Survey of Employer Anti-drug Programs

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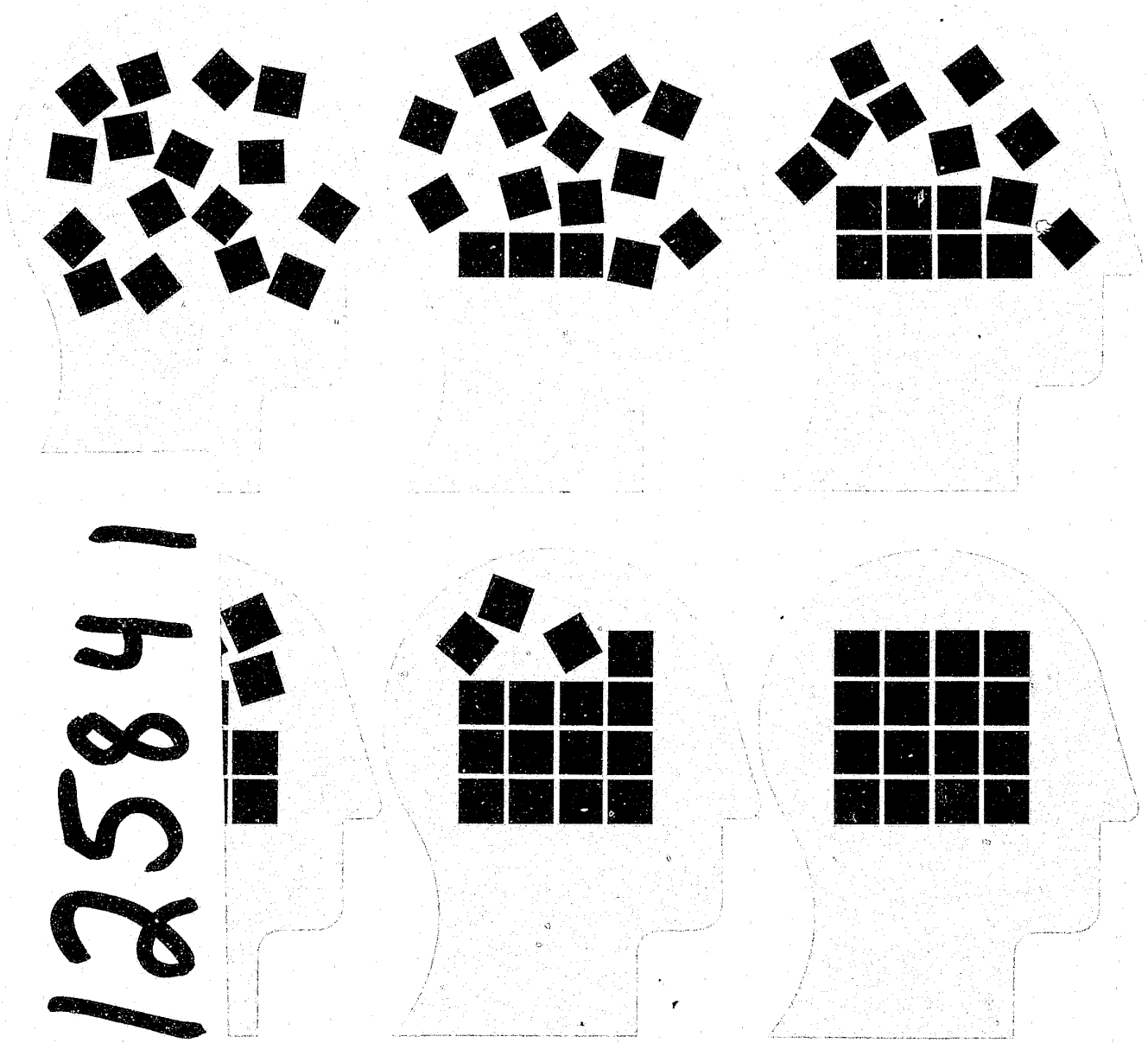
Report 760



U.S. DEPARTMENT OF LABOR
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Preface

The data in this report are based on information collected in the Survey of Employer Anti-drug Programs conducted by the Bureau of Labor Statistics in the summer of 1988. This was a nationwide probability sample survey of private nonagricultural establishments with one or more employees, stratified by employment size class, major industry division, and multistate region. It was designed to collect information on the incidence of drug-testing and employee assistance programs in private industry. In addition, the survey also collected data on drug-test results and the characteristics of employee assistance programs. The survey was sponsored by the Office of the Assistant Secretary for Policy, U.S. Department of Labor.

The report was prepared in the Office of Employment and Unemployment Statistics under the direction of Thomas J. Plewes, Associate Commissioner. Survey work was coordinated by George D. Stamas of the Division of Monthly Industry Employment Statistics. The questionnaires were designed by Mark Palmisano of the Division of Statistical Methods and Howard V. Hayghe of the Division of Labor Force Statistics. Sample design and estimation methods were provided by Michael B. Witt and Shail J. Butani of the Division of Statistical Methods. Survey operations were conducted under the direction of Guy A. Toscano of the Division of Federal/State Monthly Surveys, Office of Survey Processing, and computer programming was directed by James K. Fox of the same division. Gloria P. Green coordinated the tabulation and other production services, and Howard V. Hayghe prepared the analysis.

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Introduction

Drug abuse affects our society at many levels—from the urban ghetto, to the suburban high school, to the workplace. In the workplace, it may influence attendance, productivity, product quality, and worker safety and morale. Relatively little information is available on a nationwide basis regarding the extent of private-sector efforts dealing with drug abuse in the office, factory, or store. Although a number of privately financed surveys have been conducted, they focused on relatively small segments of the private sector, with samples drawn from selective populations which are not representative of employers as a whole.[1]

Recognizing the need for comprehensive, scientifically collected information on the anti-drug efforts in private industry, the Congress, in the Drug Abuse Act of 1986 (Public Law 99-570), directed the Secretary of Labor to conduct research into employers' anti-drug abuse efforts. As a consequence, in the summer of 1988, the Bureau of Labor Statistics undertook the Survey of Employer Anti-drug Programs. The objective of the survey was to produce estimates of the number of private nonagricultural establishments with drug-testing or employee assistance programs by employment size class, major industry division, and multistate geographic region. A sample of some 7,500 establishments was selected from the Bureau's Unemployment Insurance Address File, supplemented with the Federal Railroad Administration's list of railroad establishments. (See appendix.)

Establishments, rather than companies, were the unit of measurement for this survey. An establishment is defined as an economic unit, usually at a single location, that produces goods or services. Although a single establishment can be a company, they are not necessarily equivalent, because companies or firms often consist of several establishments or workplaces.

The survey was conducted in two phases. First, a survey form was mailed to each sample unit to determine whether it had a drug-testing or employee assistance program. From the information gathered, estimates were developed measuring the prevalence of these programs on a national basis. In the second phase, establishments identified in the first phase as having drug-testing programs were asked, among other questions, how many employees and applicants they tested over the previous year and how many of that group were identified as having used drugs. Also, those employers identified as having employee assistance programs or similar benefits were asked to indicate what features those programs had. Establishments not responding to these questionnaires, as well as those whose responses required clarification or more information, were recontacted by computer-assisted telephone interviewing.

Information on the survey definitions, estimation procedures, survey operations, and measures of sampling variability and facsimiles of the questionnaires used appear in the appendix.

[1] Ten surveys on employee drug testing were summarized in *Employee Drug Testing: Information on Private Sector Programs*, GAO/GGD-88-32 (General Accounting Office, March 1988). Of the 10, 7 were directed at members of business or professional organizations, 2 at very large companies, and 1 at Fortune 500 companies. The sample for a more recent survey, conducted in 1988 by the Gallup Organization for Hoffman-Laroche, consisted of 706 companies with 20 employees or more, selected from Trinet, Inc.'s Large Corporation Database. Companies in this database consist of main offices and parent companies only. See *Drug Testing at Work: A Survey of American Corporations* (Gallup Corporation, 1988).

Incidence of Anti-drug Programs

Employer efforts to prevent or reduce the incidence of drug abuse among employees fall into two basic categories—detection and treatment.[2] Detection of drug use is intended to identify employees with drug problems and also to identify drug users who are seeking employment. Employer-sponsored treatment for employees with drug problems frequently takes place through an employee assistance program. Employee participation in these programs may be either voluntary or a condition of continued employment with the firm.

The survey results show clearly that the most important factor with regard to the incidence of these programs was establishment size—the number of employees in an establishment. The larger the establishment, the more likely it was to have a drug-testing or employee assistance program. Differences in the incidence of such programs by industry were much less, and there was very little difference in the incidence of such programs among geographic regions.

Size of establishment. The larger the establishment, the more likely it was to have a drug-testing or employee assistance program. Thus, for example, 43 percent of the Nation's largest establishments—those with 1,000 employees or more—had drug-testing programs, versus only about 2 percent of the smallest establishments—those with fewer than 50 workers. The incidence of employee assistance programs showed a comparable pattern—76 versus 9 percent. Because these small workplaces comprise the overwhelming majority of the Nation's establishments—over 90 percent—only 3 percent of establishments overall had drug-testing programs, and 7 percent had employee assistance programs. The small establishments, on the other hand, employ only about 35 percent of all workers. Hence, proportionately more employees worked in establishments that have testing and assistance programs—about 20 and 31 percent, respectively. (See table 1.)

The fact that a worker is in an establishment that has a drug-testing program does not mean that he or she will be tested for drug use, however. The information collected showed marked variation in testing practices. Some establishments only test applicants; others focus on particular occupations or suspected substance abuse; still others carry out random testing. For these reasons, relatively few employees were actually tested for drug use. (See section on test results.)

Several factors may underlie the lack of drug-testing or employee assistance programs among smaller establishments. One is that the owners or managers of small establishments may have a better opportunity to observe and interact with their employees on the job—and thus be in a position to observe possible signs of drug use—than managers in large establishments. Also, the cost of testing or assistance programs may be prohibitive for a small establishment. In addition, the pool of workers from which small employers hire may include friends, relatives, or other members of their community with whom they are familiar.

Industry. Establishments in mining (including oil and gas extraction), communications and public utilities, and transportation were the most likely to have testing programs, partly because of regulatory requirements.[3] Establishments least likely to have testing programs included those in the retail trade, services, and construction industries. (See table 2.) Establishments in these industries tended to be small—76 percent of both construction and services establishments had fewer than 10 employees, as did 67 percent of retail trade firms—and they typically experience high worker turnover which would tend to increase testing expenses.

Region. Geographic region by itself appeared to have relatively little effect on the proportions of establishments with drug-testing or employee assistance programs. (See table 3.) For instance, the proportion with testing programs ranged from 2 percent in the Northeast to around 4 percent in the South and Midwest. Overall, the incidence of establishments with assistance programs was somewhat higher in the Midwest than in other regions. When examined by size of firm, however, there were few, and typically very small, regional differences.

While some regulatory policies require testing in certain industries, several States have passed legislation restricting drug testing. As of the end of 1987, these States were: Connecticut, Iowa, Minnesota, Montana, Rhode Island, Utah, and Vermont. Generally, the legislation limits employers with regard to who can be tested and requires employers as well

[2] For a discussion of drug-testing procedures, see *Alcohol and Drugs in the Workplace: Costs, Control and Controversies*, Bureau of National Affairs, Inc. (Washington, D.C., 1986), pp.27-38.

[3] See, for example, U.S. Department of Transportation, Federal Railway Administration, *Field Manual: Control of Alcohol and Drug Use in Railroad Operations*, pp. A61-A72.

as laboratories to follow a testing protocol designed to minimize the chance of error. About 1 percent of establishments in the States with legislation regulating testing had drug-testing programs, compared with 3 percent in States without such legislation. In contrast, a larger proportion of establishments in legislating States used employee assistance programs to prevent drug use—12 percent, compared with 6 percent in the nonlegislating States. However, there were fewer differences in this proportion by firm size than was the case for establishments with drug-testing programs.

Written policy. Another facet of employers' anti-drug efforts is the existence of formal, written policies regarding drug use by employees. (A formal policy can also cover other aspects of employee conduct such as alcohol use, dress, etc.) Like testing and assistance programs, firm size was an important factor in determining the frequency with which such statements occurred. For instance, about 6 percent of those with fewer than 10 employees had formal policies, compared with 83 percent of those with 5,000 employees or more. Overall, 13 percent of all establishments, employing 43 percent of all nonfarm workers, had formal written policies regarding drug use. (See table 1.)

Plans for future program implementation. At the time the survey was conducted (summer 1988), about 4 percent of all employers without programs were considering beginning drug-testing programs sometime during the next 12 months, and 3 percent were thinking about starting employee assistance programs. In both cases, there was considerable variation by size of establishment. For example, the proportions considering drug testing ranged from 3 percent for those with fewer than 50 employees to 14 percent of establishments with 1,000 workers or more. By industry, the proportions considering drug testing ranged from 2 percent for establishments in finance, insurance, and real estate and retail trade to 11 percent for those in durable goods manufacturing.

Program Characteristics

Testing programs. Employers with testing programs appear to place a high priority on keeping potential drug problems out of the workplace. About 85 percent of establishments with testing programs targeted job applicants, while 64 percent focused on current employees. (See table 4.)

Most of the establishments with programs for testing applicants tested all applicants as one of the final steps in the hiring process; the extent to which this was done on a random basis is unknown. Only 16 percent limited the testing to persons who were applying for jobs in specific occupations. Among establishments with programs for testing employees, about two-thirds tested those suspected of drug use, while about one-fourth had programs under which all employees were subject to testing. With the exception of workers suspected of drug use, it appears that employers were most likely to test persons on a random basis, as only about 9 percent of workers in establishments with drug-testing programs were actually tested.

Establishments in mining, construction, transportation, and wholesale trade that had testing programs were about as likely to test applicants as current employees. All the remainder were more likely to have programs for testing applicants. (See table 5.)

Test results. Relatively few workers on private payrolls are actually tested for drugs. In the 12 months prior to the survey, establishments with testing programs reported testing a little under a million employees—or about 1 percent of all workers. Of these, about 9 percent tested positive for drug use. Of the 3.9 million applicants who were tested, 12 percent tested positive for drug use. These test results should not be generalized as representative of the entire work force, because only a small proportion of all employers test and so much of the testing is performed on persons suspected of drug use. (See table 6.)

Employees in wholesale and retail trade who were tested for drug use had the highest positive rate—about 20 percent of those tested. The high positive rate in wholesale trade is probably due to the fact that 90 percent of the establishments in that industry that test employees test those suspected of using drugs.

Among applicants for jobs, the highest positive rates were also for those looking for jobs in wholesale and retail trade establishments—17 and 24 percent, respectively.

Employee assistance programs. Nearly 300,000 establishments had employee assistance programs that could help workers with drug problems. The overwhelming majority of these programs (9 out of 10) were management sponsored. The remainder were sponsored by a union or by both union and management. (See table 7.)

With the exception of mining establishments, half or more of the firms contracted out their assistance programs. The reasons for the mining exception are not clear, since these establishments tend to be small, and small establishments generally have contracted-out programs.

Special features. Employee assistance programs provide a wide array of assistance services to employees enrolled in them. The most common services are referrals to providers of treatment or counseling (provided by 97 percent of the assistance programs), counseling (77 percent), and followup procedures (82 percent) to monitor the success or failure of the individual client. (See table 8.)

Less frequently offered features include a hotline (a telephone number available to employees enabling them to obtain help in dealing with a drug crisis), drug education or awareness program, and aid for family members. These latter features are more dependent on establishment size: less than half of the establishments with fewer than 10 employees that have assistance programs provide these features, and the proportions rise considerably as size increases.

Staffing. Assistance programs that were internally run typically had very few establishment employees assigned to staff them; the number assigned usually depended on the size of the establishment. As one would expect, few of the establishments with less than 10 workers had an employee staffing their assistance program; consequently, counseling, referral, and other services were probably provided by managerial personnel. In contrast, almost all the firms with 5,000 workers or more with employee-assistance programs had some staff assigned to the program, including 46 percent which had 2 to 4 employees and 39 percent that had 5 employees or more on the program staff. (See table 9.)

Summary

Private industry efforts to reduce or eliminate problems in the workplace caused by drug abuse among workers fall into two categories—identification and assistance. By means of drug-testing programs, employers seek to identify drug users among both employees and job applicants. Through employee assistance programs, they try to help workers overcome drug problems, thereby reducing the extent of the problem in the workplace.

Such programs are not widespread. Establishments with few employees are unlikely to have either a testing or assistance program. Only among very large establishments are these programs common.

Drug-testing programs are aimed more towards job applicants than employees. Moreover, those programs under which employees are tested for drug use focus primarily on workers who are suspected of drug use. As a result, establishments reported testing relatively few of their workers. Of the applicants and employees who were tested, only about 1 in 10 tested positive for drug use.

Employee assistance programs were largely referral programs. That is, employees who were identified as drug users or who voluntarily came to the program for help were referred to organizations outside the establishment for counseling and/or treatment.

Table 1. Presence of a drug-testing or an employee assistance program by size of establishment: Private nonagricultural establishments and employees, summer 1988

Presence of program	Total	Size of establishment							
		1 to 9 employees	10 to 49 employees	50 to 99 employees	100 to 249 employees	250 to 499 employees	500 to 999 employees	1,000 to 4,999 employees	5,000 employees or more
Establishments									
Total (thousands)	4,542.8	3,140.9	1,083.7	195.6	84.4	23.1	9.5	5.2	0.4
Percent:									
With a drug-testing program	3.2	.8	6.4	12.4	17.2	29.7	30.6	41.8	59.8
With an employee assistance program	6.5	3.7	9.7	15.7	29.4	45.3	53.9	70.4	83.0
With both a drug-testing and an employee assistance program	1.4	.4	2.7	3.8	9.4	20.9	22.7	35.2	56.2
With neither a drug-testing nor an employee assistance program	91.7	95.9	86.6	75.7	62.7	45.9	38.3	23.0	13.4
Considering implementation of:									
A drug-testing program	3.9	2.3	5.6	14.8	12.6	12.7	14.9	14.1	11.2
An employee assistance program	3.2	1.9	4.7	10.0	13.8	10.7	12.7	10.7	7.5
With a formal policy on drug use	13.1	6.4	24.0	35.9	50.4	53.5	59.9	71.2	82.9
Employees									
Total (thousands)	84,965.7	10,700.1	20,584.2	12,254.5	13,309.4	8,220.1	6,469.2	9,596.2	3,831.8
Percent in establishments:									
With a drug-testing program	19.6	1.1	7.3	12.3	17.8	29.2	30.4	43.6	67.6
With an employee assistance program	31.0	4.2	11.2	16.6	30.7	45.2	54.2	71.9	86.8
With both a drug-testing and an employee assistance program	13.8	.7	3.5	3.9	9.7	20.7	22.8	36.4	64.4
With neither a drug-testing nor an employee assistance program	63.2	95.5	84.9	75.0	61.3	46.3	38.2	20.9	10.0
Considering implementation of:									
A drug-testing program	10.1	2.4	6.2	15.1	12.8	13.1	14.3	12.5	8.1
An employee assistance program	8.6	2.0	5.3	9.8	14.1	10.7	13.0	10.0	6.7
With a formal policy on drug use	42.5	8.2	27.5	35.6	51.7	52.5	58.8	71.7	86.6

NOTE: The individual categories will sum to more than 100 percent because many establishments had more than 1 program or policy.

Table 2. Presence of a drug-testing or an employee assistance program by industry: Private nonagricultural establishments and employees, summer 1988

Presence of program	Total	Mining	Construction	Manufacturing		Transportation	Communications and public utilities	Wholesale trade	Retail trade	Finance, insurance, and real estate	Services
				Durable goods	Nondurable goods						
Establishments											
Total (thousands)	4,542.8	31.6	458.1	193.9	141.2	153.5	37.5	467.9	1,101.8	403.9	1,553.4
Percent:											
With a drug-testing program	3.2	21.6	2.3	9.9	9.1	14.9	17.6	5.3	.7	3.2	1.4
With an employee assistance program	6.5	18.8	2.8	10.4	12.8	10.9	30.9	7.8	4.7	9.2	5.5
With both a drug-testing and an employee assistance program	1.4	16.2	.7	4.1	4.8	4.8	11.7	2.3	.4	1.5	.6
With neither a drug-testing nor an employee assistance program	91.7	75.7	95.6	83.8	82.9	79.0	63.2	89.3	95.0	89.1	93.7
Considering implementation of:											
A drug-testing program	3.9	3.1	2.6	10.8	8.9	8.7	9.6	7.0	2.3	2.2	3.0
An employee assistance program	3.2	3.0	.8	8.4	7.5	8.8	5.9	2.9	2.6	2.5	3.0
With a formal policy on drug use	13.1	28.4	9.9	17.6	20.5	29.7	36.3	10.9	12.2	15.3	11.1
Employees											
Total (thousands)	84,965.7	712.0	5,011.9	11,159.0	7,767.1	3,149.1	2,209.0	5,835.0	18,413.0	6,539.0	24,170.6
Percent in establishments:											
With a drug-testing program	19.6	48.1	9.0	45.5	37.3	48.6	55.3	22.0	5.0	12.6	8.7
With an employee assistance program	31.0	47.9	10.6	55.8	45.3	36.0	76.1	17.6	17.0	40.5	25.2
With both a drug-testing and an employee assistance program	13.8	38.1	4.9	36.0	28.1	24.3	51.0	10.1	2.8	10.2	5.4
With neither a drug-testing nor an employee assistance program	63.2	42.1	85.3	34.8	45.6	39.6	19.7	70.5	80.7	57.1	71.6
Considering implementation of:											
A drug-testing program	10.1	8.8	5.9	16.5	18.1	12.3	10.0	10.1	6.3	6.5	9.2
An employee assistance program	8.6	7.7	4.4	11.1	10.0	13.4	5.1	7.0	7.9	7.9	8.8
With a formal policy on drug use	42.5	61.0	22.3	56.8	54.8	54.0	79.0	33.3	38.0	49.9	34.3

NOTE: The individual categories will sum to more than 100 percent because many establishments had more than 1 program or policy.

Table 3. Presence of a drug-testing or an employee assistance program by Census region and existence of State legislation: Private nonagricultural establishments and employees, summer 1988

Presence of program	Total	Census region				States with legislation regulating drug-testing programs[1]	States without legislation regulating drug-testing programs
		Northeast	Midwest	South	West		
Establishments							
Total (thousands)	4,542.8	1,008.7	1,076.6	1,525.2	932.3	339.9	4,202.9
Percent:							
With a drug-testing program	3.2	1.9	3.8	3.9	2.8	1.2	3.4
With an employee assistance program	6.5	6.0	8.9	5.5	6.2	12.2	6.1
With both a drug-testing and an employee assistance program	1.4	1.1	.9	2.0	1.6	.6	1.5
With neither a drug-testing nor an employee assistance program	91.7	93.2	88.2	92.6	92.6	87.2	92.1
Considering implementation of:							
A drug-testing program	3.9	4.8	3.5	3.1	4.7	5.7	3.8
An employee assistance program	3.2	4.8	3.2	3.1	1.6	3.2	3.2
With a formal policy on drug use	13.1	11.6	13.9	13.8	12.7	15.4	12.9
Employees							
Total (thousands)	84,965.7	19,153.7	20,898.7	27,980.0	16,933.2	5,424.5	79,541.1
Percent in establishments:							
With a drug-testing program	19.6	16.7	20.7	21.4	18.4	12.4	20.1
With an employee assistance program	31.0	31.1	33.3	29.0	31.3	36.5	30.6
With both a drug-testing and an employee assistance program	13.8	12.9	13.8	14.4	13.7	9.8	14.0
With neither a drug-testing nor an employee assistance program	63.2	65.1	59.8	64.0	64.0	60.7	63.4
Considering implementation of:							
A drug-testing program	10.1	9.7	10.1	11.3	8.8	9.2	10.2
An employee assistance program	8.6	10.9	7.6	8.7	7.2	6.9	8.7
With a formal policy on drug use	42.5	39.2	41.6	44.5	44.1	42.4	42.5

[1] Seven States--Connecticut, Iowa, Minnesota, Montana, Rhode Island, Utah, and Vermont--were included in this group as of January 1988.

NOTE: The individual categories will sum to more than 100 percent because many establishments had more than 1 program or policy.

Table 4. Drug-testing programs by type of program: Private nonagricultural establishments and employees, summer 1988

Type of program	Establishments	Employees in establishments
Total with a drug-testing program (thousands)	145.3	16,636.2
Percent with a program that tests:		
Job applicants	85.2	88.5
Current employees	63.5	66.3
Percent with a program for job applicants that tests:		
All applicants	83.4	89.0
Applicants for specific occupations	16.1	10.2
Some other group of applicants	1.1	.9
Percent with a program for current employees that tests:		
All employees [1]	26.4	11.6
Employees suspected of drug use	64.2	81.3
Employees in specific occupations [1]	15.1	15.3
Some other group of employees	3.4	6.3

[1] Programs range from testing the entire group to random testing of a small percentage of the group.

NOTE: The individual categories will sum to more than 100 percent because many establishments had more than 1 program.

Table 5. Drug-testing programs for job applicants or current employees by size of establishment and industry: Private nonagricultural establishments and employees, summer 1988

Size of establishment and industry	Establishments			Employees in establishments		
	With a drug-testing program (thousands)	Percent with a program that tests:		With a drug-testing program (thousands)	Percent with a program that tests:	
		Job applicants	Current employees		Job applicants	Current employees
Total establishments	145.3	85.2	63.5	16,636.2	88.5	66.3
Size of establishment						
1 to 9 employees	25.5	78.5	75.2	112.9	71.3	89.4
10 to 49 employees	68.9	84.4	61.2	1,509.8	86.8	61.6
50 to 99 employees	24.2	91.4	55.8	1,502.6	91.3	54.9
100 to 249 employees	14.5	87.8	64.5	2,368.0	88.3	64.6
250 to 499 employees	6.9	89.6	64.9	2,399.1	89.6	66.2
500 to 999 employees	2.9	85.4	63.3	1,966.3	84.7	64.3
1,000 to 4,999 employees	2.2	86.3	76.9	4,187.0	85.2	76.2
5,000 employees or more	.3	95.9	68.4	2,590.5	96.1	61.7
Industry						
Mining	6.8	99.0	92.3	342.7	98.1	84.7
Construction	10.5	82.1	90.9	449.1	72.6	89.9
Durable goods manufacturing	19.1	93.6	51.1	5,076.0	95.5	59.1
Nondurable goods manufacturing	12.8	98.0	66.9	2,893.9	95.6	65.9
Transportation	22.9	84.2	85.0	1,531.5	92.1	78.5
Communications and public utilities	6.6	88.8	69.6	1,221.1	96.0	77.3
Wholesale trade	24.7	62.8	58.6	1,280.6	87.4	56.4
Retail trade	7.4	92.9	61.1	927.0	85.9	56.5
Finance, insurance, and real estate	12.9	98.4	6.8	821.2	93.6	33.7
Services	21.5	82.2	66.1	2,093.1	56.5	83.3

NOTE: The individual categories will sum to more than 100 percent because many establishments had more than 1 program.

Table 6. Drug-testing results [1] for current employees and job applicants by size of establishment and industry: Private nonagricultural establishments, summer 1988

Size of establishment and industry	Current employees			Job applicants	
	Total (thousands)	Tested		Tested	
		Total (thousands)	Percent positive	Total (thousands)	Percent positive
Total	84,965.7	953.1	8.8	3,913.7	11.9
Size of establishment					
1 to 9 employees	10,700.1	23.7	.1	27.9	4.7
10 to 49 employees	20,584.2	161.1	9.4	539.0	11.2
50 to 99 employees	12,254.5	109.4	14.7	503.4	14.9
100 to 249 employees	13,309.4	237.6	7.3	864.0	13.3
250 to 499 employees	8,220.1	74.8	14.8	542.1	15.1
500 to 999 employees	6,469.2	78.0	4.9	520.4	9.4
1,000 to 4,999 employees	9,596.2	162.3	8.3	621.8	10.8
5,000 employees or more	3,831.8	106.3	6.3	295.2	5.4
Industry					
Mining	712.0	51.7	6.1	72.9	12.7
Construction	5,011.9	136.7	12.0	326.6	11.9
Durable goods manufacturing	11,159.0	169.8	12.1	767.6	11.2
Nondurable goods manufacturing	7,767.1	96.7	8.9	1,106.5	12.7
Transportation	3,149.1	283.0	5.6	451.8	9.9
Communications and public utilities	2,209.0	35.0	7.8	143.5	5.5
Wholesale trade	5,835.0	29.9	20.2	260.5	17.4
Retail trade	18,413.0	36.2	18.8	169.7	24.4
Finance, insurance, and real estate	6,539.0	–	–	308.4	6.7
Services	24,170.6	114.2	3.1	306.2	9.9

[1] Data refer to drug-testing results during prior 12 months. The results refer only to the groups indicated and should not be applied to the entire work force.

NOTE: Dash represents zero or rounds to zero.

Table 7. Employee assistance programs by sponsorship, source of program, size of establishment, and industry: Private nonagricultural establishments, summer 1988

Size of establishment and industry	Total with an employee assistance program (thousands)	Percent distribution by sponsorship and source of program					
		Sponsorship				Source of program	
		Management only	Union only	Management and union	Other	Internal	Contracted out
Total establishments	296.5	88.0	1.2	7.0	3.8	44.5	55.5
Size of establishment							
1 to 9 employees	115.7	91.8	–	7.7	.5	56.2	43.8
10 to 49 employees	105.5	86.6	2.4	5.0	6.0	38.5	61.5
50 to 99 employees	30.8	87.7	1.6	6.5	4.2	36.2	63.8
100 to 249 employees	24.8	82.1	.8	9.1	8.0	38.2	61.8
250 to 499 employees	10.5	84.6	.5	12.3	2.7	32.6	67.4
500 to 999 employees	5.1	80.5	–	13.5	6.1	38.9	61.1
1,000 to 4,999 employees	3.7	79.9	.4	16.0	3.7	39.1	60.9
5,000 employees or more	.4	71.3	.3	26.4	2.0	59.3	40.7
Industry							
Mining	5.9	96.4	–	3.2	.4	79.7	20.3
Construction	12.8	72.1	11.9	13.8	2.2	40.3	59.7
Durable goods manufacturing	20.2	86.6	–	11.0	2.5	27.5	72.5
Nondurable goods manufacturing	18.1	90.6	–	7.0	2.5	47.3	52.8
Transportation	16.7	58.4	3.3	29.4	8.9	42.2	57.8
Communications and public utilities	11.6	80.9	–	10.4	8.7	38.8	61.3
Wholesale trade	36.5	83.4	–	16.2	.4	34.5	65.5
Retail trade	51.6	96.3	.7	1.7	1.4	43.0	57.0
Finance, insurance, and real estate	37.2	98.4	–	.7	.9	47.0	53.0
Services	85.8	88.7	1.2	2.7	7.4	51.5	48.5
Total employees in establishments	26,323.0	81.2	.5	13.8	4.5	40.5	59.5

NOTE: Dash represents zero or rounds to zero.

Table 8. Employee assistance programs by special features of program, size of establishment, and industry: Private nonagricultural establishments, summer 1988

Size of establishment and industry	Total with an employee assistance program (thousands)	Percent of programs with:					
		A telephone hot line	An educational awareness program	Assistance for family members	Counseling services	Referral services	Followup services
Total establishments	296.5	48.6	58.3	58.9	76.6	97.2	81.9
Size of establishment							
1 to 9 employees	115.7	38.5	45.3	45.7	72.9	98.5	82.5
10 to 49 employees	105.5	55.5	67.5	64.0	79.9	95.4	82.5
50 to 99 employees	30.8	55.8	64.8	66.4	75.1	98.7	78.8
100 to 249 employees	24.8	46.2	56.8	69.7	77.7	97.9	80.1
250 to 499 employees	10.5	54.9	67.7	77.1	78.6	97.2	80.1
500 to 999 employees	5.1	54.9	67.2	72.8	78.1	96.0	83.9
1,000 to 4,999 employees	3.7	66.2	75.4	80.2	83.3	98.8	90.1
5,000 employees or more	.4	66.9	85.8	80.7	89.6	99.6	91.0
Industry							
Mining	5.9	40.4	81.0	48.5	87.1	81.1	70.0
Construction	12.8	41.9	58.5	59.0	72.0	99.2	86.3
Durable goods manufacturing	20.2	67.6	75.8	85.4	90.4	94.1	89.1
Nondurable goods manufacturing	18.1	35.8	56.1	60.3	71.8	94.5	80.1
Transportation	16.7	58.2	64.5	59.9	78.8	94.1	68.5
Communications and public utilities	11.6	61.6	81.3	72.8	87.9	95.4	77.7
Wholesale trade	36.5	43.0	65.4	67.3	86.6	99.4	88.0
Retail trade	51.6	49.1	47.4	50.8	54.6	96.8	69.2
Finance, insurance, and real estate	37.2	48.9	34.2	55.0	77.7	97.9	75.7
Services	85.8	46.9	62.6	53.8	80.9	99.3	91.8
Total employees in establishments	26,323.0	58.4	70.9	74.9	80.8	97.9	84.2

NOTE: The individual categories will sum to more than 100 percent because many establishments had more than 1 program or feature.

Table 9. Internal employee assistance programs by size of program staff, size of establishment, and industry: Private nonagricultural establishments, summer 1988

Size of establishment and industry	Total (thousands)	Percent distribution by size of program staff				
		Total	No employees	1 employee	2 to 4 employees	5 employees or more
Total establishments	132.0	100.0	52.9	29.7	14.6	2.9
Size of establishment						
1 to 9 employees	61.0	100.0	63.0	33.4	3.6	–
10 to 49 employees	42.9	100.0	50.0	31.0	18.1	.9
50 to 99 employees	11.5	100.0	43.3	17.2	29.9	9.7
100 to 249 employees	9.6	100.0	35.4	21.3	33.2	10.1
250 to 499 employees	3.4	100.0	29.6	17.2	34.3	18.9
500 to 999 employees	2.0	100.0	16.9	21.0	50.5	11.6
1,000 to 4,999 employees	1.4	100.0	9.1	29.0	37.7	24.2
5,000 employees or more	.2	100.0	1.7	13.4	45.8	39.2
Industry						
Mining	4.7	100.0	31.3	10.1	57.5	1.1
Construction	5.2	100.0	78.0	11.9	8.9	1.2
Durable goods manufacturing	5.5	100.0	23.1	41.7	30.1	5.0
Nondurable goods manufacturing	8.5	100.0	24.6	43.5	28.4	3.5
Transportation	7.1	100.0	70.9	6.3	18.4	4.4
Communications and public utilities	4.5	100.0	57.9	17.8	11.8	12.5
Wholesale trade	12.6	100.0	58.7	26.3	14.9	.2
Retail trade	22.2	100.0	43.3	43.2	10.4	3.1
Finance, insurance, and real estate	17.5	100.0	52.8	41.2	5.3	.7
Services	44.2	100.0	61.0	24.5	11.4	3.1

NOTE: Dash represents zero or rounds to zero.

Appendix: Explanatory Notes

Coverage

The Survey of Employer Anti-drug Programs was a one-time probability survey of private nonagricultural establishments in the United States with one or more employees in the first quarter of 1987. The sample was comprised of 7,502 establishments, selected from the BLS Unemployment Insurance Address File and supplemented with the Federal Railroad Administration's list of railroad establishments. Estimates were obtained on the existence and extent of drug-testing and employee assistance programs by industry, size of establishment, and Census region, as well as groups of applicants and employees affected by these programs.

Survey definitions

Many of the concepts and definitions used in the Survey of Employer Anti-drug Programs are comparable to those in the monthly BLS payroll survey of nonagricultural establishments, the Current Employment Statistics survey, but many others are unique to this survey. Key definitions are as follows.

An *establishment* is an economic unit, such as a factory, mine, or store, which produces goods or services. It is generally at a single location and engaged predominantly in one economic activity. Where a single location encompasses two or more distinct activities, these are treated as separate establishments, provided that separate payroll records are available and certain other criteria are met.

Employees are persons on the payroll of the establishment. Excluded are proprietors, contract workers who are not on the establishment's payroll, the self-employed, unpaid volunteer workers, unpaid family workers, and farm or domestic workers.

Applicants for employment are people seeking employment with the establishment.

The *Unemployment Insurance (UI) Address File* is a micro-level employer file prepared annually by each State's Employment Security Agency and submitted to the Bureau of Labor Statistics. This file was used as the sample frame for the survey.

Industry classifications are combinations of the industry groups described in the 1972 *Standard Industrial Classification Manual*, Office of Management and Budget, 1972, as modified by the 1977 *Supplement*. Industry is classified on the basis of the major product or activity of the establishment, as determined by total sales or receipts of the calendar year prior to classification.

Computer-assisted telephone interviewing provides a computer-driven script with a link to the survey computer database. In this survey, the telephone interviewer followed the script on a computer screen and entered the answers provided by the respondent. The system edited the responses for consistency and reasonableness and prompted the interviewer to request any corrections or clarifications while the respondent was still on the phone.

Drugs include drugs classified as schedule I or II under the Controlled Substances Act—more specifically, opiates, cocaine, marijuana, hallucinogens, and their derivatives. Excluded from survey coverage are drugs for which persons have prescriptions (whether or not the prescription was legally obtained), steroids, and alcohol, although their metabolites may be detected in drug tests.

A *formal written policy regarding drugs* is a written statement available to all employees stating the establishment's policy with respect to the use of drugs by its employees. It may also state the policy regarding drug testing and employee assistance, if applicable. This statement may also delineate policy regarding alcohol use or any other aspect of employee conduct and deportment.

A *drug test* is a test designed to detect the presence of metabolites of drugs in urine or blood specimens. Whether persons were identified as having used drugs was determined by the testing criteria used at each establishment.

Cannabis and derivatives includes anything containing tetrahydrocannabinol. *Cocaine* includes anything containing cocaine.

Employee assistance, counseling, or treatment program is usually referred to as an employee assistance program. These programs enable troubled employees to receive help for a variety of personal problems. The programs can be run internally by organization personnel or through an outside contractor. Employee assistance program counselors assess a worker's particular problem and then usually offer short-term counseling, which is followed, if necessary, by referral to outside counseling or therapy for longer-term help. The programs are not necessarily restricted to drug problems and may also deal with a wide variety of the employee's domestic, social, or psychological problems.

A *drug education or awareness program* may consist of seminars, films, meetings, lectures, written materials, videos, etc., designed to acquaint employees with the dangers of

drugs and/or to publicize the establishment's policy regarding the use of drugs. It may also include managerial or supervisory training to help managers and supervisors identify and deal with employees who use drugs.

A *telephone hotline* provides a telephone number to employees which puts them in touch with a counselor or advisor to obtain assistance in dealing with crises brought on by the use of drugs. It may also provide help with other problems such as alcohol.

A *followup of any kind as part of an employee assistance program* includes the monitoring of an employee for a specific period of time after identification of drug use. This may be required of such employees as a condition of continued employment. Monitoring can include testing and counseling.

The *Census regions* are defined as follows: *Northeast* includes Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont; *South* includes Alabama, Arkansas, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia, and West Virginia; *Midwest* includes Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin; and the *West* includes Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming.

A *legislative region* was defined for purposes of estimation and analysis, because, at the time of the survey, seven States—Connecticut, Iowa, Minnesota, Montana, Rhode Island, Utah, and Vermont—had legislation directly affecting drug testing of employees or applicants. Some additional States have laws related to drug testing, such as licensing requirements for testing labs; however, because these laws do not directly limit drug testing at the workplace, these States were not grouped separately.

Survey operations

Pretest. Upon completing the initial design of questions for the survey, eight local business establishments were selected for participation in a questionnaire pretest. Establishments known to have drug-testing or employee assistance programs were intentionally included in the pretest. The objective of the pretest was to determine whether the survey questions:

- were worded in an unbiased way,
- would be understood by survey participants as intended, and
- would effectively capture the information the survey was designed to collect.

Each pretest interview was conducted in a personal visit by two BLS representatives. After the interviews were conducted, the survey task force met to discuss the pretest findings. The survey questions and definitions were then reevaluated and modified to better meet the objectives of the survey.

Operations tests. Following the pretest and subsequent modifications to the questionnaire, an operations test was conducted using a sample of approximately 100 business establishments. This trial sample was conducted to test the processing procedures planned for use in the actual survey through a small-scale simulation and to identify and correct any weaknesses in the data collection procedures.

The operations test was conducted by mail, with telephone followup for nonrespondents. The solicitation package consisted of a mailing envelope; a pre-addressed, postage-paid return envelope; a solicitation letter; and a survey questionnaire. While the test did not uncover any substantial operational problems, it did find that many survey respondents did not properly follow the instructions for completing the questionnaire. As a result, the questionnaire was modified, and a second operations test was conducted with the revised questions. No significant changes were made to the operations plan or to the questionnaire as a result of the second operations test.

Conducting the survey. The survey was conducted in two phases. In the first phase, a potential respondent was asked to complete a short questionnaire. This questionnaire, BLS 380A, included questions asking if the establishment had a drug-testing program and/or an employee assistance plan. If the establishment had either, a second (followup) questionnaire was sent to the respondent:

- BLS 380B, if there was testing but no employee assistance program,
- BLS 380C, if there was an employee assistance program but no testing, or
- BLS 380D, if there was both testing and an employee assistance program.

Each of the followup questionnaires was designed to ask only questions that were consistent with the respondents' answers on BLS 380A. Facsimiles of these forms are included at the end of this appendix.

Initial solicitation for the BLS 380A phase of the survey was conducted by mail. The first contact to solicit followup data was usually conducted by mailing the B, C, or D forms. However, if it was necessary to contact a BLS 380A establishment by telephone—particularly in the case of nonresponse—the respondents who had these programs were asked to provide the data from the B, C, or D forms during the telephone interview.

As suggested above, establishments that did not respond to mail solicitation were contacted by telephone. Re-contacts to reconcile questionable or incomplete responses were also conducted primarily by telephone. Mail generally was used in these cases only at a respondent's request or when telephone contacts were unsuccessful.

Computer-assisted telephone interviewing was used by survey interviewers in most of the telephone followups. This facilitated telephone interviews in several ways:

- provided introductory and questionnaire script,
- allowed the interviewer to enter the respondents' data directly to the survey database,
- edited the reported data for consistency with preestablished criteria and identified potential errors during the interview,
- mechanically assigned status codes used to classify sample records for survey processing and management,
- helped interviewers control their assigned samples.

Scope and sample design

The Survey of Employer Anti-drug Programs was a one-time probability sample survey of 7,502 private nonagricultural establishments in the United States with one or more employees during the first quarter of 1987. The sampling frame used for this survey was constructed from the 1987 Unemployment Insurance Address File maintained by the Bureau of Labor Statistics and the Federal Railroad Administration's list of railroad establishments. The sampling frames contained approximately 4.5 million establishments, accounting for about 85.0 million employees.

The principal feature of the survey's sample design was its use of stratified, systematic sampling with a ratio estimator. The establishments were stratified into 400 sample strata, defined by 5 geographic regions, 10 Standard Industrial Classification (SIC) groupings, and 8 employment size classes, as shown below.

The five geographic regions were:

1. Connecticut, Iowa, Minnesota, Montana, Rhode Island, Utah, and Vermont. These States were placed into a separate stratum, because it was determined that they have drug-testing legislation that might affect the estimates.
2. All States in the Northeastern region, except for Connecticut, Rhode Island, and Vermont.
3. All States in the Southern region.
4. All States in the Midwestern region, except for Iowa and Minnesota.
5. All States in the Western region except for Montana and Utah.

The 10 SIC groupings were:

Industry	*1972 SIC Code*
1. Mining	10–14
2. Construction	15–17
3. Durable manufacturing	24, 25, and 32–39
4. Nondurable manufacturing	20–23, and 26–31
5. Transportation	40–42, and 44–47
6. Communications and public utilities	48 and 49
7. Wholesale trade	50 and 51
8. Retail trade	52–59
9. Finance, insurance, and real estate	60–67
10. Services	07, 70–87, and 89

The eight employment size classes were:

Size class	*Number of employees, first quarter of 1987*
1	1–9
2	10–49
3	50–99
4	100–249
5	250–499
6	500–999
7	1,000–4,999
8	5,000 and above

All of the establishments on the sample frame with 5,000 employees or more were included in the sample with certainty. Also, if any sample stratum contained five establishments or less, then those establishments were also selected for the sample with certainty. Sample sizes for the noncertainty strata were determined based on a target standard error of 7.5 percent for an estimate of P (where P is the estimate of the proportion of establishments with a drug-testing program or the proportion with an employee assistance program). In order to be conservative, a value of P = 50 percent was assumed in each sampling stratum. The final sample for the survey contained 480 establishments belonging to the certainty stratum and 7,022 establishments that were selected in each noncertainty stratum, using a systematic sampling procedure with a random start.

Estimation

Weighting. To derive the population estimates, the sample establishments with usable responses were weighted to represent all establishments in their sampling stratum. Each sample weight consisted of two factors. The first factor was the inverse of the probability of selection. The second factor was a nonresponse adjustment factor used to adjust estimates for establishments that did not respond to the questionnaire or did not respond to a particular item on the questionnaire. For each of the 400 sample strata *and* for each item on the questionnaire, a nonresponse adjustment factor was calculated as follows:

$$\frac{\text{Total number of eligible establishments}}{\text{Total number of usable establishments}}$$

An establishment was eligible if it should have responded to the questionnaire or a particular item within it. The usable sample size was the number of establishments which

provided a response to a particular item. If the nonresponse adjustment factor for any given item in a stratum was greater than a predetermined maximum value, then the stratum was collapsed with other strata in the same SIC grouping until the nonresponse adjustment factor for the combined stratum was less than the maximum value.

Response rates. Data collection for the survey was started on June 13 and closed out on September 9. The usable response rates were 92.4 percent for BLS 380A, 88.1 percent for BLS 380B, 88.8 percent for BLS 380C, and 84.5 percent for BLS 380D. An analysis of usable reports showed that item response rates to individual questions across all sample strata were relatively high. They were lower, however, for questions that requested counts concerning drug-testing results. Survey item response rates were calculated across all sample strata as follows:

$$\frac{\text{Number of usable responses for the item}}{\text{Eligible sample size}} \times 100$$

As shown in table A, the usable response rates for individual questions ranged from 71.1 to 100 percent. The eligible sample sizes used to calculate these item response rates are based on the following definitions. (Questions from the B, C, and D forms are designated by their numbering as they appear on BLS 380D.)

Survey question (item)	*Definition used to determine sample size*
BLS 380A, 1-3 and 6	Units that provided a usable response for BLS 380A.
BLS 380A, 4A-F	Units that responded yes to BLS 380A, item 3.
BLS 380A, 5	Units that responded no to BLS 380A, item 3.
BLS 380A, 7	Units that responded no to BLS 380A, item 6.
BLS 380B/C/D, 1-4	Units that responded yes to BLS 380A, item 4A or B.
BLS 380B/C/D, 5-8	Units that responded yes to BLS 380A, item 4C, D, E, or F
BLS 380B/C/D, 9A-17	Units that responded yes to BLS 380A, item 6.

Benchmark adjustments. A combined ratio estimator was used to develop the final estimates. The auxiliary variable used to adjust or benchmark the estimates was total employment or total number of establishments, depending on the type of estimate desired. Benchmark factors (BMF) for employment (E) and units (U), respectively, were calculated as follows:

$$BMF_{hi}(E) = \frac{\text{Benchmark employment for the } i^{th} \text{ employment size class within the } h^{th} \text{ SIC grouping}}{\text{Total weighted, nonresponse adjusted reported employment for the } i^{th} \text{ employment size class within the } h^{th} \text{ SIC grouping}}$$

$$BMF_{hi}(U) = \frac{\text{Benchmark number of establishments for the } i^{th} \text{ employment size class within the } h^{th} \text{ SIC grouping}}{\text{Total weighted, nonresponse adjusted number of establishments for the } i^{th} \text{ employment size class within the } h^{th} \text{ SIC grouping}}$$

The employment level from the BLS Current Employment Statistics program for March 1988 was used as the employee benchmark, and the number of establishments was taken from comprehensive counts from State unemployment insurance files (ES-202 program) for the first quarter of 1987.

Final estimate. The weighted, nonresponse adjusted estimates were then multiplied by their corresponding benchmark factors to obtain the final estimates. Estimates for percentages were obtained by dividing the final estimates at the estimating cell level by the appropriate total value.

For each estimate, an estimate of its standard error was

Table A. Response rates for individual items

BLS 380 form type	Question number	Eligible sample size	Number of usable responses	Response rate for item (percent)
A	1	6,502	6,502	100.0
A	2	6,502	6,501	100.0
A	3	6,502	6,502	100.0
A	4A	1,495	1,495	100.0
A	4B	1,495	1,495	100.0
A	4C	1,495	1,495	100.0
A	4D	1,495	1,495	100.0
A	4E	1,495	1,495	100.0
A	4F	1,495	1,495	100.0
A	5	5,007	4,999	99.8
A	6	6,502	6,502	100.0
A	7	4,187	4,171	99.6
B/C/D	1	1,341	1,067	79.6
B/C/D	2	1,341	1,043	77.8
B/C/D	3A	1,341	954	71.1
B/C/D	3B	1,341	958	71.4
B/C/D	3C	1,341	957	71.4
B/C/D	4	1,341	1,140	85.0
B/C/D	5	1,087	841	77.4
B/C/D	6	1,087	818	75.3
B/C/D	7A	1,087	780	71.8
B/C/D	7B	1,087	780	71.8
B/C/D	7C	1,087	781	71.8
B/C/D	8	1,087	890	81.9
B/C/D	9A	2,315	2,032	87.8
B/C/D	9B	2,315	2,032	87.8
B/C/D	9C	2,315	2,032	87.8
B/C/D	9D	2,315	2,032	87.8
B/C/D	10	2,315	1,976	85.4
B/C/D	11	2,315	2,031	87.7
B/C/D	12	2,315	2,022	87.3
B/C/D	13	2,315	2,024	87.4
B/C/D	14	2,315	2,023	87.4
B/C/D	15	2,315	2,022	87.3
B/C/D	16	2,315	2,030	87.7
B/C/D	17	2,315	2,014	87.0

calculated using a random group technique. This technique is based upon dividing the sample into several subsamples and calculating separate estimates for each subsample. The standard error estimate is based upon the variability of these subsample estimates.

Reliability of estimates

Estimates developed from the sample may differ from the results of a complete census of all the establishments in the sample frame. Two types of error, sampling and nonsampling, are possible in an estimate based on a sample survey. Sampling error occurs because observations are made only on a sample, not on the entire population. Nonsampling error can be attributed to many sources, e.g., inability to obtain information about all cases in the sample; differences in the respondents' interpretation of questions; inability of respondents to provide correct information; errors in recording, coding, or processing the data; and failure to represent all units in the population.

The particular sample used in this survey is one of a large number of all possible samples of the same size that could have been selected using the same sample design. Estimates derived from the different samples would differ from each other. The standard or sampling error of a survey estimate is a measure of the variation among the estimates from all possible samples. Estimated standard errors for key statistics appear in table B. Estimated standard errors for other statistics are available upon request.

The sample estimate, and an estimate of its standard error, enable one to construct interval estimates with prescribed confidence that the interval includes the average value of the estimates obtained from all possible samples that could have been chosen using the same sample design that was used for this survey.

To illustrate, if all possible samples were selected and if each of these were surveyed under essentially the same conditions and an estimate and its estimated sampling error were calculated from each sample, then:

1. Approximately 68 percent of the intervals from 1 standard error below to 1 standard error above the derived estimate would include the average value of all possible samples. This interval is called a 68-percent confidence interval.

Table B. Standard errors of selected percentages

Category	Percent of establishments		Percent of employees in establishments	
	With a drug-testing program	With an employee assistance program	With a drug-testing program	With an employee assistance program
Total	0.34	0.43	0.57	0.70
Size of establishment				
1 to 9 employees	.27	.61	.35	.74
10 to 49 employees	.80	.84	.93	.94
50 to 99 employees	3.12	1.47	3.16	1.69
100 to 249 employees	1.57	1.71	1.46	1.72
250 to 499 employees	2.09	3.06	2.01	2.86
500 to 999 employees	3.09	2.61	2.76	2.51
1,000 to 4,999 employees	1.66	2.08	2.31	2.55
5,000 employees or more	2.98	3.20	2.14	2.26
Industry				
Mining	6.35	5.71	2.16	3.05
Construction	.71	.97	1.92	1.56
Durable goods manufacturing	1.49	2.31	1.77	1.53
Nondurable goods manufacturing	1.59	2.41	2.36	2.42
Transportation	3.91	2.70	4.14	2.47
Communications and public utilities	4.17	3.87	3.25	2.29
Wholesale trade	1.81	2.38	2.55	2.69
Retail trade	.14	.96	.95	1.11
Finance, insurance, and real estate	2.01	2.71	3.35	3.72
Services	.45	.87	.78	1.20
Census region				
Northeast	.28	1.27	.90	1.36
Midwest	.91	1.34	.92	1.08
South	.69	.84	.85	1.05
West	.77	.86	1.47	1.51

2. Approximately 90 percent of the intervals from 1.6 standard errors below to 1.6 standard errors above the derived estimate would include the average value of all possible samples. This interval is called a 90-percent confidence interval.
3. Approximately 95 percent of the intervals from 2 standard errors below to 2 standard errors above the derived estimate would include the average value of all possible samples. This interval is called a 95-percent confidence interval.

As an example, the estimate of the percent of the establishments with an employee assistance program is 6.50 percent, and the estimate of 1 standard error of this estimated percent is .43 percent. The 90-percent confidence interval (1.6 standard errors) was used for the analysis in this report; in this example, 1.6 standard errors is .69 percent, and the confidence interval for this estimate is 5.81 percent to 7.19 percent. Approximately 90 percent of the intervals constructed in this manner will include the true percentage, and one can say with 90-percent confidence that the true percentage is in the interval, when the true percentage is defined to be the average value of all possible samples.

The estimated standard errors primarily indicate the magnitude of the sampling error. They do not measure *nonsampling error*, including any biases in the data. Significant efforts were made to reduce the nonsampling errors in recording, coding, and processing the data. For example, the completed forms were checked for data consistency and apparent inconsistencies were reconciled, but this process probably did not eliminate all recording, coding, and processing errors in the survey.

In adjusting the strata sample weights for the nonrespondents, nonsampling error could occur, because it was assumed that the characteristics of the nonrespondents within the stratum were the same as those of the respondents. To the extent this is not true, bias is introduced in the data. The magnitude of this bias is not known.

Where there was a large nonresponse for a particular item, such as with the results of drug testing, there is greater potential for large nonsampling error. Thus, the data on table 6 of this report should be viewed with greater caution than the other tables. In fact, data collected on the questions concerning drug testing for specific types of drugs (cannabis, cocaine, etc.)—based on questions 3 and 7 in forms 380B and 380D—were not tabulated at all because of the very high rates of nonresponse, as well as other suspected response errors.

In some instances, respondents may interpret questions differently than intended. This, too, can introduce a bias. For example, questions 4 and 8 on forms BLS 380B and BLS 380D were asked to determine whether confirmation tests were conducted to verify initial test results. However, comments returned with the questionnaires indicated that at least some respondents interpreted this as a followup test conducted long after a positive test result to determine whether an employee had stopped using drugs. Because of this discrepancy, data from those questions were not tabulated or analyzed.

Nonsampling error also occurs when the respondent does not have the requested data available. For example, it was learned that at least 10 percent of the units that responded to the survey questions regarding the total number of employees or applicants that tested positive for drug use could provide only estimated responses. The effect this error has on the final estimates is unknown and would depend on how accurate respondents' knowledge is of their firm's drug testing.

Response analysis survey. In an attempt to measure the magnitude of nonsampling errors that are caused by definitional difficulties on the questionnaire, misinterpretation of questions, the respondents' recall factor, etc., a response analysis survey was conducted in conjunction with the Survey of Employer Anti-drug Programs. This involved a sample of 95 randomly selected sample establishments with 50 employees or more, selected from the usable establishments responding by mail (with no computer-assisted telephone interviewing followup) that indicated that they had neither a drug-testing nor employee assistance program. The response analysis survey was designed to probe these respondents on their establishments' programs and policies that may relate to drug testing or employee assistance and to evaluate whether the definitions of "drug-testing program" and "employee assistance program" were understood by the respondent in the same way as they were defined in the original questionnaire. The response analysis survey was also designed to validate the original responses of these units by verifying that the respondents had not overlooked some important piece of information that would yield a change in response.

In the case of the "drug-testing program," the results from the response analysis survey indicated that a small source of bias was the respondents' failure to remember that some drug testing had been undertaken as part of a physical examination provided or required by the firm. Based on the limited sample size, it is estimated that the percentage of establishments with a drug-testing program could increase from 3.2 to 3.3 percent—a change of only one-tenth of a percentage point—if corrected for this bias. The response analysis survey also indicated that the respondents understood the "employee assistance program" to be a very formal and structured benefit available to the employee. Consequently, the respondents did not change their response from "no" to "yes," even though many establishments provided educational programs on drug abuse and offered referrals to outside agencies.

When examining estimates from the Survey of Employer Anti-drug Programs, particular care should be exercised in the interpretation of small differences between estimates, because the sampling errors for them tend to be relatively large.

Bureau of Labor Statistics
Survey of Employer Anti-drug Programs

U.S. Department of Labor

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Refer to the back of this form for survey definitions.

1. How many employees were on the payroll of this establishment (see "REPORT FOR" in the mailing address) during the pay period containing March 12, 1988? . . . . . ☐

PLEASE CHECK "YES" OR "NO" FOR EACH OF THE FOLLOWING QUESTIONS. YES NO

2. Does this establishment have a formal written policy regarding drugs? . . . . . ☐ ☐

3. Does this establishment test employees, or applicants for employment, for drugs? (If No, skip over question 4.) . . . . . ☐ ☐

4. Which of the following groups does this establishment test for drug use?
(Answer "yes" if one or more persons in the following groups are eligible to be tested.)

   a) **all applicants for employment?** . . . . . ☐ ☐
   b) **applicants for employment for particular occupations?** . . . . . ☐ ☐

   If your answer to question 4b is yes, please list these occupations here:

   _____
   _____
   _____

   c) **employees** who are suspected of drug use? . . . . . ☐ ☐
   d) **employees in particular occupations** (without regard to suspicion of drug use)? . . . . . ☐ ☐

   If your answer to question 4d is yes, please list these occupations here:

   _____
   _____
   _____

   e) **all employees** (without regard to occupation or suspicion of drug use)? . . . . . ☐ ☐
   f) other? (Please specify: _____) . . . . . ☐ ☐

If you answered "Yes" to any part of question 4, skip over question 5.

5. Is this establishment considering starting drug testing in the next 12 months? . . . . . ☐ ☐

6. Does this establishment provide for an employee assistance, counseling or treatment program to help employees with drug problems? (If Yes, skip over question 7.) . . . . . ☐ ☐

7. Is this establishment considering beginning such a program in the next 12 months? . . . . . ☐ ☐

8. Please print your name, telephone number, extension, and title, the date, and a preferred time of day for us to call you if necessary:

   NAME: _____ TELEPHONE: ( ) _____ EXTENSION: _____

   TITLE: _____ DATE: _____ PREFERRED TIME FOR CALL: _____ a.m./p.m.

9. Please provide any comments or further information you feel would help the Bureau of Labor Statistics analyze your responses to these questions. You may use the back of this page to make those comments.

BLS 380 A (March 1988) **THIS FORM WILL BE SHREDDED AFTER STATISTICAL SUMMARIES ARE PRODUCED.**

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SURVEY DEFINITIONS

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EMPLOYEES -- Persons on the payroll of the establishment. Excludes proprietors, contract workers who are not on this establishment's payroll, the self-employed, unpaid volunteer workers, unpaid family workers, and farm or domestic workers.

APPLICANTS FOR EMPLOYMENT -- Persons seeking employment with the estab ishment.

DRUGS -- Includes drugs classified as schedule I or II under the Controlled Substances Act. More specifically, opiates, cocaine, marijuana, hallucinogens and their derivatives. Drugs for which persons have prescriptions (whether or not the prescription was legally obtained) and alcohol are excluded.

FORMAL WRITTEN POLICY REGARDING DRUGS -- A written statement available to all employees stating the establishment's policy with respect to the use of drugs by its employees. It may also state the policy regarding drug testing and employee assistance, if applicable. This statement may also delineate policy regarding alcohol use or any other aspect of employee conduct and deportment.

DRUG TEST -- A test designed to detect the presence of metabolites of drugs in urine or blood specimens.

EMPLOYEE ASSISTANCE COUNSELING, OR TREATMENT PROGRAMS -- These are usually referred to as Employee Assistance Programs (EAP). These programs enable troubled employees to receive help for a variety of personal problems. The programs can be run internally by organization personnel or through an outside contractor. EAP counselors assess a workers' particular problem, then usually offer short-term counseling which is followed, if necessary, by referral to outside counseling or therapy for longer-term help. The programs are not necessarily restricted to drug problems, but may deal with a wide variety of the employee's domestic, social, or psychological problems also.

RESPONDENT COMMENTS

Bureau of Labor Statistics
Survey of Employer Anti-drug Programs

U.S. Department of Labor

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THIS IS THE FOLLOW-UP QUESTIONNAIRE FOR ADDITIONAL INFORMATION ON YOUR ANTI-DRUG PROGRAM. REFER TO THE DEFINITIONS ON THE BACK OF THIS FORM.

PLEASE ANSWER QUESTIONS FOR ONLY THE ESTABLISHMENT(S) COVERED BY THE "REPORT FOR" LOCATION PRINTED IN THE MAILING ADDRESS ON THIS QUESTIONNAIRE. PLEASE FILL IN THE BLANK BOX FOR EACH QUESTION. IF THE ANSWER TO A QUESTION IS **NONE**, PLEASE ENTER THE NUMBER "0" IN THE RESPECTIVE BOX.

In the previous survey for this establishment, the question "Does this establishment test employees, or applicants for employment, for drugs?" was answered "YES."

1. How many **applicants for employment** with this establishment were tested in the last 12 months for drug use? . . . . .

2. Of the **applicants** who were tested in the last 12 months, how many were identified as having used drugs? . . . . .

3. Of those **applicants** who were tested in the last 12 months, how many were identified as having used the following: (You may count an applicant in more than one category.)

   a) cannabis or derivatives (marijuana, hashish, etc.)? . . . . .

   b) cocaine? . . . . .

   c) other drugs (examples: heroin, PCP, LSD, etc.)? . . . . .

	YES	NO
4. As a **usual practice**, are applicants who fail the drug test retested?		

5. How many **employees** were tested in the last 12 months for drug use? . . . . .

6. Of the **employees** who were tested in the last 12 months, how many were identified as having used drugs? . . . . .

7. Of the **employees** who were tested in the last 12 months, how many were identified as having used the following: (You may count an employee in more than one category.)

   a) Cannabis or derivatives (marijuana, hashish, etc.)? . . . . .

   b) cocaine? . . . . .

   c) other drugs (examples: heroin, PCP, LSD, etc.)? . . . . .

	YES	NO
8. As a **usual practice**, are employees who fail the drug test retested?		

9. Please print your name, telephone number, extension, and title, the date, and a preferred time of day for us to call you if necessary:

   NAME: _____ TELEPHONE: ( ) _____ EXTENSION: _____

   TITLE: _____ DATE: _____ PREFERRED TIME FOR CALL: _____ a.m./p.m.

10. Please provide any comments or further information you feel would help the Bureau of Labor Statistics analyze your responses to these questions. You may use the back of this page to make those comments.

SURVEY DEFINITIONS

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APPLICANTS FOR EMPLOYMENT -- Persons seeking employment with the establishment.

DRUGS -- Includes drugs classified as schedule I or II under the Controlled Substances Act. More specifically, opiates, cocaine, marijuana, hallucinogens and their derivatives. Drugs for which persons have prescriptions (whether or not the prescription was legally obtained) and alcohol are excluded.

DRUG TEST -- A test designed to detect the presence of metabolites of drugs in urine or blood specimens.

IDENTIFIED AS HAVING USED DRUGS -- If the establishment has a second drug test performed to verify an initial test result that identified the presence of drug metabolites, include in this count only persons confirmed as having used drugs. If the establishment does not confirm test results, include those persons whose tests indicate the presence of drugs.

CANNABIS OR DERIVATIVES -- Anything containing tetrahydrocannabinol.

COCAINE -- Anything containing cocaine.

RESPONDENT COMMENTS

 THIS FORM WILL BE SHREDDED AFTER STATISTICAL SUMMARIES ARE PRODUCED.

Bureau of Labor Statistics
Survey of Employer Anti-drug Programs

U.S. Department of Labor

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In the previous survey for this establishment, the question "Does this establishment provide for a formal employee assistance, counseling, or treatment program to help employees with drug problems?" was answered "YES."

	YES	NO
1. Is this program sponsored by:		
a) the **union**?	☐	☐
b) the **management**?	☐	☐
c) **union and management**?	☐	☐
d) other? (Please specify: _____)	☐	☐
2. How many **employees of this establishment** are on the staff of this program? (If none, enter "0").	☐	
	YES	NO
3. Is this program staffed by **employees of an outside firm or agency**?	☐	☐
4. Does the program have a **telephone hotline**?	☐	☐
5. Does the program have a **drug education or drug awareness program**?	☐	☐
6. Is the program **available to employees' family members**?	☐	☐
7. Does the program provide **drug counseling**?	☐	☐
8. Does the program provide **referral** to counseling or treatment programs?	☐	☐
9. Does the program provide **follow-ups** of any kind?	☐	☐

10. Please print your name, telephone number, extension, and title, the date, and a preferred time of day for us to call you if necessary:

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TITLE: _____ DATE: _____ PREFERRED TIME FOR CALL: _____ a.m./p.m.

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DRUG EDUCATION OR AWARENESS PROGRAM -- Such a program may consist of seminars, films, meetings, lectures, written materials, videos, etc. designed to acquaint employees with the dangers of drugs and/or to publicize the establishment's policy regarding the use of drugs. It may also include managerial or supervisory training to help managers and supervisors identify and deal with employees who use drugs.

TELEPHONE HOTLINE -- A telephone number available to employees which puts them in touch with a counselor or advisor to obtain assistance in dealing with crises brought on by the use of drugs. May also provide help with other problems such as alcohol.

FOLLOW-UP OF ANY KIND -- The monitoring of an employee for a specific period of time after identification of drug use. This may be required of such employees as a condition of continued employment. Monitoring can include testing and counseling.

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In the previous survey for this establishment, the question "Does this establishment test employees, or applicants for employment, for drugs?" was answered "YES."

1. How many **applicants for employment** with this establishment were tested in the last 12 months for drug use? . . . . .
2. Of the **applicants** who were tested in the last 12 months, how many were identified as having used drugs? . . . . .
3. Of those **applicants** who were tested in the last 12 months, how many were identified as having used the following: (You may count an applicant in more than one category.)
   a) cannabis or derivatives (marijuana, hashish, etc.)? . . . . .
   b) cocaine? . . . . .
   c) other drugs (examples: heroin, PCP, LSD, etc.)? . . . . .

	YES	NO
4. As a **usual practice**, are applicants who fail the drug test retested?		

5. How many **employees** were tested in the last 12 months for drug use? . . . . .
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   c) other drugs (examples: heroin, PCP, LSD, etc.)? . . . . .

	YES	NO
8. As a **usual practice**, are employees who fail the drug test retested?		

PLEASE ANSWER THE QUESTIONS ON THE BACK OF THIS PAGE ALSO.

In the previous survey for this establishment, the question "Does this establishment provide for a formal employee assistance, counseling, or treatment program to help employees with drug problems?" was answered "YES."

	YES	NO
9. Is this program sponsored by:		
a) the **union**?	☐	☐
b) the **management**?	☐	☐
c) **union and management**?	☐	☐
d) other? (Please specify: _____)	☐	☐
10. How many **employees of this establishment** are on the staff of this program?	☐	

	YES	NO
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15. Does the program provide **drug counseling**?	☐	☐
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17. Does the program provide **follow-ups** of any kind?	☐	☐

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NAME: _____ TELEPHONE: (___) _____ EXTENSION: _____

TITLE: _____ DATE: _____ PREFERRED TIME FOR CALL: _____ a.m./p.m.

19. Please provide any comments or further information you feel would help the Bureau of Labor Statistics analyze your responses to these questions.

_____

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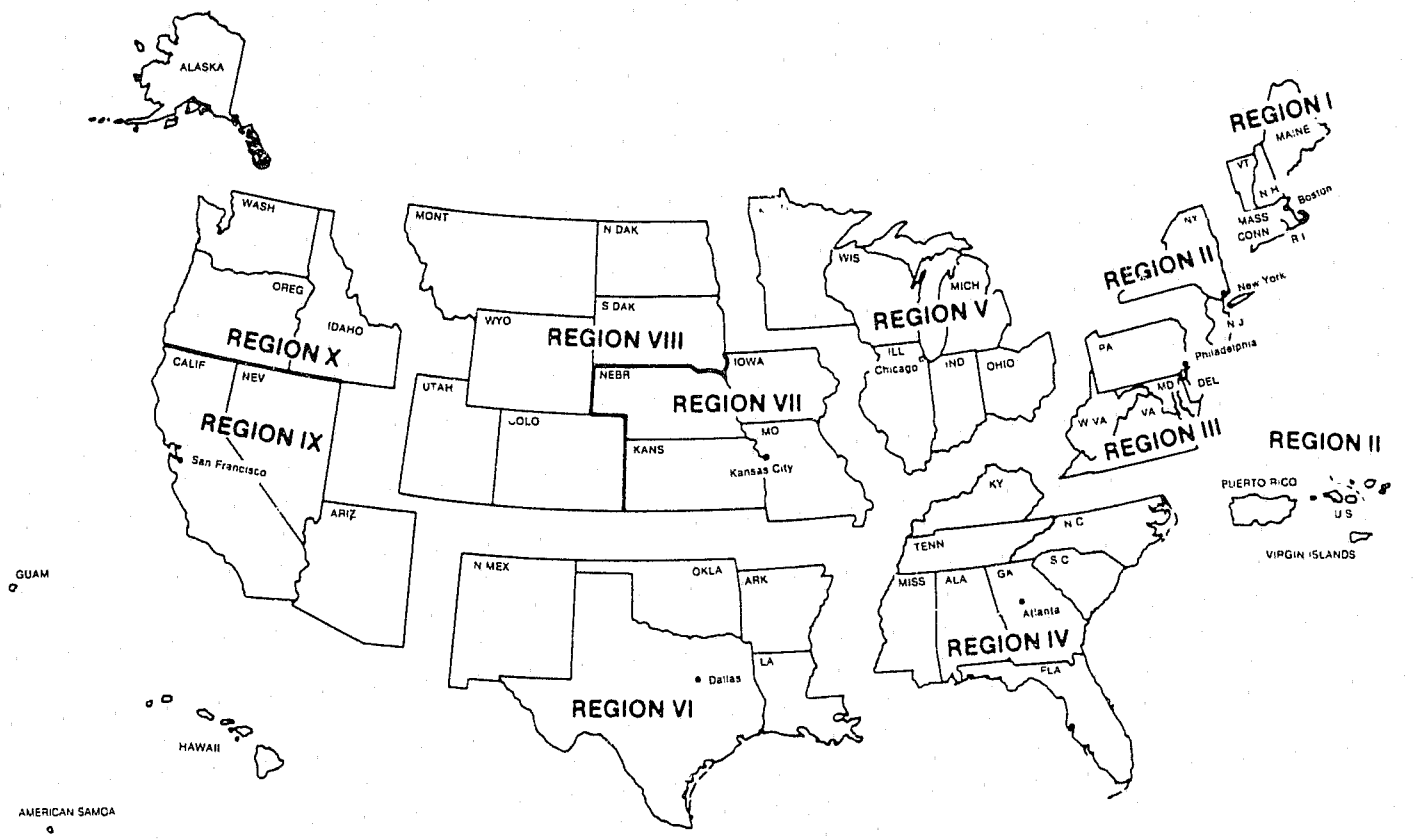

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