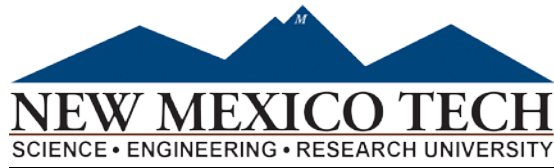


ACKNOWLEDGEMENT

With my signature below, I acknowledge that I received a copy of the New Mexico Tech's Drug Policy. I also received a list of controlled substances, including how these substances are administered and the effects of these substances. In addition, I received a description of the Federal penalties and sanctions for illegal possession of controlled substance and a list of Federal penalties for trafficking of controlled substances.

I understand it is my responsibility to read this information. If I do not understand this information, it is my responsibility to contact the Human Resources Office at 575-835-5206 to obtain assistance.

EMPLOYEE SIGNATURE _____ DATE _____



Drug Abuse Policy

The Drug Free Workplace Act of 1988 requires that all institutions receiving federal contracts of \$ 25,000 or more, and all institutions receiving federal grants, provide their employees with a drug free workplace. Department of Defense regulations require that contractors establish procedures to ensure a drug free work force. The regents and the administration of New Mexico Tech support these requirements. They accept the challenge to maintain for all students and employees a safe and healthy environment. They intend to adhere to both the spirit and letter of the regulations by implementing and enforcing this drug policy. The regents and administration of New Mexico Tech are committed to protecting the rights of all students and employees. In keeping with the mission of New Mexico Tech, emphasis is given to education as a primary vehicle for reducing to zero the use of illegal drugs and the abuse of other drugs. Further, the regents and administration support and encourage research aimed at understanding drug effects and drug abuse and at developing effective treatment methods. All employees must comply with this drug policy and respects the rights of their fellow employees.

Rules Regarding Drugs

The New Mexico Tech Drug Policy prohibits the following:

1. Manufacture, distribution, dispensation, possessions, sale, purchase, or use of illegal drugs on Tech premises or business, or in Tech vehicles, or during work hours.
2. Storing and illegal drug in locker, desk, vehicle, or other repository on Tech premises.
3. Being under the influence of an illegal drug on Tech premises or business, or in Tech vehicles, or during work hours. Being “under the influence” of an illegal drug is defined as testing positive at a specific mg/kg level.
4. Switching or adulterating and urine or blood sample submitted for testing.
5. Refusal to consent to testing when required by this policy.
6. Failure on the part of an employee to report to the employee’s supervisor warnings by a physician that certain job should not be attempted while taking a prescribed drug.
7. failure on the part of an employee to notify the Human Resources Office within 5 days of a conviction under and criminal drug for a violation occurring on Tech premises.

Compliance

All employees must comply with this drug policy.

Employee Drug Abuse Awareness Program

An educational program is being developed. This program will make I possible to inform students, employees, and their families about 1) the effects of illegal drug abuse, 2) the provisions of this drug policy, 3) signs and symptoms of drug abuse, and 4) the availability of treatment for those who seek it. Materials concerning drug abuse and drug effects will be available to all employees and their

families. Education about the effects of drugs and drug abuse will be accomplished in many ways. Among these are:

1. Materials on drug abuse will be included in academic courses where appropriate.
2. Special courses and seminars will be given and employees will be allowed time off to attend these offerings.
3. An employee assistance program (EAP) (see "Employee Assistance" on following page) will be able to answer questions about drug abuse and about this policy. The EAP will also be able to refer employees and students to other resources for assistance.
4. The library will make available books, journals, magazines, and cassettes, videotapes, and special publications giving information on drug abuse, treatment and rehabilitation programs, employees' right to a drug free workplace, and laws regarding drug use and abuse. The library will also make this policy available.
5. The Human Resources Office will distribute widely and make available, at several locations, lists of all illegal drugs.
6. Supervisory instruction will be provided on how to recognize when drugs may be contributing to a decline in performance or erratic employee behavior on the job.

Employee Assistance

The New Mexico Tech Employee Assistance Program's aim is to help employees who seeking help with drug related problems or have been referred by their supervisors because of declining performance or erratic on-the-job behavior. This program will help employees and students find treatment or counseling whenever it is feasible to do so. Referral to or consultation with the employee Assistance Program is never mandatory nor a continued employment. The employee has primary responsibility for voluntarily seeking assistance when it is needed.

The Employee Benefit Plan provides some coverage for treatment or drug problems. Also, a variety of leave forms, paid and unpaid, may be available for employees receiving treatment for drug problems.

Employees who have drug problems are urged to seek help. They can contact the Employee Assistance Program without the permission or the knowledge of their supervisors. Assistance will be provided on a confidential basis. The continued to work at Tech of employees who seek such assistance will NOT be jeopardized because they seek help.

Employees who pursue treatment voluntarily or as a result for referral by the Employee Assistance Program and who continue to work at Tech must meet all established standards of conduct and job performance and comply with this drug policy.

Drug Testing

The Department of Defense requires contractors to perform unannounced random drug test for employees in sensitive positions on DOD contracts. This will be carried out in the following way. At least once a year, a day will be selected at random by the president of New Mexico Tech. Confidential Arrangements will be made with them firm carrying out the testing. On that day, all employees in sensitive positions will be considered eligible for testing. A random sample consisting of 10 to 50 percent of those eligible will be tested. The actual sample percent size and the method of random selection will be determined each year by the president of New Mexico Tech. Offers of employment and promotions and transfers to sensitive positions are conditional on testing drug free.

Employees must sign a consent form provided by the Human Resources Officer prior to the administration of any drug test authorizing the testing. Refusal to sign this consent for could result in disciplinary action, including termination of employment.

Testing will be conducted in strict accordance with the Mandatory Guidelines for Federal Drug Testing Programs issued by the Department of Health and Human Services. Sample collection will be conducted at a designated facility selected by Human Resources. Employees who are tested will be given the opportunity to submit any information that may have an effect, such as a false positive, on their test results. Competent medical personal will evaluate this information. If it is determined that the employee's justification for a positive test result is sufficient that test will be declared void. Employees who test positive for illegal drugs may request a second test to be made of that specimen, and will be given the opportunity to explain the test results. A positive test is defined as a specimen that tests positive on the initial immunoassay and is confirmed positive by using gas chromatography/mass spectrometry techniques.

In addition to performing the random drug testing described above, all New Mexico Tech Hoist Operators will receive a mandatory unannounced annual drug test. This test will be administered under the same standards described above.

Sanctions for Violating the Drug Policy

Any employee working in a sensitive position who is found in violation of the policy will not be permitted to remain working in a sensitive position. The EMRTC Security Officer will notify the Department of Defense of violations by the employees working in sensitive positions.

Any employee who knowingly violates or refuses to comply with the policy may be subject to immediate and serve disciplinary action that may include, but is not limited, termination. This determination is made solely by the president of New Mexico Tech or his designated officer. All of the protection accorded by New Mexico Tech's grievance policies and other human resources policies are available to persons so disciplined.

Acknowledgement of Receipt of Policy

All employees of New Mexico Tech will sign a statement acknowledging that they have received a copy of the Policy and have read and understood the policy. Employees are expected to comply with the provisions of this policy.

Definitions

Definition of an Employee:

An employee is defined as any person on the payroll of New Mexico Tech.

Definition of Illegal Drugs:

As used in this policy, "Illegal drug" means any controlled substance included in Schedules I through V of Section 202 of the Controlled Substance Act, 21 U.S.C. Section 812, as amended, updated or republished, heretofore or hereafter, and further defined in 21 C.F.R. Section 1308 (1987), as amended, update or republished, heretofore or hereafter, except a controlled substance included in Schedules II through V and used by the employee whose conduct is in a question pursuant to a valid prescription for medical purposes filled in the United States.

Employees in Sensitive Positions:

“Employee in a Sensitive Position” means employee who has been granted security clearance for Department of Defense contract work and whose work currently allows or requires access to classified information, an employee who is certified to operate dump, stake and tractor trucks, backhoes, fork lifts, and front loaders, bulldozers, scrapers, graders and cranes, an employee who has responsibility for or access to Institute funds or an employee who works as a campus police officer or security officer.

Controlled Substances—Uses and Effects

U.S. Department of Justice,
Drug Enforcement Administration

	Class*	Trade or Other Names	Medical Uses	Dependence (Physical/Psycho.)	
NARCOTICS					
Opium	II III V	Dovers powder, Paregoric,	Analgesic, antidiarrheal	High	High
Morphine	II III	Morphine, MS-Contin, Roxanol, Roxanol-SR	Analgesic, antitussive	High	High
Codeine	II III V	Tylenol w/Codeine, Empirin w/Codeine, Robitussin A-C, Fiorinal w/Codeine	Analgesic, antitussive	Mod.	Mod.
Heroin	I	Diacetylmorphine, Horse, Smack	None	High	High
Hydro- morphine	II	Dilaudid	Analgesic	High	High
Meperidine (Pethidine)	II	Demerol, Mepergan	Analgesic	High	High
Methadone	II	Dolophine, Methadone, Methadose	Analgesic	High	High-Low
Other narcotics	I II III IV V	Numorphan, Percodan, Percocet, Tylox, Tussionex, Fentanyl, Darvon, Lomotil, Talwin	Analgesic, antidiarrheal, antitussive	High-Low	High-Low
DEPRESSANTS					
Chloral Hydrate	IV	Noctec	Hypnotic	Mod.	Mod.
Barbiturates	II III IV	Amytal, Butisol, Fiorinal, Lotusate, Nembutal, Seconal, Tuinal, Phenobarbital	Anesthetic, anticonvulsant, sedative, hypnotic, veterinary euthanasia agent	High-mod.	High-mod.
Benzodiazepines	IV	Ativan, Dalmane, Diazepam, Librium, Xanax, Serax, Valium, Tranxene, Verstran, Versed, Halcion, Paxipam, Restoril	Antianxiety, anticonvulsant, sedative, hypnotic	Low	Low
Methaqualone	I	Quaalude	Sedative, hypnotic	High	High
Glutethimide	III	Doriden	Sedative, hypnotic	High	Mod.
Other depressants	III IV	Equanil, Miltown, Noludar, Placidyl, Valmid	Antianxiety, sedative, hypnotic	Mod.	Mod.
STIMULANTS					
Cocaine	II	Coke, Flake, Snow, Crack	Local anesthetic	Possible	High
Amphetamines	II	Biphentamine, Delcobese, Desoxyn, Dexedrine, Obetrol	Attention deficit disorders, narcolepsy, weight control	Possible	High
Phenmetrazine	II	Preludin	Weight control	Possible	High
Methylphenidate	II	Ritalin	Attention deficit disorders, narcolepsy	Possible	Mod.
Other stimulants	III IV	Adipex, Cylert, Didrex, Ionamin, Melfiat, Plegine, Sanorex, Tenuate, Tepanil, Prelu-2	Weight control	Possible	High
HALLUCINOGENS					
LSD	I	Acid, Microdot	None	None	Unknown
Mescaline, Peyote	I	Mexc, Buttons, Cactus	None	None	Unknown
Amphetamine variants	I	2.5-DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB	None	Unknown	Unknown
Phencyclidine	II	PCP, Angel Dust, Hog	None	Unknown	High
Phencyclidine analogues	I	PCE, PCPy, TCP	None	Unknown	High
Other hallucinogens	I	Bufotenine, logaine, DMT, DET, Psilocybin, Psilocyn	None	None	Unknown
CANNABIS					
Marijuana	I	Pot. Acapulco Gold, Grass, Reefer, Sinsemilla, Thai Sticks	None	Unknown	Mod.
Tetrahydro- cannabinol	I II	THC, Marinol	Cancer chemotherapy, antinauseant	Unknown	Mod.
Hashish	I	Hash	None	Unknown	Mod.
Hashish oil	I	Hash Oil	None	Unknown	Mod.

Tolerance	Duration Hours	Usual Method of Administration	Possible Effects	Effects of Overdose	Withdrawal Syndrome
NARCOTICS					
Yes	3-6	Oral, smoked	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills, sweating
Yes	3-6	Oral, smoked, injected			
Yes	3-6	Oral, injected			
Yes	3-6	Injected, sniffed, smoked			
Yes	3-6	Oral, injected			
Yes	3-6	Oral, injected			
Yes	12-24	Oral, injected			
Yes	Varies	Oral, injected			

DEPRESSANTS					
Yes	5-8	Oral	Slurred speech, disorientation, drunken behavior without odor of alcohol	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death
Yes	1-16	Oral			
Yes	4-8	Oral			
Yes	4-8	Oral			
Yes	4-8	Oral			
Yes	4-8	Oral			

STIMULANTS					
Yes	1-2	Sniffed, smoked, injected	Increased alertness, excitation, euphoria, increased pulse rate & blood pressure, insomnia, loss of appetite	Agitation, increase in body temp., hallucinations, convulsions, possible death	Apathy, long periods of sleep, irritability, depression, disorientation
Yes	2-4	Oral, injected			
Yes	2-4	Oral, injected			
Yes	2-4	Oral, injected			
Yes	2-4	Oral, injected			

HALLUCINOGENS					
Yes	8-12	Oral	Illusions and hallucinations, poor perception of time and distance	Longer and intense "trip" episodes, psychosis, possible death	Withdrawal syndrome not reported
Yes	8-12	Oral			
Yes	Varies	Oral, injected			
Yes	Days	Smoked, oral, injected			
Yes	Days	Smoked, oral, injected			
Possible	Varies	Smoked, oral, injected			

CANNABIS					
Yes	2-4	Smoked, oral	Euphoria, relaxed inhibitions, increased appetite, disorientated behavior	Fatigue, paranoia, possible psychosis	Insomnia, hyperactivity and decreased appetite
Yes	2-4	Smoked, oral			
Yes	2-4	Smoked, oral			
Yes	2-4	Smoked, oral			