the public, alcohol misuse is an especially serious issue.
- No matter what your position is in the organization, there is something you can do to ensure that drug and alcohol use on the job never becomes a problem at Perform Air International, Inc.. Acceptance of any misuse puts you, this company, and the public at risk.

10. Effects of alcohol misuse on an individual's health, work, and personal life.

- Alcohol is a central nervous system depressant. Taken in large quantities it causes not only the euphoria associated with "being drunk" but also adversely affects your judgement, your ability to think, and your motor functions. Drink enough alcohol fast enough and it can kill you.
- Long term overuse of alcohol can cause liver damage, heart problems, sexual dysfunction, and other serious medical problems.

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- In some cases, alcohol use can lead to physical and psychological dependence on alcohol. Alcoholism is a serious chronic disease. Left untreated it will inevitably get worse.
- Workers who use alcohol (and other drugs) affect everyone. Studies show that compared to alcohol and drug-free workers, substance abusers are far less productive, miss more workdays, and are most likely to injure themselves or someone else, and file more workers' compensation claims.
- The measurable dollar costs of work place substance abuse from absenteeism, overtime pay, tardiness, sick leave, insurance claims, and workers' compensation can be substantial. However, the hidden costs resulting from diverted supervisory and managerial time, friction among workers, damage to equipment, and damage to the company's public image mean that work place substance abuse can further cut profits and competitiveness.
- Alcohol can also destroy relationships, lead to serious problems with the law (e.g. drunk driving), and even cause harm to the people you love.
- If drinking affects your work life, it could lead to job loss and all of the financial problems that would follow.

11. Signs and symptoms of alcohol misuse

- Family or social problems caused by drinking.
- Job or financial difficulties related to drinking.
- Loss of a consistent ability to control drinking.
- "Blackouts" or the inability to remember what happened while drinking.
- Distressing physical and/or psychological reactions if you try to stop drinking.
- A need to drink increasing amounts of alcohol to get the desired effect.
- Marked changes in behavior or personality when drinking.
- Getting drunk frequently.
- Injuring yourself- or someone else- while intoxicated.
- Breaking the law while intoxicated.
- Starting the day with a drink.

12. Available methods of evaluating and resolving problems associated with the misuse of alcohol.

- Outpatient programs exist in a variety of settings.
 1. Community mental health centers.
 2. Family service agencies.
 3. Private physicians' and therapists' offices.
 4. Occupational settings.
 5. Specialized alcoholism treatment facilities.
- Inpatient services, designed for those with more serious alcohol problems, can be found in the hospitals, residential care facilities, community halfway houses, and some alcoholism clinics.

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- Your local phone directory will list helpful referral organizations such as:
 1. Local council on alcoholism.
 2. Alcoholics Anonymous.
 3. Community alcoholism or mental health clinic.
 4. Social Services or Human Resources Department.
 5. County medical society.

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The policy of this company as it relates to alcohol misuse by employees performing safety-sensitive functions is as follows; (These policies are not governed by DOT/FAA regulations, but are developed and enforced solely by Perform Air International, Inc.

1. Any employee who registers an alcohol concentration of 0.04 on any test administered by or for Perform Air International, Inc. or who engages in other alcohol misuse will be subject to all appropriate disciplinary procedures and may be required to be evaluated and treated as a condition to further employment.
2. Employees self-referring for an alcohol problem prior to being selected for testing will not be terminated and may be sent to a Substance Abuse Professional for evaluation at the company's expense.
3. Any employee who refuses a FAA-mandated alcohol test will be subject to all appropriate disciplinary procedures, including termination.
4. Any employee who registers an alcohol concentration of 0.02-0.039 on a FAA-mandated test will be sent home for the day in an unpaid status the first time such a test result is obtained in addition to all appropriate disciplinary procedures and may be required to be evaluated and treated as a condition to further employment. Any employee who twice registers and alcohol concentration of 0.02-0.039 on FAA-mandated tests will be subject to termination or evaluation and treatment at the company's option. In extraordinary circumstances, this company may exercise the right to retest an employee rather than send the employee.
5. Any employee who will be terminated, or who the company has directed, will be advised to obtain assistance.