

**BNSF**



JAMES V. SHEA  
Assistant Vice President  
Medical & Environmental Health

**Burlington Northern Santa Fe**

2600 Lou Menk Boulevard  
P. O. Box 961033  
Fort Worth, Texas 76161-0033  
(817) 352-1630  
(817) 352-7507 Fax

February 1, 1999

*Please see distribution list:*

Subject: Drug and Alcohol Program Change - Face-to-Face Evaluations to be Required

Effective March 1, 1999, any employee who tests positive for illicit drugs and/or alcohol, as a result of being selected under any of BNSF's testing programs will be required to have one or more face-to-face evaluations by an approved Substance Abuse Professional (SAP), before they can return-to-work. In the past, these evaluations were done telephonically by EAP managers.

The purpose of the evaluation is to determine whether a substance abuse treatment program is warranted. If warranted, it only applies to employees who are not dismissed as a result of the positive test.

This change is being made because the Department of Transportation (DOT) requires that employees testing positive under DOT regulations have face-to-face evaluations conducted by SAPs. This will provide for a more complete evaluation, including visual observations of demeanor, and appearance, for the first time.

Consequently, BNSF will require face-to-face SAP evaluations, whether the positive test result is obtained via DOT or BNSF authority, providing consistency for all employees.

The evaluation will cause affected employees to incur expenses that have not been a part of the program in the past. Such expenses include travel to and from the SAP, lodging, and SAP professional fees not covered under insurance plans.

The EAP managers will continue to serve as the primary BNSF contact for affected employees, performing the following functions: 1) identify qualified SAPs for employees', and suitable treatment facilities when applicable; 2) establish program compliance contracts and monitor the employees' compliance; and, 3) make recommendations to BNSF's Medical Officer of the employees' fitness for returning to work.

Please communicate this significant program change to all craft and exempt employees within your supervision.

February 1, 1999

Page 2

The BNSF drug and alcohol policy is being revised to cover this change as well as others. It will be distributed in April.

Please do not hesitate to contact me, at the above telephone number, if you have questions.

Sincerely,

James V. Shea

2/19/99  
ALL LOCAL CHAIRMEN

This is being provided to you for your information and files. MWG