

**NOTIFICATION PROCEDURE:**

Requests by an individual to determine if DNFSB-2 contains information about him/her should be directed to the Privacy Act Officer, Defense Nuclear Facilities Safety Board, 625 Indiana Avenue NW., Suite 700, Washington, DC 20004-2901. Required identifying information: Complete name, social security number, and date of birth.

**RECORDS ACCESS PROCEDURE:**

Same as Notification procedures above, except individual must show official photo identification, such as driver's license, passport, or government identification before viewing records.

**CONTESTING RECORD PROCEDURE:**

Same as Record Access procedure.

**RECORD SOURCE CATEGORIES:**

Subject individuals, timekeepers, official personnel records, GSA for accounting and payroll, OPM for official personnel records, IRS and State officials for withholding and tax information, and travel agency contract.

**SYSTEM EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**DNFSB-3****SYSTEM NAME:**

Drug Testing Program Records—DNFSB.

**SYSTEM CLASSIFICATION:**

Unclassified.

**SYSTEM LOCATION:**

Primary System: Division of Personnel, Defense Nuclear Facilities Safety Board, 625 Indiana Avenue, NW, Washington, DC 20004-2901. Duplicate Systems: Duplicate systems may exist, in whole or in part, as contractor testing laboratories and collection/evaluation facilities.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

DNFSB employees and applicants for employment with the DNFSB.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

These records contain information regarding results of the drug testing program; requests for and results of initial, confirmatory and follow-up testing, if appropriate; additional information supplied by DNFSB employees or employment applicants in challenge to positive test results; information supplied by individuals concerning alleged drug abuse by Board employees or contractors; and written statements or medical evaluations of

attending physicians and/or information regarding prescription or nonprescription drugs.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

- (1) Executive Order 12564; September 15, 1986.
- (2) Section 503 of the Supplemental Appropriations Act of 1987, Pub. L. 100-71, 101 Stat. 391, 468-471, codified at 5 U.S.C. section 7301 note (1987).

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSE OF SUCH USES:**

Information in these records may be used by the DNFSB management:

- (1) To identify substance abusers within the agency;
- (2) To initiate counselling and rehabilitation programs;
- (3) To take personnel actions;
- (4) To take personnel security actions; and
- (5) For statistical purposes.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:****STORAGE:**

Records are maintained on paper in file folders. Additionally, records used for initiating a random drug test are maintained on the Random Employee Selection Automation System. This is a stand-alone system resident on an IBM PS/2 computer and is password-protected.

**RETRIEVABILITY:**

Records maintained in file folders are indexed and accessed by name and social security number. Records maintained for random drug testing are accessed by using a computer data base which contains employees' names, social security numbers, and job titles. Employees are then selected from the available pool by the computer, and a list is given to the Drug Program Coordinator of employees and alternates selected for drug testing.

**SAFEGUARDS:**

Access to and use of these records is limited to those persons whose official duties require such access, with records maintained and used with the highest regard for personal privacy. Records in the Division of Personnel are stored in an approved security container under the immediate control of the Director, Division of Personnel, or designee. Records in laboratory/collection/evaluation facilities will be stored under appropriate security measures so that access is limited and controlled.

**RETENTION AND DISPOSAL:**

- (1) Test results, whether negative or positive, and other drug screening

records filed in the Division of Personnel will be retained and retrieved as indicated under the Retrievability category. When an individual terminates employment with the DNFSB, negative test results will be destroyed by shredding, or by other approved disposal methods. Positive test results will be maintained through the conclusion of any administrative or judicial proceedings, at which time they will be destroyed by shredding, or by other approved disposal methods.

(2) Test results, whether negative or positive, on file in contractor testing laboratories, ordinarily will be maintained for a minimum of two years in the laboratories. Upon instructions provided by the Division of Personnel, the results will be transferred to the Division of Personnel when the contract is terminated or whenever an individual, previously subjected to urinalysis by the laboratory, terminates employment with the DNFSB. Records received from the laboratories by the Division of Personnel will be incorporated into other records in the system, or if the individual has terminated, those records reflecting negative test results will be destroyed by shredding, or by other approved disposal methods. Positive test results will be maintained through the conclusion of any administrative or judicial proceedings, at which time they will be destroyed by shredding, or by other approved disposal methods.

(3) Negative specimens will be destroyed according to laboratory/contractor procedures.

(4) Positive specimens will be maintained through the conclusion of administrative or judicial proceedings.

**SYSTEM MANAGER AND ADDRESS:**

Defense Nuclear Facilities Safety Board, 625 Indiana Avenue, NW, Suite 700, Washington, DC 20004-2901, Attention: Director of Personnel.

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