

## Fitness for Duty Performance Data – 10 CFR 26.717

### Electronic Reporting Forms for Drug and Alcohol Testing Programs

#### Highlights of Changes - January 2014

##### Background

Improvements have been made to the Single Positive Test Form (SPTF) and Annual Reporting Form (ARF) for Drug and Alcohol (D&A) Testing Programs to incorporate lessons learned from form implementation by industry stakeholders. The improvements enhance the ease of form use, the uniformity of information collected, and the utility of the resulting summary reports.

##### Details

#### **Single Positive Test Form – the updated form is “version 1.5.0”**

- **“Delete Submission” checkbox**

On occasion, a licensee would submit a form in error. For example, the licensee might inadvertently submit a form that was already submitted or select the incorrect facility in the drop down menu.

To enable a licensee to “delete” a submission from the NRC’s FFD performance database, the staff included a “Delete Submission” checkbox. Checking this box and resubmitting the form again (including all the information that was provided originally provided), permits the licensee to send an instruction to the NRC to remove the entire original submission from the FFD program performance data reporting system. Upon checking “Delete Submission,” a comment box opens allowing the licensee to explain why the data in the original submission should be deleted.

Note that both submissions are maintained as official NRC records each with a unique accession number in the NRC’s Agencywide Documents and Management Access System.

This update automates the database revision process and improves the documentation of such changes.

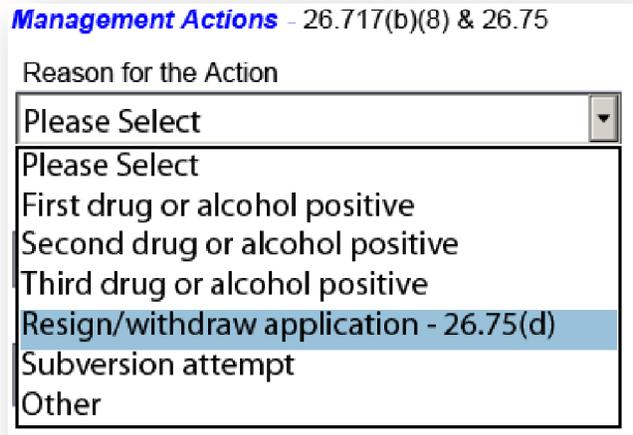


The image shows a screenshot of two checkboxes. The first checkbox is labeled "Submission Update" and the second checkbox is labeled "Delete Submission". Both checkboxes are currently unchecked.

- **“Reason for the Action”**

The staff added a new drop-down menu item called “Resign/withdraw application - 26.75(d)” allowing a licensee to report the instance when an individual resigns or administratively withdraws their application prior to receiving a drug/alcohol test result.

Previously, a licensee would select “Other” from the drop-down list and enter a description of the event.

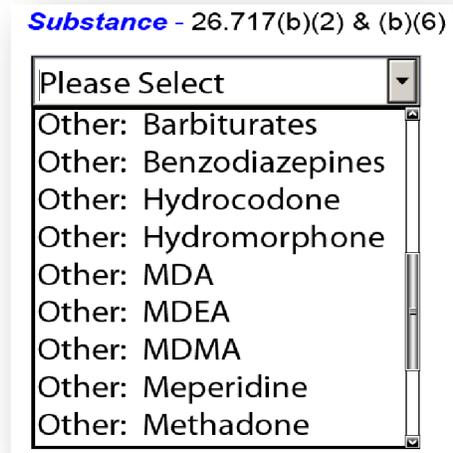


This change improves the clarity and uniformity of information collected.

- **“Substance” and “Additional Substance”**

The staff expanded the number of substances listed in the drop-down menu. Previously, in order for a licensee to enter information on the testing of any substance “other” than the Part 26 required drug testing panel, the licensee would select “Other” and type in the name of the substance in a text box that appeared.

NRC updated the drop-down list to include a list of 14 additional substances that licensees have reported testing. The “Substance” and “Additional Substance” drop down menus are the same. In cases where an individual tested and confirmed positive on a substance that is not listed, licensees still have the option to select: “Other: Not Listed.”



This change ensures that uniform data is received by the NRC, reduces data entry by form users, and enhances evaluation of substance abuse trends within the nuclear industry.

- **“Use NRC Cutoff (Yes/No)?”**

The NRC staff has hid the question “Use NRC Cutoff (Yes/No)?” until after the licensee selections a drug from the “Substance” or “Additional Substance (as applicable)” form fields. This question appears below the “Substance” and “Additional Substance (as applicable)” form fields.

In the prior form, as illustrated below, the default setting was for the “Use NRC Cutoff (Yes/No)” field to appear below the “Substance” or “Additional Substance (as applicable)” form fields regardless of whether a selection was made.

The change enhances ease of form use and improves the visual presentation of the form.

*Substance* - 26.717(b)(2) & (b)(6)      *Additional Substance (as applicable)*

Please Select      Please Select

Use NRC Cutoff (Yes / No)? Yes      Use NRC Cutoff (Yes / No)? Yes

- **Was this collection refused (Yes/No)” = “Yes”**

Upon checking “Yes,” form fields that do not apply in this instance are now hidden. This change improves the visual presentation of the form. Form field view before the update:

*Refusal* - 26.717(b)(7) & 26.75      Was this collection refused (Yes / No)? Yes

*Test Results* - 26.717(b)(4)

Test Validity

Test Type(s) for Result(s) Reported - 26.717(b)(2)

*Was this collection observed (Yes / No)?* - 26.717(b)(7) & 26.75

*Substance* - 26.717(b)(2) & (b)(6)      *Additional Substance (as applicable)*

Use NRC Cutoff (Yes / No)?      Use NRC Cutoff (Yes / No)?

- **SPTF Branding**

The image at the top of the SPTF has been updated consistent with the current NRC branding standards. Use of an agency-wide standard will help ensure that the FFD electronic forms are compatible with each other NRC documents in appearance and are easily recognizable as belonging only to the NRC. The new image is:



**Annual Reporting Form (ARF) for D&A Tests – the updated form is “version 1.5.0”**

- **“Special Analyses Testing”**

The staff included two new form fields to collect information on dilute specimen test results and special analyses testing (§ 26.717(b)(2)). In prior reporting years, licensees would provide special analysis test results in the Narrative Text box on the second page of the form. This change improves the uniformity of information collected.

|  |                      |   |                      |
|--|----------------------|---|----------------------|
| Total Number of "Dilute" Specimen Test Results | <input type="text"/> | Total Number of "Dilute" Specimens (Special Analyses Testing Conducted) | <input type="text"/> |
|--|----------------------|---|----------------------|

- **ARF Branding**

The image at the top of the ARF has been updated consistent with the current NRC branding standards. Use of an agency-wide standard will help ensure that the FFD electronic forms are compatible with each other NRC documents in appearance and are easily recognizable as belonging only to the NRC. The new image is:



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