

North America Substance Abuse Program (NASAP) Frequently Asked Questions

1. What is NASAP?

NASAP stands for The North American Substance Abuse Program. The database is maintained by the Houston Area Safety Council in conjunction with the four approved Third Party Administrators, TPAs.

2. What is the purpose of the NASAP?

To provide a safe and substance-free contractor workforce while protecting employee rights and privacy. NASAP includes a process for rehabilitation and keeps individuals that test positive from moving between contractor companies without successfully completing an approved rehabilitation program.

The NASAP reduces the unnecessary testing redundancy that now exists for many contractors, thereby reducing the overall administrative costs for both owners and contractors. As the number of participating employees increases, pre-employment or pre-access testing will be greatly reduced. Additionally, contractors will have a choice of who administers the NASAP for them. Third-Party Administrators (TPAs) will have to earn the business and perform to keep it.

3. Can I get a copy of the NASAP?

A copy of the of NASAP policy is available on the TRMA website at http://www.trma.org/pdf/NASAP/NASAP_Substance_Abuse_Policy_3-10-11.pdf

4. Who performs the drug screens?

Experienced, highly qualified, independent Third-Party Administrators (TPAs) will manage the NASAP program. Third-Party Administrators will be audited annually.

5. What is the role of the TPAs?

TPAs will administer the NASAP for participating employees of their contractor clients. Administration includes notification of required tests, specimen collections & testing, database management, medical reviews, referrals to substance abuse professionals for rehabilitation and maintaining status information for employees.

Additionally, TPAs train appropriate contractor employees that will be involved in administering the substance abuse program.

TPAs will report employee statuses to the Houston Area Safety Council and will coordinate with other TPAs as employees transfer to other employers.

6. What collection facilities can I use?

The contractor should discuss with their TPA the collection facilities the contractor would like to use. The TPA will contact the collection facilities to discuss the procedures for handling the specimen.

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7. Who are the Third-Party Administrators (TPAs) of the NASAP?

ASAP Drug Solutions
DISA
First Advantage
Forward Edge

See the TRMA website under “Substance Abuse” for information about each TPA. It is important for Contractors to comparison shop for the TPA that best suits their needs regarding fees and pricing, convenience of collection facilities, etc. The TPAs listed are national organizations and will work with you to find the most convenient collection locations.

8. What is the role of the Houston Area Safety Council (HASC) in NASAP?

The Houston Area Safety Council maintains the NASAP database.

9. What is the role of the Three Rivers Manufacturers’ Association (TRMA) in NASAP?

TRMA provides a drug-screen look-up function for contractors and manufacturers through the Virtual Safety Council. The Virtual Safety Council is the same software through which contractors order background checks, register for training, check training history, etc.

10. What are Contractor responsibilities under the NASAP?

1. Establishing a business relation with a NASAP TPA,
2. Having employees sign a one-time Global Release form and sending these to the selected TPA. If signed Global Release forms are not on file, employee NASAP status cannot be uploaded.
3. Ensuring that employees have been tested in accordance with the NASAP, and
4. Ensuring that employees are active in the NASAP database by doing a drug-screen look-up *before* sending workers for substance abuse testing and/or the worksite. (Note: manufacturers may use gate-check procedures to ensure NASAP eligibility. Non-eligible employees will be denied access.)

Ongoing compliance includes conducting random and other required tests per the TPA, ensuring that Contractor employee rosters are updated to the TPA at least monthly upon TPA request, ensuring that employees new to the NASAP have signed global consent forms sent to the TPA, etc.

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- 11. How does NASAP work when a worker changes contractors? For example, Person A was hired by Contractor X and is tested by one of the TPAs. Later the same worker is hired by Contractor Y that uses a different TPA. Does the person need to be tested again? How is the TPA aware that the worker is already in the NASAP pool?**

The worker will stay “Active” on the NASAP database as long as he/she does not miss a random test or tests non-negative regardless of who the worker’s employer is. Contractor Y has to do a NASAP look-up to see if Person A is in the database and discern their status. Person A does not have to be re-tested unless the database shows the individual is “Inactive”. It is the responsibility of the employer to call the TPA to determine why the person is “Inactive”.

- 12. Is the Global Release Form still valid if the employee changes employers and/or TPAs?**

The Global Release form is good for 5 years. However, some the new TPA may require a new form be signed.

- 13. Does the test history show when doing a NASAP look-up?**

There are 2 different ways to do a NASAP look-up: through the TRMA online system or through the Contractor’s TPA website.

Only “active” or “inactive” status will be displayed on the TRMA online system.

When doing a NASAP look-up through the Contractor’s TPA website more information may be displayed including the test results, dates, “Authoritative TPA”, etc.

- 14. Does NASAP apply for workers subject to DOT drug testing?**

The employer needs to check with the facility representative to determine if the facility requires a NASAP test for employees covered by the DOT program. Some facilities require both tests while others accept the DOT test depending on the duties the worker will be performing at the site.

- 15. Are Social Security Numbers required for the NASAP database?**

Social Security Numbers are required since employees are tracked from employer to employer. The NASAP database is in compliance with all state and federal laws and follows acceptable security standards.

- 16. What about a foreign worker who may not have a Social Security Number?**

Check with the host facility to discuss the procedure for foreign nationals