

# **P-9**

# **Substance Abuse Awareness and Prevention Policies**

**A. Policy**

The purpose of this protocol is to provide details on Department of General Services (DGS) responsibilities and procedures pursuant to the provisions of [Management Directive 505.25 Amended, Substance Abuse in the Workplace](#).

To ensure adherence to required procedures related to substance abuse in the workplace, DGS abides by [Executive Order 1996-13, Commonwealth of Pennsylvania's Policy on Substance Abuse in the Workplace](#) and [Management Directive 505.25 Amended, Substance Abuse in the Workplace](#).

**B. Recordkeeping**

The Agency Safety Coordinator shall annually review this protocol to ensure effectiveness. The review shall be documented and be on file for the current fiscal year and the previous two.