

NANTeL

Generic Fitness-for-Duty and Behavior Observation Content Document

Effective Date

June 8, 2017

The purpose of this document is to provide the content that a student sees when taking this course. This document satisfies the requirements of the American Nuclear Insurers for being able to reproduce historical content for the course.

This document can also be used at a site for purposes of creating study guides or lesson plans as required by individual site procedures.

Revision History*

Rev. #	Reason for Revision	Updated by:
November 19, 2016	Revised for HHR implementation	B. Wood
June 8, 2017	Incorporated Student and Industry Feedback	B. Wood

* **Note:** This document format effective June 30, 2016 for all future revisions.

Course Objectives

You must pass a written exam to pass this course. You should be able to perform the following on the exam:

1. State methods used to implement the basic Access Authorization (AA) and Fitness-for-Duty (FFD) requirements for all workers who have unescorted access to the Protected Area, assigned duties at the Technical Support Center or Emergency Operations Facility in support of the emergency plan, or FFD administrative personnel.
 2. Recognize the personal and public health and safety hazards associated with the abuse of legal and illegal drugs and alcohol.
 3. Identify the Employee Assistance Program (EAP) services available to the individual.
 4. State the effects prescription drugs, over-the-counter drugs, dietary factors (e.g., food products such as poppy seeds or hemp oil).
 5. State the roles and responsibilities of the Medical Review Officer (MRO) and the Human Resources, FFD, and EAP staffs in the FFD program.
 6. State individual roles and responsibilities under the Access Authorization and Fitness-for-Duty program.
 7. Recognize indicators of or precursors to aberrant behavior and that behavior may change quickly.
 8. Recognize illegal drugs and indications of the illegal use, sale or possession of drugs.
 9. Describe BOP techniques for detecting and reporting performance degradation, impairment, or changes in individual behavior including work performance, social interactions, personal health, other observed behavior concerns (e.g., expressions of hatred or intent to harm the public) and known illegal off-site activities.
 10. Recognize behaviors and report adverse to the safe operation and security of the facility including an unusual interest in or predisposition towards security and/or involvement in operations activities outside the normal work activities' scope.
 11. State individual responsibility and process for handling and reporting behavioral problems and Fitness-for-Duty concerns and other activities that could impact an individual's trustworthiness and reliability.
 12. State the supervisor's role and responsibilities under the Access Authorization and Fitness-for-Duty program.
 13. Describe the procedure for the timely removal of a potentially untrustworthy or unreliable person from the Protected Area.
 14. State the individual's responsibility and process for referral to the Employee Assistance Program.
 15. State the individual responsibility to report all legal actions that could impact an individual's trustworthiness and reliability.
 16. State the symptoms of worker fatigue and contributors to decreased alertness in the workplace.
 17. State the contributors to worker fatigue.
 18. State the contributors to circadian variations in alertness and performance.
 19. State shift work strategies for obtaining adequate rest.
 20. State the NRC-mandated sanctions with regard to FFD program violations.
 21. State the role of the Reviewing Official in the processing of FFD concerns.
-

22. State the indications and risk factors for common sleep disorders.
 23. State the effective use of fatigue countermeasures.
 24. State individual rights regarding the Access Authorization and Fitness-for-Duty program.
 25. State the potential adverse effects on job performance of prescription and over-the-counter drugs, alcohol, and dietary factors.
-

Generic FFD and BOP

1. Introduction/Menu

1.1 Welcome



The slide features a green header with a white icon of a building. Below the header, on the left, is an image of a glass of orange juice with two pills (one red, one yellow) on the surface. To the right of the image, the title "Generic Fitness-For-Duty and Behavioral Observation Training" is displayed in a large, black, sans-serif font. Below the title, the text "Estimated Time to Complete: 1 Hour" is centered. At the bottom of the slide, there is a small copyright notice on the left and a page number on the right.

Generic
Fitness-For-Duty and
Behavioral Observation
Training

Estimated Time to Complete: 1 Hour

%revNumberDate%

© Copyright %copyright% 2012 Page %pagenumTopic% of %pagetotalTopicTotal%

1.2 WIFM



The slide features a green header with a white icon of a building. Below the header, the title "Why Take This Training" is centered. The main content consists of three paragraphs of text. The first paragraph discusses news stories about drug and alcohol abuse on the job. The second paragraph asks the reader to imagine the consequences of such behavior in a nuclear power plant. The third paragraph explains the federal law requirements for nuclear plant personnel. The final paragraph states that workers must be trustworthy, reliable, and fit for duty at all times. At the bottom of the slide, there is a small copyright notice on the left and a page number on the right.

Why Take This Training

You have probably read or heard news stories over the years about what happens when people abuse drugs and alcohol on the job. Accidents happen. People get hurt.

Now, imagine if any of these people were working on a critical task associated with a nuclear power plant. The consequences could be severe.

This is why federal law (10 CFR 26 & 10 CFR 73.56) requires nuclear plant personnel to report to work free from the effects of illegal drugs and alcohol, not be under the influence of any substance, legal or illegal, or be mentally or physically impaired from any cause which in any way adversely affects their ability to safely and competently perform their duties. The law requires that the nuclear power plant provide reasonable assurance that there is early detection of people who are not fit, who are fatigued or exhibit a degraded alertness, who are impacted by dietary factors, or who are exhibiting illness or mental stress, all of which affect an individual's abilities to safely and competently perform their duties. The laws require the nuclear power plant to manage such conditions commensurate with maintaining public health and safety.

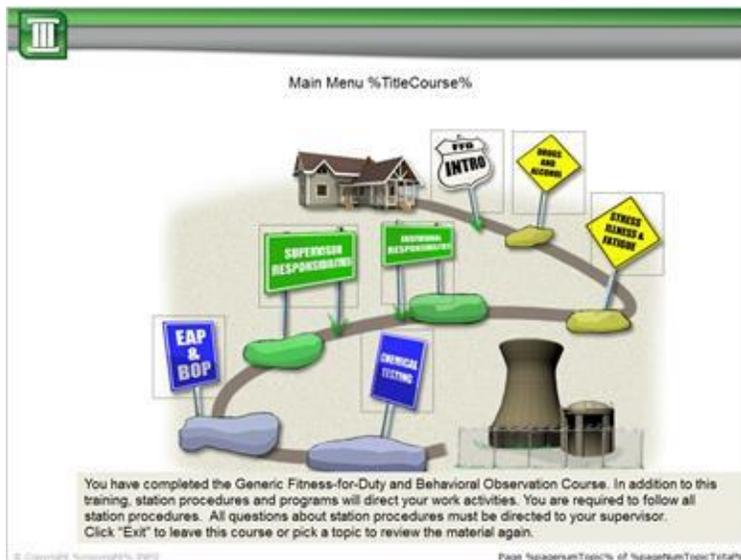
Because of the unique nature of nuclear power, workers must be trustworthy, reliable and fit for duty to do their jobs safely at all times.

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You have probably read or heard news stories over the years about what happens when people abuse drugs and alcohol on the job. Accidents happen. People get hurt.

Now, imagine if any of these people were working on a critical task associated with a nuclear power plant. The consequences could be severe. This is why federal law (10 CFR 26 & 10 CFR 73.56) requires nuclear plant personnel to report to work free from the effects of illegal drugs and alcohol, not be under the influence of any substance, legal or illegal, or be mentally or physically impaired from any cause which in any way adversely affects their ability to safely and competently perform their duties. The law requires that the nuclear power plant provide reasonable assurance that there is early detection of people who are not fit; who are fatigued or exhibit a degraded alertness, who are impacted by dietary factors, or who are exhibiting illness or mental stress, all of which affect an individual's abilities to safely and competently perform their duties. The laws require the nuclear power plant to manage such conditions commensurate with maintaining public health and safety. Because of the unique nature of nuclear power, workers must be trustworthy, reliable and fit for duty to do their jobs safely at all times.

1.3 Course Menu



This is the Main Menu. You can navigate through the course from here. Your progress will be tracked.

There will also be a clickable side menu available in this area of the screen for each section.

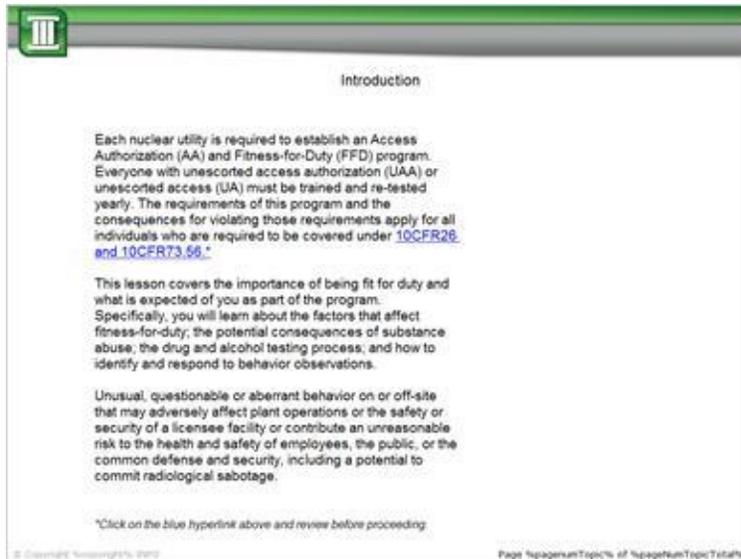
2. Introduction



The screenshot shows a web page with a green header bar containing a logo. The main content area is titled "Station vs. Non-station Environments". Below the title, there is a bold instruction: "Please read and acknowledge the below." This is followed by a paragraph of text: "I acknowledge that this course is designed primarily for those individuals who work at and/or have duties related to a nuclear power plant. I recognize that, although most information is generic in nature, the content and examination material in some instances is focused on the nuclear power plant environment and activities that support that environment. I understand that if I am not working at a nuclear power plant, there may be different actions required for my position. In all instances, there are specific company policies and procedures that must be complied with and if different than this training or I have a question, it is my responsibility to contact my supervisor or the FFD Program Administrator for clarification." Below the text is a blue button with the text "I acknowledge". At the bottom of the page, there is a small copyright notice: "© Copyright 2008, 2010" and a page number: "Page %pageNumTopic% of %pageNumTopicTotal%".

Please read and acknowledge the below.

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Each nuclear utility is required to establish an Access Authorization (AA) and Fitness-for-Duty (FFD) program. Everyone with unescorted access authorization (UAA) or unescorted access (UA) must be trained and re-tested yearly. The requirements of this program and the consequences for violating those requirements apply for all individuals who are required to be covered under 10CFR26 and 10CFR73.56*.

This lesson covers the importance of being fit for duty and what is expected of you as part of the program.

Specifically, you will learn about the factors that affect fitness-for-duty; the potential consequences of substance abuse; the drug and alcohol testing process; and how to identify and respond to behavior observations.

Unusual, questionable or aberrant behavior on or off-site that may adversely affect plant operations or the safety or security of a licensee facility or contribute an unreasonable risk to the health and safety of employees, the public, or the common defense and security, including a potential to commit radiological sabotage.

Pop-up: This training also applies to:

- All individuals with Unescorted Access Authorization (UAA) and all individuals granted unescorted access (UA) and Decommissioned Reactors (with spent fuel in the spent fuel pool) and Independent Spent Fuel Storage Installation facilities;
 - Licensee, vendor, or contractor personnel required to physically report to a facility's Technical Support Center (TSC) or Emergency Operations Facility (EOF) in accordance with Emergency Plans and Procedures;
 - All individuals responsible for administration of the Access Authorization Program activities and Fitness For Duty Testing Program activities; and
-

- Critical group individuals.
- Supervisors of the above categories.



Introduction

Each nuclear utility is required to establish an Access Authorization (AA) and Fitness-for-Duty (FFD) program. Everyone with unescorted access authorization (UAA) or unescorted access (UA) must be trained and re-tested yearly. The requirements of this program and the consequences for violating those requirements apply for all individuals who are required to be covered under [10CFR26 and 10CFR73.56.](#)

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**Click on the blue hyperlink above and review before proceeding.*

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Introduction

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You must click on the hyperlink (blue underlined text) above and review that material before being allowed to continue.

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Implementing the Fitness-for-Duty Program

Implementing the Fitness-for-Duty Program

The fitness-for-duty program is implemented using a chemical testing program, behavioral observation program, and an Employee Assistance Program (EAP). Throughout this course, you will learn specifics of each of these components of the fitness-for-duty program.

There are many people who have responsibility for implementing the program. Click on each of the people on the screen to see what their role is.

Each site has specific policies and procedures for implementing these programs. Be sure you are aware of these requirements and your role in implementing the Fitness-for-Duty program.

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Page %page%Topic% of %page%Topic%Total%

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There are many people who have responsibility for implementing the program. Click on each of the people on the screen to see what their role is.

You: Each individual is responsible for coming to work fit for duty and watching for behaviors in others that might indicate a fitness-for-duty or trustworthy or reliability concern. You will learn more about your responsibilities throughout this course.

EAP: The Employee Assistance Program provides support and counseling to workers dealing with fitness-for-duty concerns.

HR: The Human Resources staff serves as the confidential communication link between Security and the Company employees for Access and Fitness-for-Duty issues and must notify Security when an individual is terminated “for cause” so an evaluation concerning the individuals trustworthiness and reliability can be completed

MRO: The Medical Review Officer is the licensed physician who evaluates all test results and identifies any issues associated with collecting and testing specimens, and advises and assists program management in planning and overseeing the FFD program.

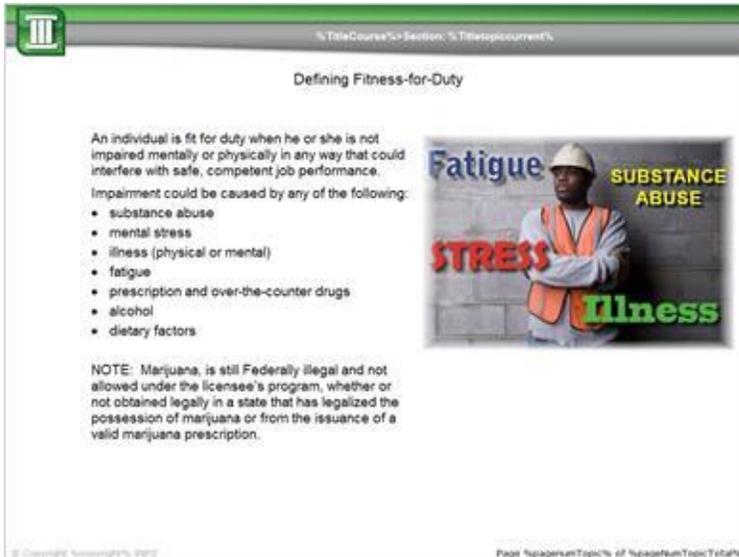
FFD Staff: The FFD staff conducts all chemical testing. They oversee and/or collect and process specimens and notify management of test results.

SAE: The Substance Abuse Expert is an individual who makes the determination of fitness in accordance with 10 CFR 26 requirements.

Supervisor: Supervisors are responsible for observing behavior and immediately reporting any concerns that arise

Each site has specific policies and procedures for implementing these programs. Be sure you are aware of these requirements and your role in implementing the Fitness-for-Duty program.

Defining Fitness-for-Duty



The image is a screenshot of a presentation slide titled "Defining Fitness-for-Duty". The slide has a green header bar with a logo on the left and text on the right. The main content area is white with black text. On the right side of the slide, there is a photograph of a construction worker wearing a white hard hat and an orange safety vest, standing with arms crossed. Overlaid on the photo are the words "Fatigue" in blue, "SUBSTANCE ABUSE" in yellow, "STRESS" in red, and "Illness" in green. Below the photo is a "NOTE" section. At the bottom of the slide, there is a small copyright notice on the left and a page number on the right.

Defining Fitness-for-Duty

An individual is fit for duty when he or she is not impaired mentally or physically in any way that could interfere with safe, competent job performance.

Impairment could be caused by any of the following:

- substance abuse
- mental stress
- illness (physical or mental)
- fatigue
- prescription and over-the-counter drugs
- alcohol
- dietary factors

NOTE: Marijuana, is still Federally illegal and not allowed under the licensee's program, whether or not obtained legally in a state that has legalized the possession of marijuana or from the issuance of a valid marijuana prescription.

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Page 10 of 10

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Substance Abuse

Substance Abuse

When people think of substance abuse, they usually think of illegal drugs. Of course you may not buy, use, or keep illegal drugs either on or off company property. But illegal drugs are only part of the picture.

Alcohol, prescription drugs, over-the-counter drugs, and other chemicals are legal, but they can easily be abused. Never take someone else's prescription drugs and don't abuse your own.

Even when taken properly, legal drugs can affect your job performance. They can impair your vision, cloud your thinking, and slow your reflexes. Tell your supervisor if you are taking any medications that could affect your ability to work safely or cause impairment.



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When people think of substance abuse, they usually think of illegal drugs. Of course you may not buy, use, or keep illegal drugs either on or off company property. But illegal drugs are only part of the picture.

Alcohol, prescription drugs, over-the-counter drugs, and other chemicals are legal, but they can easily be abused. Never take someone else's prescription drugs and don't abuse your own.

Even when taken properly, legal drugs can affect your job performance. They can impair your vision, cloud your thinking, and slow your reflexes. Tell your supervisor if you are taking any medications that could affect your ability to work safely or cause impairment.

Substance Abuse and Society

Substance Abuse and Society

Substance abuse, including alcohol, prescription and non-prescription drugs, and illegal drugs, can increase the chances of something bad happening.

Statistics for automobile accidents, worker absenteeism/injury, and worker compensation claims are much higher when substance abuse is involved. Imagine putting that risk into your daily work routine at a nuclear power plant.

For example, substance abusers use 3 times as many sick benefits as non-abusers and are absent from work twice as often.



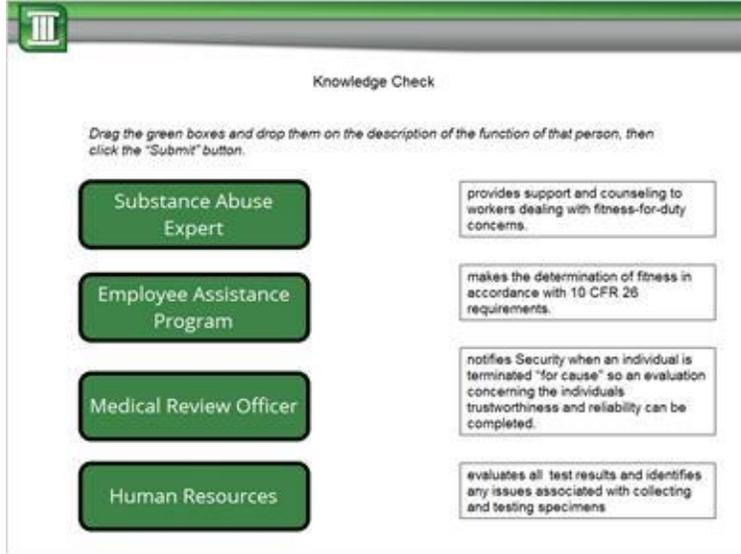
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Knowledge Check



Knowledge Check

Drag the green boxes and drop them on the description of the function of that person, then click the "Submit" button.

Substance Abuse Expert

Employee Assistance Program

Medical Review Officer

Human Resources

provides support and counseling to workers dealing with fitness-for-duty concerns.

makes the determination of fitness in accordance with 10 CFR 26 requirements.

notifies Security when an individual is terminated "for cause" so an evaluation concerning the individuals trustworthiness and reliability can be completed.

evaluates all test results and identifies any issues associated with collecting and testing specimens

Drag Item	Drop Target
Human Resources	notifies Security when an individual is terminated "for cause" so an evaluation concerning the individuals trustworthiness and reliability can be completed.
Medical Review Officer	evaluates all test results and identifies any issues associated with collecting and testing specimens
Employee Assistance Program	provides support and counseling to workers dealing with fitness-for-duty concerns.
Substance Abuse Expert	makes the determination of fitness in accordance with 10 CFR 26 requirements.

accredited physician also fall under this rule.

Drugs can have a significant impact on job performance. Those individuals using drugs, alcohol or other chemicals can have:

1. Impaired judgment and vision
2. Changes in reflexes; and
3. Reduced analytical ability

Common substances that may be used are cannabis, depressants (including alcohol), narcotics, stimulants and hallucinogens.

Drug Dealers



The image is a screenshot of a presentation slide titled "Drug Dealers". The slide has a green header bar with a logo on the left and a navigation bar with the text "%TitleCourse%-%Section-%Title%-%Current%". The main content area is white and contains three paragraphs of text on the left and a photograph of five business professionals on the right. Below the photograph is the question "Is one of these people a drug dealer?". At the bottom left of the slide is the copyright notice "© Copyright Knowledge@Work" and at the bottom right is the page number "Page %pagenumTopic% of %pagenumTopicTotal%".

Drug Dealers

There is no stereotypical description of a drug dealer. Because drugs can be hidden in the smallest of places and anyone could be a dealer, it is important that you recognize any indication that a drug deal is being made.

Often these indications are behaviors that appear normal in the workplace. An example is that deals can be done with a quick handshake where the drug is passed during the handshake.

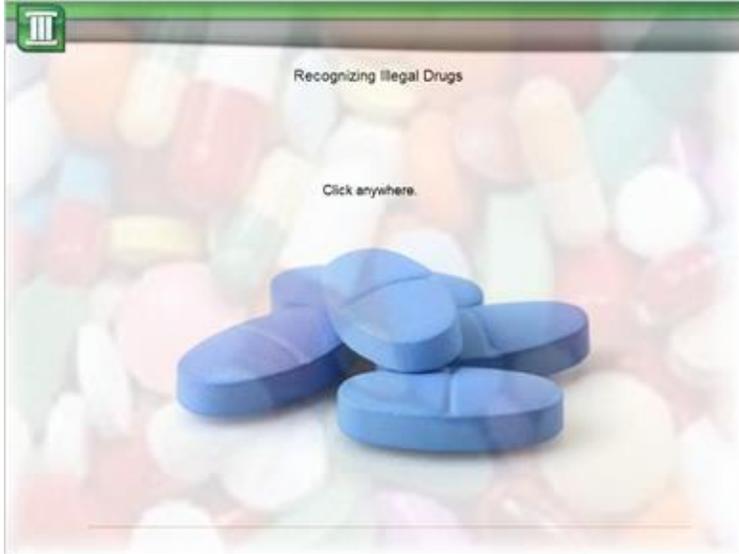
Pay attention to anyone who appears nervous, as if hiding something. If you suspect that drugs are being sold, used, or kept on company property, report this to Security immediately. The following pages will help you recognize the signs of alcohol and drug abuse.



Is one of these people a drug dealer?

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Recognizing Illegal Drugs



Click anywhere.

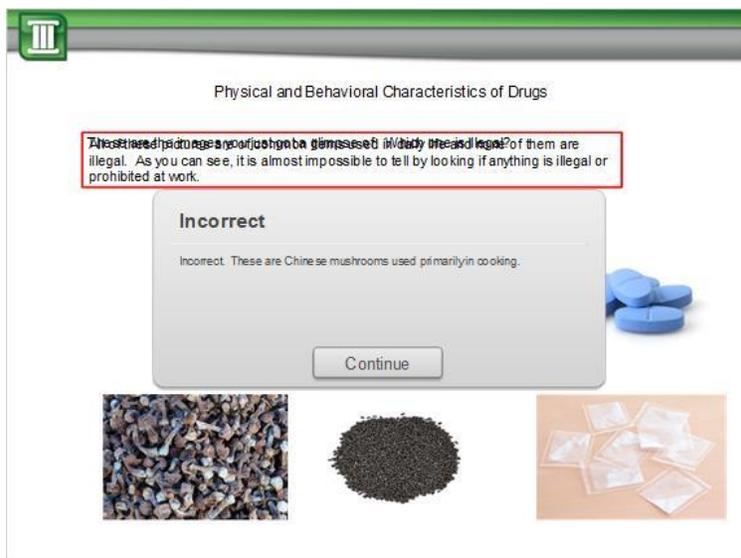
3.4 Physical and Behavioral Characteristics of Drugs

(Pick One, 10 points, 2 attempts permitted)



Correct	Choice	Feedback
	Chinese mushrooms 1	Incorrect. These are Chinese

	mushrooms used primarily in cooking.
basil seeds 1	No, these are dried basil seeds.
thyme 1	No, this is dried dill, a common herb.
headache powder 1	Incorrect. These are headache powders available at any pharmacy or convenience store.
blue pill 2	These are non-prescription sinus tablets, and when used according to directions, have no harmful side effects.



These are the images you just got a glimpse of. Which one is illegal?

All of these pictures are of common items used in daily life and none of them are illegal. As you can see, it is almost impossible to tell by looking if anything is illegal or prohibited at work.

Physical and Behavioral Characteristics of Drugs

Physical and Behavioral Characteristics of Drugs

You are not being trained to tell what drug a person may be abusing since many physical symptoms are similar to many drugs. What you should be able to do is to recognize changes in a person's behavior that may be the result of substance abuse. While it is important that you are aware of physical signs of potential substance abuse, it is more important that you are able to recognize behavioral changes because these could lead to injury, accident, or plant equipment damage.

Click on the buttons for each of these drug types to see:

- Physical signs - These are things you can see that may indicate use of the substance
- Behavioral signs - These are observable changes in a person's behavior

Cannabis Depressants
Stimulants
Hallucinogens Narcotics

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Click on the buttons for each of these drug types to see:

- *Physical signs - These are things you can see that may indicate use of the substance*
- *Behavioral signs - These are observable changes in a person's behavior*

Cannabis

Uses: Relaxes mind, reduces pain

Examples: Hashish, hashish oil, and marijuana

Physical signs:

- rolling papers
- pipes
- dried green plant material
- odor of burnt hemp rope
- marijuana cigarette clips
- bloodshot eyes
- wide pupils

Behavioral signs:

- **euphoria**
-

- **disorientation**
- **lowered inhibitions**
- **increased appetite**

Depressants

Uses: Relieves anxiety, irritability, tension, and insomnia

Examples: Alcohol, barbiturates, Valium, Quaaludes, and some over-the-counter medications

Physical signs:

- capsules, pills, and tablets
- alcoholic beverage containers in unusual places
- bloodshot, watery, or glazed eyes
- alcohol odor on breath or clothes
- hangovers

Behavioral signs:

- **slurred speech**
- **disorientation/confusion**
- **loud talking**
- **exaggerated motions**
- **lowered inhibitions**
- **sleeping longer**

Narcotics

Uses: Reduces pain, treats insomnia

Examples: Opium, heroin, codeine, morphine, and paregoric

Physical signs:

- needle marks on arms or hidden locations
- needles/syringes
- spoons
- narrowed pupils, droopy eyelids
- cold, moist skin

Behavioral signs:

- **euphoria**
- **drowsiness**
- **nausea**

Stimulants

Uses: Treats narcolepsy, obesity, and hyperactivity in children

Examples: Cocaine, amphetamines (speed), methamphetamines, caffeine, nicotine, and some diet pills

Physical signs:

- capsules, pills
-

- white powder or chunks
- glass vials, pipes
- razor blades
- spoons, straws
- weight loss
- narrow pupils

Behavioral signs:

- **increased alertness, excitation**
- **euphoria**
- **irritability, anxiety**
- **mood swings**
- **risk taking, overconfidence**
- **loss of sleep or appetite**
- **hyperactivity**

Hallucinogens

Uses: Distorts perception of reality

Examples: LSD, phencyclidine (PCP), mescaline, and psilocybin

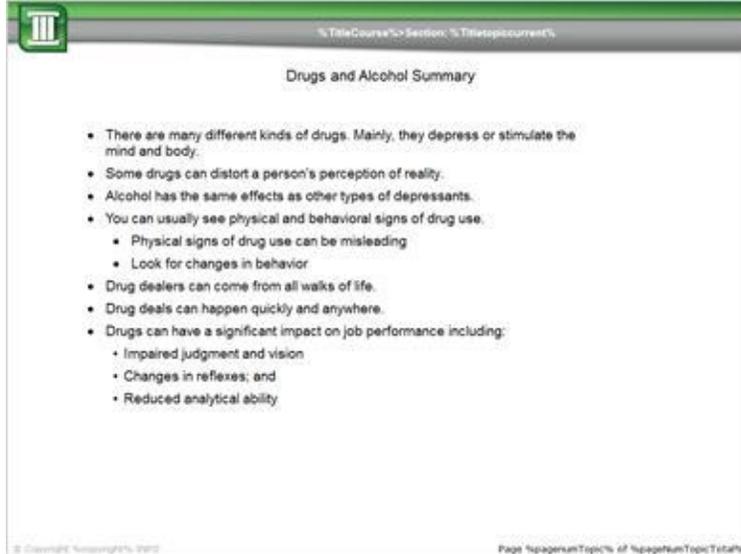
Physical signs:

- capsules, tablets
- “microdots”
- blotter squares
- dried mushrooms, cacti

Behavioral signs:

- **blank stare, rapid eye movement**
 - **delusions, hallucinations**
 - **poor coordination or perception of time, distance**
 - **flashbacks**
-

Drugs and Alcohol Summary



The screenshot shows a presentation slide with a green header bar. The title 'Drugs and Alcohol Summary' is centered at the top. Below the title is a bulleted list of points. The slide also includes a small icon in the top left corner and footer text at the bottom.

- There are many different kinds of drugs. Mainly, they depress or stimulate the mind and body.
- Some drugs can distort a person's perception of reality.
- Alcohol has the same effects as other types of depressants.
- You can usually see physical and behavioral signs of drug use.
 - Physical signs of drug use can be misleading
 - Look for changes in behavior
- Drug dealers can come from all walks of life.
- Drug deals can happen quickly and anywhere.
- Drugs can have a significant impact on job performance including:
 - Impaired judgment and vision
 - Changes in reflexes; and
 - Reduced analytical ability

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Stress and Fatigue

Introduction

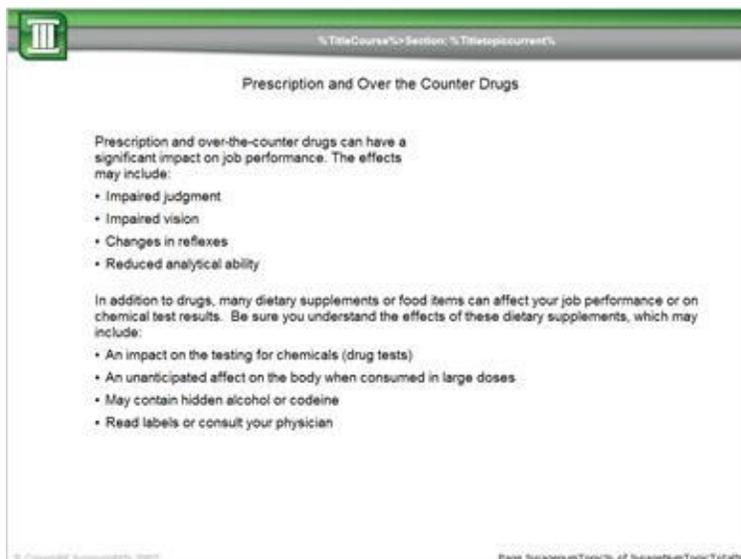


The screenshot shows a course page with a green header bar. Below the header, the title "Prescription and Over-the-Counter Drugs, Mental Stress, Dietary Factors, Illness, and Fatigue" is centered. The main content area contains two paragraphs of text. The first paragraph states: "In this section you will learn about the effects of mental stress and physical and mental illness on your ability to work safely." The second paragraph states: "You will also learn about fatigue, including the different types of fatigue, what causes it, how to recognize it, and how to manage it." At the bottom of the page, there is a small copyright notice on the left and a page number on the right.

In this section you will learn about the effects of mental stress and physical and mental illness on your ability to work safely.

You will also learn about fatigue, including the different types of fatigue, what causes it, how to recognize it, and how to manage it.

Prescription and Over the Counter Drugs



The screenshot shows a course page with a green header bar. Below the header, the title "Prescription and Over the Counter Drugs" is centered. The main content area contains two paragraphs of text. The first paragraph states: "Prescription and over-the-counter drugs can have a significant impact on job performance. The effects may include:" followed by a bulleted list: "• Impaired judgment", "• Impaired vision", "• Changes in reflexes", and "• Reduced analytical ability". The second paragraph states: "In addition to drugs, many dietary supplements or food items can affect your job performance or on chemical test results. Be sure you understand the effects of these dietary supplements, which may include:" followed by a bulleted list: "• An impact on the testing for chemicals (drug tests)", "• An unanticipated affect on the body when consumed in large doses.", "• May contain hidden alcohol or codeine", and "• Read labels or consult your physician". At the bottom of the page, there is a small copyright notice on the left and a page number on the right.

Prescription and over-the-counter drugs can have a significant impact on job performance. The effects may include:

- Impaired judgment
- Impaired vision
- Changes in reflexes
- Reduced analytical ability
-

In addition to drugs, many dietary supplements or food items can affect your job performance or on chemical test results. Be sure you understand the effects of these dietary supplements, which may include:

- An impact on the testing for chemicals (drug tests)
- An unanticipated affect on the body when consumed in large doses
- May contain hidden alcohol or codeine
- Read labels or consult your physician

Mental Stress



The image is a screenshot of a presentation slide titled "Mental Stress". The slide has a green header bar with a small icon on the left and some text on the right. The main content area is white and contains the following text:

Occasional stress is normal. It can be caused by many factors including family, finances, and work. When stress occurs over a long period of time, it is called chronic stress. This can affect the quality of day-to-day living and job performance. Signs of stress can include the following:

- increased irritability
- depression
- chronic fatigue
- overreacting
- impulsiveness
- alcohol or drug abuse
- constant worry

To the right of the text is a photograph of a man wearing a white hard hat and a high-visibility yellow and orange safety vest over a black shirt. He is pointing his right index finger towards the camera with a slightly stressed or frustrated expression.

At the bottom of the slide, there is a small copyright notice on the left and a page number on the right.

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When stress occurs over a long period of time, it is called chronic stress. This can affect the quality of day-to-day living and job performance.

Signs of stress can include the following:

- increased irritability
 - depression
 - chronic fatigue
 - overreacting
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- impulsiveness
- alcohol or drug abuse
- constant worry

Physical and Mental Stress

Physical and Mental Illness

When you are sick, you can't do your best work. Symptoms such as headaches, nausea, body aches, congestion, and fever make it hard to focus on the task at hand.

Medications used to treat illnesses can also affect your performance. Be sure you understand how a medication will affect you before taking it. Always follow the directions, and never take someone else's prescription drugs.

Tell your supervisor if an illness you have or medication you are taking might affect your ability to work safely or cause impairment.

If you bring medications to work, you must keep them in the original containers.



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Fatigue

 %TitleCourse% Section: %TitleTopicCurrent%

Fatigue

Fatigue is a common health complaint that can affect anyone. It is generally defined as a lack of energy; it can also include drowsiness or apathy.

Fatigue impairs both mental and physical capabilities. Often, workers are unaware that fatigue is causing poor job performance.

Everyone is expected to manage the factors that contribute to fatigue in their daily lives. Take action to maintain alertness at work. Recognize and seek treatment for sleep disorders that might create fatigue or make it worse.



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Types of Fatigue

 %TitleCourse% Section: %TitleTopicCurrent%

Types of Fatigue

Acute: Builds up normally within one waking period. Acute fatigue might occur after a long, hard day at work.

Cumulative: Builds up from getting too little sleep between major waking periods. Newborn babies often cause cumulative fatigue in their parents.

Chronic: Caused by weeks or months of cumulative fatigue. Symptoms include the following:

- apathy
- loss of short-term memory or concentration
- muscle pain
- multi-joint pain without swelling or redness
- headaches of a new type, pattern, or severity
- exhaustion more than 24 hours after exercise



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Physical Signs of Fatigue



The image is a screenshot of a presentation slide titled "Physical Signs of Fatigue". The slide has a green header bar with a small icon on the left and a navigation bar at the top. The main content area is white and contains a list of signs of fatigue. To the right of the text is a photograph of a man in a dark jacket, looking tired and resting his head on his hand. The slide also includes a footer with copyright information and a page number.

Physical Signs of Fatigue

There are many ways to recognize when you or others are fatigued. Usually, the appearance of the fatigued person will alert you to know something is out of the normal. The following signs are examples of what to look for:

- sleepiness
- yawning
- red eyes
- irritability, annoyance
- difficulty with concentration
- slower reaction time
- low energy
- apathy
- increased errors

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Contributors to Fatigue

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Fatigue can be caused by many factors:

- hard physical activity
- long work periods, commutes
- shift work
- changing or rotating work schedules
- lack of rest during work breaks
- sleep/work schedule that conflicts with normal body rhythms
- sleep disruption
- little exercise
- poor diet
- environmental conditions (high temperature, low light, background noise, etc.)



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-

Task Contributors

Task Contributors

Tasks with the following characteristics are likely to contribute to decreased alertness and to increase worker fatigue:

- repetitive
- high demand for focus
- requirement to stay in one place or position for a long time
- limited social interaction

Take precautions when doing tasks like these. Precautions include taking frequent breaks to prevent fatigue and using human performance tools to prevent error.



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Circadian Variations

Circadian Variations

Your ability to remain alert and perform well is affected by natural changes in your body. These changes, called "circadian variations," follow a daily pattern. The body's high energy point is late in the day and the low energy point comes in the hours before dawn.

Humans are naturally designed to be awake during the day and to sleep at night. Disrupting the normal schedule can cause poor sleep quality, which can lead to fatigue. This often happens with workers on shift and night work.



3 - 5 a.m.
3 - 5 p.m.
Maximum Sleepiness

ASLEEP
Regular 24-hour Routine

12 a.m. - 8:00 a.m.
Performance and Alertness Affected

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Sleep Disorders

 %TitleCourse% > Section: %Titletopiccurrent%

Sleep Disorders

Adequate sleep is essential to prevent fatigue. When deprived of sleep for too long, the human brain can force the body to fall asleep.

A common example of this occurs while driving long distances early in the morning or late at night, when your eyelids get "heavy." It is never safe to continue with critical tasks if you are deprived of sleep.

Sleep apnea and insomnia are common disorders that can result in going without sleep for a long time. Several factors can contribute to these disorders:

- stress
- illness
- improper diet (caffeine, alcohol)
- medications



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- illness
- improper diet (caffeine, alcohol)
- medications

Preventative Strategies

Preventive Strategies

Preventive strategies are used before work and during rest periods. They address the physical causes of fatigue to minimize sleep loss. Here are a few examples:

- good sleep habits
- sufficient rest
- effective use of days off and rest periods
- proper consumption of food, alcohol, caffeine, and medications
- correct timing of exercise

These strategies can be especially helpful in preventing the sleep disruptions that are normally caused by shift and night work schedules.



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Countermeasures at Work

Fatigue Countermeasures at Work

Fatigue countermeasures are actions taken on the job and at home to fight fatigue. They can help improve workplace performance and alertness.

In general, countermeasures do not address the underlying causes of fatigue. Instead, they enhance alertness and performance temporarily so that safety and efficiency are maintained.

Examples of fatigue countermeasures that may be useful on the job include the following:

- social interaction like having a conversation with co-workers
- physical activity such as stretching and isometric exercises
- Strategic caffeine consumption can be used to help get through periods of increased fatigue



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Countermeasures at Home



The image is a screenshot of a presentation slide. At the top left, there is a small icon of a building. The title of the slide is "Fatigue Countermeasures at Home". The main text on the slide reads: "Consuming well-balanced meals-nutritious snack foods (be cautious of carbohydrates which may cause a 'sugar high' followed by a low that can cause decreased alertness.)". Below this, it says "Examples of countermeasures that may be used at home include:" followed by a bulleted list: "• Adequate sleep/minimizing Sleep loss", "• Providing a good sleeping environment", "• Napping", "• Establishing anchor sleep period", "• Be mindful of impact of medications", and "• Understanding the affects of food, alcohol and exercise on sleep". At the bottom left, there is a small copyright notice: "© Copyright 2009/2010". At the bottom right, there is a page number: "Page 10/10".

Consuming well-balanced meals-nutritious snack foods (be cautious of carbohydrates which may cause a “sugar high” followed by a low that can cause decreased alertness.)

Examples of countermeasures that may be used at home include:

- Adequate sleep/minimizing Sleep loss
- Providing a good sleeping environment
- Napping
- Establishing anchor sleep period
- Be mindful of impact of medications
- Understanding the affects of food, alcohol and exercise on sleep

Knowledge Check

Knowledge Check

Which of the following are contributors to fatigue? (Click all that apply)

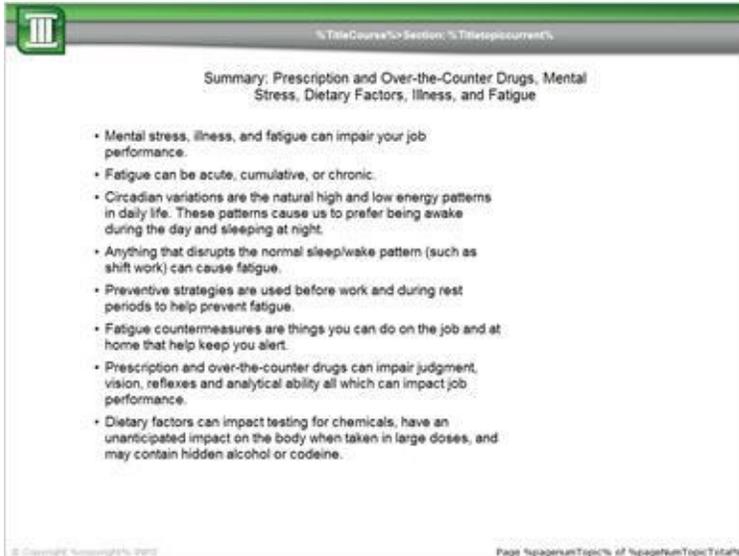
- Repetitive tasks
- Stretching
- A good night's sleep
- Poor diet
- Room temperature
- Three cups of coffee

Correct	Choice
X	Repetitive tasks
	A good night's sleep
X	Room temperature
	Three cups of coffee
X	Poor diet
	Stretching

Feedback

Repetitive tasks, room temperature, and poor diet are all contributors to fatigue

Summary: Prescription and Over-the-Counter Drugs, Mental Stress, Dietary Factors, Illness, and Fatigue



Summary: Prescription and Over-the-Counter Drugs, Mental Stress, Dietary Factors, Illness, and Fatigue

- Mental stress, illness, and fatigue can impair your job performance.
- Fatigue can be acute, cumulative, or chronic.
- Circadian variations are the natural high and low energy patterns in daily life. These patterns cause us to prefer being awake during the day and sleeping at night.
- Anything that disrupts the normal sleep/wake pattern (such as shift work) can cause fatigue.
- Preventive strategies are used before work and during rest periods to help prevent fatigue.
- Fatigue countermeasures are things you can do on the job and at home that help keep you alert.
- Prescription and over-the-counter drugs can impair judgment, vision, reflexes and analytical ability all which can impact job performance.
- Dietary factors can impact testing for chemicals, have an unanticipated impact on the body when taken in large doses, and may contain hidden alcohol or codeine.

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-

Individual Responsibilities

Individual Roles and Responsibilities

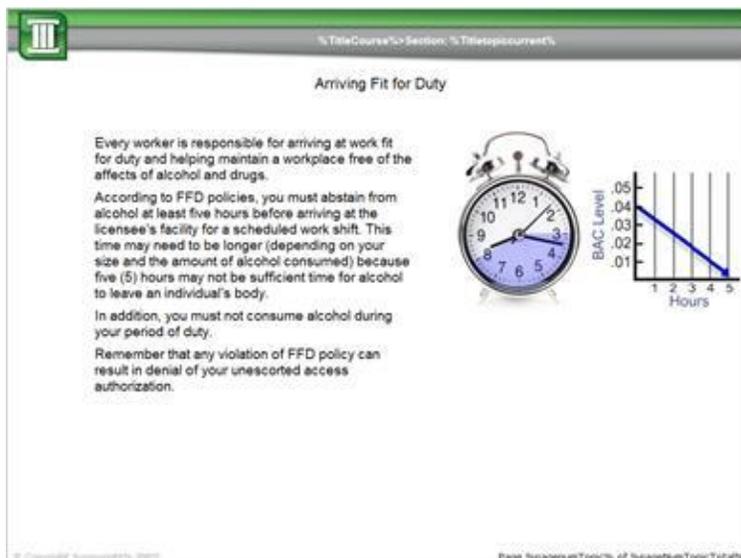


The screenshot shows a slide with a green header bar containing a logo and the text "%TitleCourse% / %Section% / %TitleTopicCurrent%". The main title is "Individual Roles and Responsibilities". The text on the slide reads: "After completing this section, you will understand your individual responsibilities under the FFD program. You will learn about the expectations to come to work free of alcohol, other substances and fatigue and to report anything in your history that reflects on your trustworthiness. Your responsibility to report any conditions that might affect your own or someone else's fitness-for-duty will also be covered." At the bottom, there is a footer with "© Copyright %Copyright% 2012" and "Page %PageNumTopic% of %PageNumTopicTotal%".

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Arriving Fit for Duty



The screenshot shows a slide with a green header bar containing a logo and the text "%TitleCourse% / %Section% / %TitleTopicCurrent%". The main title is "Arriving Fit for Duty". The text on the slide reads: "Every worker is responsible for arriving at work fit for duty and helping maintain a workplace free of the affects of alcohol and drugs. According to FFD policies, you must abstain from alcohol at least five hours before arriving at the licensee's facility for a scheduled work shift. This time may need to be longer (depending on your size and the amount of alcohol consumed) because five (5) hours may not be sufficient time for alcohol to leave an individual's body. In addition, you must not consume alcohol during your period of duty. Remember that any violation of FFD policy can result in denial of your unescorted access authorization." To the right of the text is an illustration of a blue alarm clock and a line graph. The graph plots "BAC Level" on the y-axis (ranging from 0.01 to 0.05) against "Hours" on the x-axis (ranging from 1 to 5). A blue line shows a steady decrease in BAC level over the five-hour period, starting at approximately 0.045 at hour 1 and ending at 0.01 at hour 5. At the bottom, there is a footer with "© Copyright %Copyright% 2012" and "Page %PageNumTopic% of %PageNumTopicTotal%".

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Unscheduled Call Outs

The image is a screenshot of a presentation slide. At the top, there is a green header bar with a white icon of a building on the left and the text "%TitleCourse% Section: %TitleTopicCurrent%" on the right. Below the header, the slide title "Unscheduled Call-Outs" is centered. The main content area contains text on the left and a photograph of a woman on the right. The text on the left reads: "If you receive an unscheduled call-out, you must advise the caller of any of these conditions:" followed by a bulleted list: "• you have consumed alcohol within the past five hours", "• you are under the influence of alcohol", and "• you are not fit for duty for any reason such as fatigue, mental stress, or illness". Below the list, it says: "If you are called to work and have consumed alcohol within five hours from the time you received the call, Report for alcohol testing before accessing the plant." The photograph shows a woman with blonde hair, wearing sunglasses, a black blazer, and a green top, talking on a mobile phone and holding a glass of beer. At the bottom of the slide, there is a footer with the text "© Copyright %Copyright% 2012" on the left and "Page %pagenumTopic% of %pagenumTopicTotal%" on the right.

If you receive an unscheduled call-out, you must advise the caller of any of these conditions:

- you have consumed alcohol within the past five hours
 - you are under the influence of alcohol
 - you are not fit for duty for any reason such as fatigue, mental stress, or illness
- If you are called to work and have consumed alcohol within five hours from the time you received the call, Report for alcohol testing before accessing the plant.

not physically taken into custody and a court appearance was not required, do not require reporting.

All alcohol or drug legal actions, however, must be reported.

5.5 Issues Affecting Your Performance



The image is a screenshot of a presentation slide. At the top, there is a green header bar with a white icon of a building on the left and some placeholder text: "%TitleCourse% %Section% %Titlepagecurrent%". Below the header, the slide title "Issues Affecting Your Performance" is centered. The main content area is divided into two columns. The left column contains text: "Report medications, prescriptions and over-the-counter, that you feel impact your alertness or judgment, or that might affect your ability to perform your job function." followed by "Tell your supervisor if you are:" and a bulleted list: "• Taking any medications that may affect your performance or cause impairment", "• Experiencing any significant personal problems such as stress, illness, or fatigue", and "• Receiving help for any problems that may affect your fitness-for-duty". Below the list is a note: "Note that you are not required to identify the specific medication to the supervisor." and a final instruction: "Immediately contact your supervisor if you experience any side effects while taking medications." The right column features a photograph of a man in a blue hard hat and a woman in a light blue top talking in an office setting. At the bottom of the slide, there is a small copyright notice on the left and a page number on the right: "Page %pagenumTopic% of %pagenumTopicTotal%".

Report medications, prescriptions and over-the-counter, that you feel impact your alertness or judgment, or that might affect your ability to perform your job function.

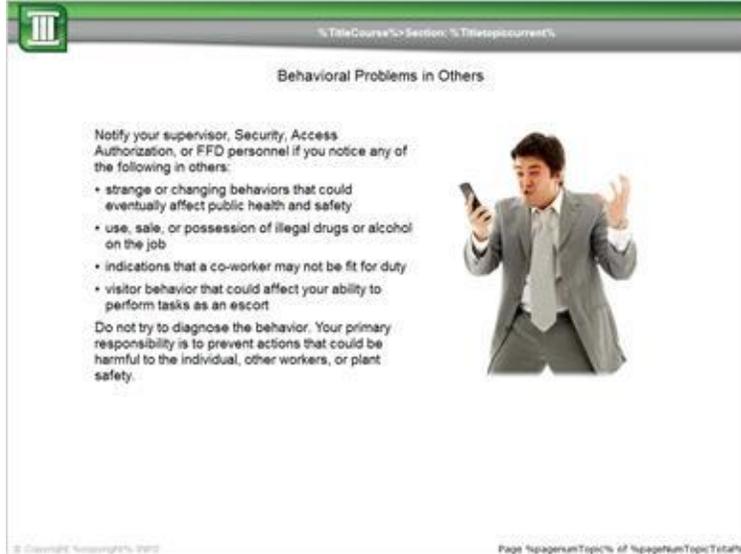
Tell your supervisor if you are:

- Taking any medications that may affect your performance or cause impairment
- Experiencing any significant personal problems such as stress, illness, or fatigue
- Receiving help for any problems that may affect your fitness-for-duty

Note that you are not required to identify the specific medication to the supervisor.

Immediately contact your supervisor if you experience any side effects while taking medications.

Behavioral Problems in Others



The slide features a green header with a building icon and a navigation bar. The main content area is white with black text and a central image of a man in a suit looking at a smartphone. The text provides instructions on reporting behavioral issues and lists specific examples.

Behavioral Problems in Others

Notify your supervisor, Security, Access Authorization, or FFD personnel if you notice any of the following in others:

- strange or changing behaviors that could eventually affect public health and safety
- use, sale, or possession of illegal drugs or alcohol on the job
- indications that a co-worker may not be fit for duty
- visitor behavior that could affect your ability to perform tasks as an escort

Do not try to diagnose the behavior. Your primary responsibility is to prevent actions that could be harmful to the individual, other workers, or plant safety.

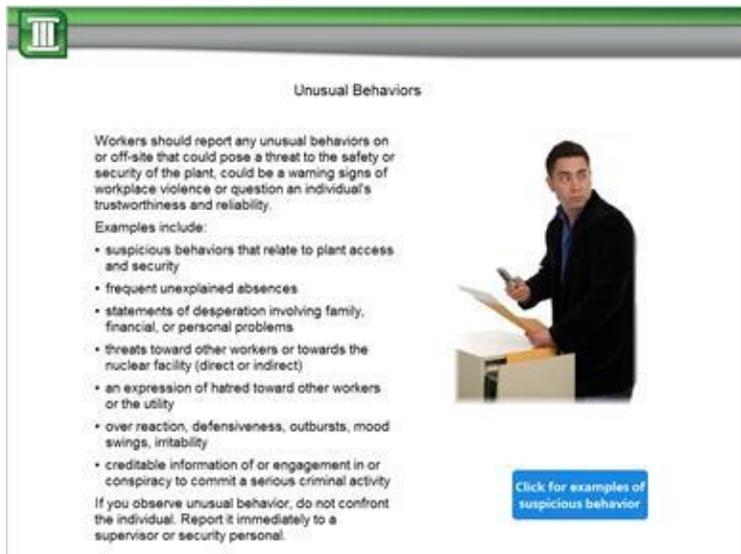
© Copyright 2009, 2010, 2011 Page %pagenumTopic% of %pagenumTopicTotal%

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Unusual Behaviors



The slide features a green header with a building icon and a navigation bar. The main content area is white with black text and a central image of a man in a dark suit holding a clipboard and a smartphone. The text explains the importance of reporting unusual behaviors and lists examples.

Unusual Behaviors

Workers should report any unusual behaviors on or off-site that could pose a threat to the safety or security of the plant, could be a warning sign of workplace violence or question an individual's trustworthiness and reliability.

Examples include:

- suspicious behaviors that relate to plant access and security
- frequent unexplained absences
- statements of desperation involving family, financial, or personal problems
- threats toward other workers or towards the nuclear facility (direct or indirect)
- an expression of hatred toward other workers or the utility
- over reaction, defensiveness, outbursts, mood swings, irritability
- credible information of or engagement in or conspiracy to commit a serious criminal activity

If you observe unusual behavior, do not confront the individual. Report it immediately to a supervisor or security personnel.

[Click for examples of suspicious behavior](#)

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If you observe unusual behavior, do not confront the individual. Report it immediately to a supervisor or security personal.

Click for examples of suspicious behavior

- activities outside of worker's normal job scope which could be seen as suspicious or posing a threat to people or property
 - strange responses when asked about being someplace outside the normal work area
 - unusual interest in testing of the plant facilities, buildings, infrastructure, or cyber security
 - watching closely or taking pictures/video of frequently used access points, personnel performing security functions, or security related equipment
 - possession of unusual quantities of cell phones, pagers, fuel, explosives, etc.
 - using false insignia, documents, and/or identification to misrepresent one's affiliation
 - Burglary, armed robbery, manslaughter, murder, assault, domestic violence, embezzlement, theft, terrorist activity or known terrorist association and efforts to recruit others to commit a crime
-

Designated Individuals

The slide is titled "Designated Individuals" and contains the following text:

Each utility identifies people to receive FFD concerns. This always includes supervisors and the Reviewing Official, and can also include other members of the plant staff.

If you have FFD concerns, report them to one of these designated individuals according to your station procedure.

On the right side of the slide is a photograph of a utility worker wearing a white hard hat and a dark blue uniform, standing in a control room or office environment.

At the bottom of the slide, there is a copyright notice: "© Copyright 2009, 2010, 2011" and a page number: "Page 14 of 14".

Each utility identifies people to receive FFD concerns. This always includes supervisors and the Reviewing Official, and can also include other members of the plant staff. If you have FFD concerns, report them to one of these designated individuals according to your station procedure.

Exercise

The exercise is titled "Knowledge Check" and includes the instruction: "Check the correct response and then click the 'Check Answer' button."

There are three scenarios presented with speech bubbles and images of people on the phone:

- Scenario 1: A speech bubble says "Check, I know you're off duty, but I need you to come in." Below it is a photo of a man in a white lab coat.
- Scenario 2: A speech bubble says "Gee, I just had a beer with dinner." Below it is a photo of a man in a dark shirt.
- Scenario 3: A speech bubble says "I had a beer about an hour ago so I'm not fit for duty."

Below the scenarios are three radio button options:

- Okay, I'm on my way. Try again.
- I can be there in a couple of hours. Try again.
- I had a beer about an hour ago, so I'm not fit for duty. Correct. You must let the caller know if you have consumed alcohol within the last five hours.

Feedback

You must let the caller know if you have consumed alcohol within the last five hours.

Exercise



Knowledge Check

Check the correct response and then click the "Check Answer" button.

Oh, man. What a party we had last night. Where's the aspirin?



Hmm, that's the fourth party this week. This is new.



I need to let our supervisor know.

I need to try to get an invitation to the next party. Try again.

I need to let our supervisor know. Correct. If you notice worker behaviors that you feel might affect their ability to work safely, you must inform a supervisor.

As long as he isn't hurting anything, I guess it's okay. Try again.

Feedback

You must let the caller know if you have consumed alcohol within the last five hours.

Individual Responsibilities Summary



The screenshot shows a presentation slide with a green header bar. On the left of the header is a small icon of a building. The header text reads '%TitleCourse%\> Section: %Titletopiccurrent%'. The main content area is titled 'Individual Responsibilities Summary' and contains a bulleted list of seven items. At the bottom left, it says '© Copyright 2009/2010, 2012' and at the bottom right, it says 'Page %pagenumTopic% of %pagenumTopicTotal%'. The slide content is as follows:

- Every worker must report to work fit for duty.
- You must abstain from alcohol at least five hours before coming to work, maybe longer depending on your size and other factors.
- Your blood alcohol level can affect your fitness-for duty status
- If you are called in for unscheduled work, you must tell your supervisor if you are not fit for duty for any reason.
- You must report anything in your history that reflects on your trustworthiness (such as legal actions).
- Watch for strange or changing behavior in others and report it appropriately.
- Know the correct individuals designated by your station to receive FFD concerns.

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 - Watch for strange or changing behavior in others and report it appropriately.
 - Know the correct individuals designated by your station to receive FFD concerns.
-

Supervisor Responsibilities

Introduction



Supervisors and individuals acting in a supervisory role have additional responsibilities in the FFD program.

This section describes the expectations for supervisors to observe, document, and manage behavioral issues.

Observing and Documenting Behavior



Managers and supervisors are in the best position to become familiar with and observe worker behavior patterns over time and notice changes that might be cause for concern. For this reason, they are required to watch for behavior changes in their assigned workers

as well as among the general workforce.

Documentation is an important part of a long-term observation process. Supervisors should record facts as they occur and maintain detailed documentation. This helps create accurate records that are vital when addressing the cause of a problem.

Addressing Questionable Behaviors



The image is a screenshot of a presentation slide. At the top, there is a green header bar with a white icon of a document and a small text label "%TitleCourse% Section: %TitleTopicCurrent%". Below the header, the slide title "Addressing Questionable Behaviors" is centered. The slide content is divided into two columns. The left column contains three paragraphs of text. The right column features a photograph of two men in work attire. The man on the left is wearing a black polo shirt and a yellow hard hat, and he is gesturing with his right hand towards the man on the right. The man on the right is wearing a light blue polo shirt and a red hard hat. The slide footer contains the text "© Copyright %Copyright% 2012" on the left and "Page %pagenumTopic% of %pagenumTopicTotal%" on the right.

A supervisor's responsibility is to recognize when behaviors may be contributing to a job performance decline or call into question an individual's trustworthiness or reliability. Catching the decline in its early stages allows for a prompt and constructive response.

If a supervisor suspects someone is unfit for duty or exhibits questionable behavior, the supervisor should immediately report the concern to Security as well as to the appropriate supervisor, the Access Authorization staff, or the FFD staff. The individual should be relieved of duty if appropriate.

If possible, the supervisor should ask another supervisor or utility employee to act as a witness.

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Conducting Annual Reviews

Conducting Annual Supervisory Reviews

At a minimum managers and supervisors must complete an annual supervisory review for any individual who held unescorted access for 365 consecutive days.

The review is normally conducted by the individual's immediate supervisor. Licensee procedures will identify exceptions to this requirement and occasions when a supervisory interview may be required. The annual supervisory review, then, is based on interactions during the review period and covers the following:

- occasions when the employee behaved in an unusual manner
- circumstances that indicate the individual should be referred for an additional medical or psychological review
- observations or reports about changes in normal behavior

These evaluations are provided to a reviewing official to determine any additional action needed regarding the individual's trustworthiness, reliability, and fitness-for-duty.



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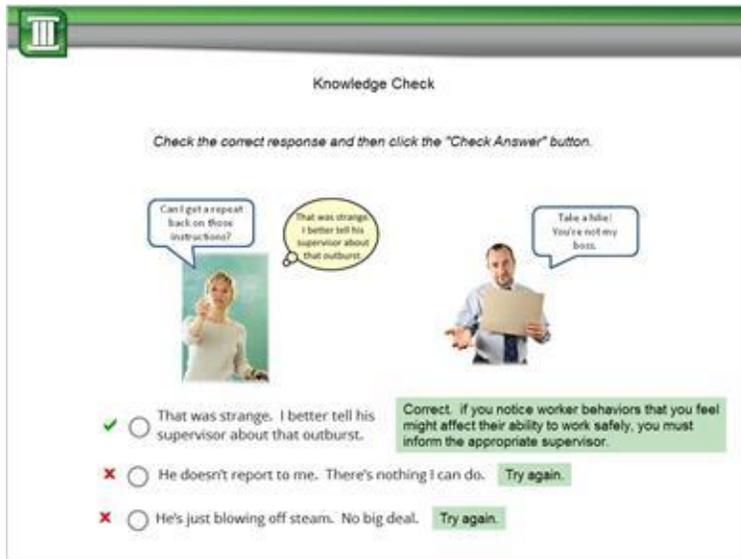
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People can get hostile when confronted about their behavior. This could lead to injury or plant damage.

If you feel an encounter might become physical, request that Security is present to assist with the situation. Wait for Security to arrive and then ask the individual to explain his behavior.

If the individual refuses chemical testing or appears threatening, prevent the individual from going into the Protected Area.

Exercise



Knowledge Check

Check the correct response and then click the "Check Answer" button.

Can I get a repeat back on those instructions?

That was strange. I better tell his supervisor about that outburst!

Take a hike! You're not my boss.

That was strange. I better tell his supervisor about that outburst. **Correct.** If you notice worker behaviors that you feel might affect their ability to work safely, you must inform the appropriate supervisor.

He doesn't report to me. There's nothing I can do. **Try again.**

He's just blowing off steam. No big deal. **Try again.**

Exercise

Knowledge Check

Check the correct response for you as a **supervisor** and then click the "Check Answer" button.

Bob: I need to leave early again today.

This is starting to happen more frequently. I wonder what's up.

Is there anything the EAP could help with?

No, it wouldn't be fair to others. **Try again.**

Is there anything the EAP could help with? **Correct. Supervisors should encourage employees to use the EAP when there are indicators of personal issues affecting performance.**

Sure, just make up the time later. **Try again.**

Summary

Summary: Supervisor Roles and Responsibilities

- Supervisors must observe the behavior of their own assigned workers as well as the general workforce.
- It is important to document all behavioral issues thoroughly.
- Behavioral problems are best caught and reported in the early stages of decline.
- An annual supervisory review is conducted for all individuals who held unescorted access for 365 consecutive days.
- If a supervisor does not have sufficient interaction with the individual, then the supervisor may need to conduct an interview of the individual to gather information to complete the Annual Supervisory Review.
- Immediate action should be taken to remove a worker's access to the Protected Area if his or her behavior presents a risk to plant safety.
- Contact Security if you feel an encounter could become physical.

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- Contact Security if you feel an encounter could become physical.

EAP

EAP Introduction



On the following screens you will learn about the services available from the Employee Assistance Program (EAP).

You will also learn about the Behavior Observation Program (BOP) and how to recognize aberrant behavior. These behaviors are commonly seen by noticing changes in personal health, social interaction, and work performance.

All persons trained in BOP techniques should be able to recognize and report aberrant individual behavior that could lead to acts detrimental to health and safety of the public or the common defense and security.

It is each individual's responsibility to prevent actions that could be harmful to the individual, other workers, or plant safety. Escorts must be sensitive to the escorted individual's behavior for indications of aberrant behavior.

Employee Assistance Program

Employee Assistance Program

The Employee Assistance Program (EAP) evaluates workers for issues about their fitness-for-duty. The program offers assessment, short-term counseling, and treatment monitoring for a variety of issues such as stress, family relationships, depression, job burnout, death/dying, financial concerns, and compulsive behaviors such as gambling and overeating.

You may request help from the EAP (self-referral) or your company can refer you.

Federal law requires EAP to notify your management, even if you are a self-referral, and if the EAP staff concludes that your behavior:

- creates a hazard to yourself or others
- has ever engaged in an previously unreported significant FFD program violation, or
- if you have been impaired while in a work status and have a continuing substance abuse disorder that makes it likely that you would continue to be impaired in a work status in the future



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Behavior Observation Program

Behavior Observation Program

Management uses the Behavior Observation Program (BOP) as its primary tool for monitoring continued trustworthiness and reliability of workers required to be covered under the program. This includes behaviors that:

- indicate impaired personal functioning that could lead to low performance or dangerous situations
- suggest the individual is purposely trying to jeopardize plant safety or operations

The BOP focuses on identifying and managing behaviors in four basic areas:

- drug and alcohol abuse
- behaviors that could result in legal actions
- behaviors adverse to the safe operation and security of the facility
- other behaviors that create a risk to the health and safety of the public or the common defense and security



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Aberrant Behavior

Aberrant Behavior

Aberrant behavior is any behavior that is not "normal" for an individual.

Most people behave in a consistent manner. As you become familiar with your co-workers, you can determine what behavior is normal for them.

Changes in normal behavior can occur quickly and can result from many causes, such as health, work, or family problems. These changes are normal when they happen occasionally and don't last long. But sometimes, the changes persist and get worse.



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Signs of Aberrant Behavior

Signs of Aberrant Behavior

Aberrant behavior can be displayed in many ways, including the following:

- inflexibility
- impulsiveness
- memory loss
- feelings of persecution, fear, or paranoia
- conversations with imaginary people or animals
- hearing voices, seeing visions, or smelling strange odors
- behavior that is dangerous, destructive, or inappropriate for the situation



Remember, behavior that is not normal for an individual is a sign that you should pay close attention to what that person is doing at work.

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Types of Behavior changes

The screenshot shows a presentation slide with the following content:

Types of Behavior Changes

All individuals should be alert to any worker's unusual behavior and performance issues. These changes could be the result of alcohol or drugs, fatigue, dietary factors, illness and stress.

Changes can occur in several areas of our lives, such as the following:

- personal health
- social interaction
- work performance
- other observed behavior concerns

Click on each of the images below for more information.

Below the text are three images with labels:

- Personal Health Changes:** A man looking unwell, holding his head.
- Social Interaction Changes:** A woman talking to a man.
- Work Performance Changes:** A man looking stressed or tired.

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Changes can occur in several areas of our lives, such as the following:

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Personal health changes can be seen in a person's physical appearance or emotional state:

- very emotional
 - shaking/twitching
 - weight loss/gain
 - sweating
 - nausea/stomachaches
 - frequent trips to the bathroom
-

- poor color, blue/gray around lips
- shortness of breath
- stumbling
- changes in grooming

Changes in how people interact with others can often reveal fitness-for-duty issues:

- avoids social contact
- holds grudges
- changes friends
- ignores co-workers
- complains frequently
- fights (verbal or physical)
- brags
- lies
- talks about suicide, disasters, hopelessness,
- dominates conversations
- displays sexually inappropriate behavior

Performance changes can be seen in a worker's quality, attention to detail, adherence to policies, and cooperation with co-workers:

- works much faster or more slowly
- makes more mistakes
- steals or damages property
- breaks or 'bends' the rules
- forgets important things
- takes many or long breaks
- avoids part of the plant
- calls in sick frequently
- refuses to take direction
- refuses to give or receive help
- becomes overly cautious

Click on each of the images below for more information.

Behavioral Observation Period

Behavioral Observation Period

If you have not been part of the fitness-for-duty program and management has not had the opportunity to observe your behavior for more than 30 days, Security is required, at a minimum, to deactivate your badge. This allows management an opportunity to ensure that no behavior changes of concern have developed during that time.

If your badge is deactivated because of the 30 day period, you must meet all the fitness-for-duty program requirements prior to regaining access authorization.

Reference: 10CFR26.71(b)



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Suspicious Circumstances

 %TitleCourse%\> Section: %Titletopiccurrent%

Suspicious Circumstances

Report any suspicious conditions that could lead to unsafe plant operation, including:

- misaligned breakers or valves
- cut wires or cables
- foreign objects in machinery, reservoirs, or tanks
- inappropriate cuts or holes in pipes, tubes, or hoses
- damage to equipment that interferes with a safety or security function
- aircraft flying in an unusual manner

If you observe such activities on or off-site, report the observations in as much detail as possible to Security or the Access Authorization office. Observations of a seemingly minor nature have greatly assisted in the prevention of activities that could disrupt plant operations or impact the plant's overall security. "If you see something, say something"™.



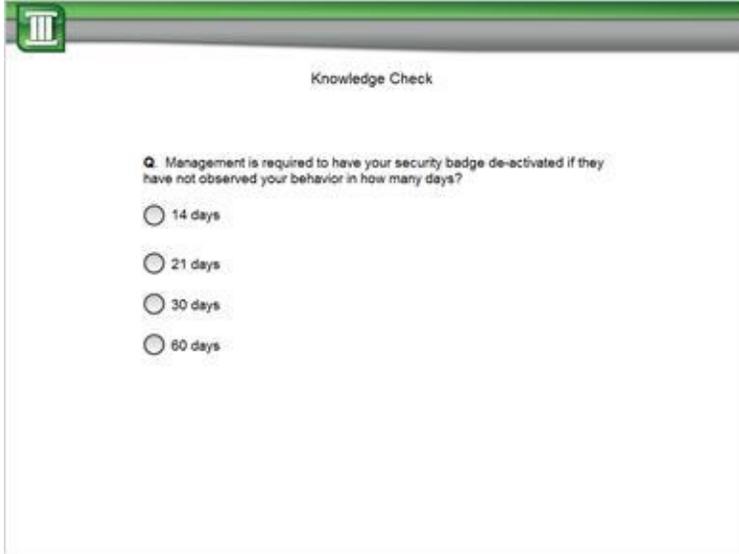
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Knowledge Check



Knowledge Check

Q. Management is required to have your security badge de-activated if they have not observed your behavior in how many days?

14 days

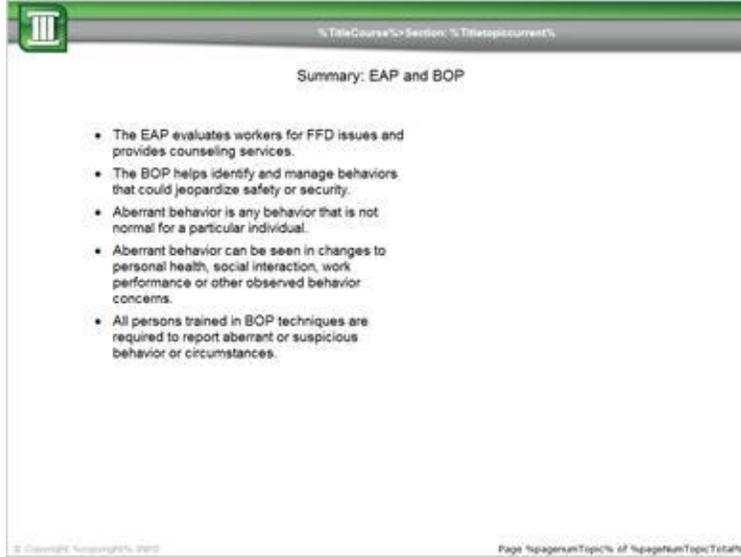
21 days

30 days

60 days

Correct	Choice	Feedback
	14 day group	No. This is a short period. You could be on vacation for 14 days.
	21 day group	Incorrect.
X	30 day group	Correct!
	60 day group	Incorrect. This period is too long.

Summary



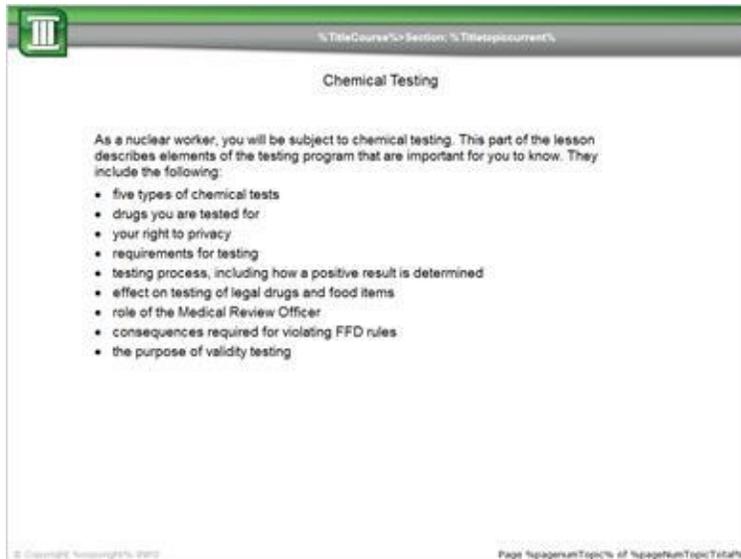
The screenshot shows a presentation slide with a green header bar. The title is "Summary: EAP and BOP". The slide contains a bulleted list of five points. At the bottom left, there is a copyright notice: "© Copyright 2008/09/10/11". At the bottom right, there is a page number: "Page %pagenumTopic% of %pagetotalTopicTotal%".

- The EAP evaluates workers for FFD issues and provides counseling services.
- The BOP helps identify and manage behaviors that could jeopardize safety or security.
- Aberrant behavior is any behavior that is not normal for a particular individual.
- Aberrant behavior can be seen in changes to personal health, social interaction, work performance or other observed behavior concerns.
- All persons trained in BOP techniques are required to report aberrant or suspicious behavior or circumstances.

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Chemical Testing

Chemical Testing Introduction



The screenshot shows a presentation slide with a green header bar. The title 'Chemical Testing' is centered at the top. Below the title, there is a paragraph of text followed by a bulleted list. The footer of the slide contains small text: '© Copyright 2009/10/11/12' on the left and 'Page 10 of 10' on the right.

Chemical Testing

As a nuclear worker, you will be subject to chemical testing. This part of the lesson describes elements of the testing program that are important for you to know. They include the following:

- five types of chemical tests
- drugs you are tested for
- your right to privacy
- requirements for testing
- testing process, including how a positive result is determined
- effect on testing of legal drugs and food items
- role of the Medical Review Officer
- consequences required for violating FFD rules
- the purpose of validity testing

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 - the purpose of validity testing
-

Types of Testing



The screenshot shows a webpage with the title "Types of Testing". It contains a list of five testing types, each with a green checkmark icon: Pre-access, Random, For-cause, Post-event, and Follow-up. To the right of the list is a photograph of a person wearing white gloves pouring a yellow liquid from a beaker into a test tube. Below the list, there is a link to "OSHA Recordable Criteria".

Pre-access

Pre-access testing must be conducted before getting unescorted access or being assigned to an Emergency Operations Facility or Technical Support Center.

Random

All workers are subject to random testing any time they are at work, including weekends and holidays. Because the test is random, some workers might be tested more than others. If you are selected for a random test, your supervisor or point of contact will notify you of the scheduled test time. You may not miss a scheduled test anytime you are on site. You may not request time off once notified of the test.

For-cause

For-cause testing is done as soon as possible after a worker is seen behaving in a way that indicates possible substance abuse. A supervisor might also arrange for-cause testing after receiving any credible information that an individual is abusing drugs or alcohol.

Post-event

A worker who commits an error that leads to an event (as defined by station procedure) will be given chemical testing if the event involves any of the following conditions:

- an illness or injury that meets OSHA recordable criteria within four hours after the event
 - a radiation exposure or release of radioactivity that exceeds regulatory limits
 - worker behavior that significantly degrades (actually or potentially) plant safety
-

An injury or illness meets the OSHA general recording criteria if it results in any of the following:

- death
- days away from work
- restricted work or transfer to another job
- medical treatment beyond first aid
- loss of consciousness

An illness or injury also meets the general recording criteria if it involves a significant injury or illness diagnosed by a physician or other licensed health care professional even if it does not result in death, days away from work, restricted work or job transfer, medical treatment beyond first aid, or loss of consciousness.

Follow-up

Follow-up testing is conducted for an employee whose authorization has been reinstated after an earlier positive test or when otherwise determined by a Substance Abuse Expert. Follow-up tests are unannounced, and serves to verify that the individual continues to be free from drugs and alcohol.

More on Chemical Testing

The chemical testing process will include validity testing for the following adulterants (substances added to samples to mask or alter test results):

- creatinine
- ph
- nitrites

The chemical testing process tests for the following substances:

- alcohol
- marijuana
- cocaine
- opiates
- phencyclidine (PCP)
- amphetamines and methamphetamines

The slide includes several images: two glasses of beer, a pack of cigarettes, a syringe, a stack of money, a pile of colorful pills, and a pile of white pills.

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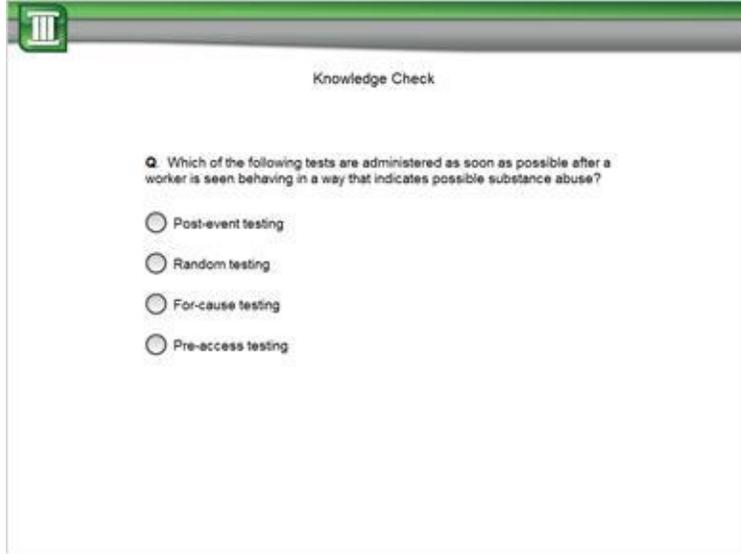
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Knowledge Check



Knowledge Check

Q. Which of the following tests are administered as soon as possible after a worker is seen behaving in a way that indicates possible substance abuse?

- Post-event testing
- Random testing
- For-cause testing
- Pre-access testing

Correct	Choice
	Post Event Group 1
	Random Group
X	For Cause Group
	Pre Access Group

Conducting the Tests

Conducting the Tests

The FFD staff oversees and/or conducts all chemical testing. They collect and process the specimens, and notify plant management of test results under the direction of the Medical Review Officer.

Medications that are legally prescribed or purchased over the counter (such as aspirin or cold medicine) can cause a positive test result. Some foods, drinks, and dietary supplements (like poppy seeds, hemp products, energy drinks, and coco leaf) can also affect testing results.

Every effort is made to ensure that drug test analyses are accurate. The MRO explores possible causes for a positive test before confirming it. However, the MRO will not accept consumption of the above items as an explanation for a positive test result.



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Use a Questioning Attitude

Use a Questioning Attitude

It is important for all employees to have a good questioning attitude and be aware of what they consume (food, drinks, vitamins, and medication) and the possible side effects by reading labels and speaking to physicians.

For example, Kava Kava, found in health food stores and has been used as an over-the-counter "prescription" for stress relief, can make an individual appear impaired.

Discuss with your doctor if you have any questions prior to consuming medications or supplements that could or will impair your alertness, judgment, or ability to perform your job duties. And, as always, use your questioning attitude to ask appropriate questions and seek answers to your questions.



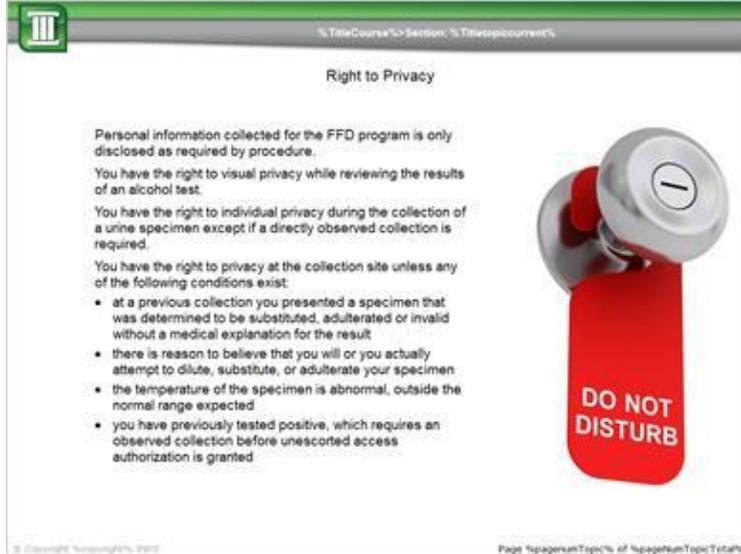
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Right to Privacy



The image is a screenshot of a presentation slide. At the top left, there is a small icon of a building. The title 'Right to Privacy' is centered at the top. The slide contains several paragraphs of text and a bulleted list. To the right of the text is a photograph of a red door handle with a silver knob and a red sign that says 'DO NOT DISTURB'. At the bottom left, there is a small copyright notice, and at the bottom right, there is a page number.

Personal information collected for the FFD program is only disclosed as required by procedure.

You have the right to visual privacy while reviewing the results of an alcohol test.

You have the right to individual privacy during the collection of a urine specimen except if a directly observed collection is required.

You have the right to privacy at the collection site unless any of the following conditions exist:

- at a previous collection you presented a specimen that was determined to be substituted, adulterated or invalid without a medical explanation for the result
- there is reason to believe that you will or you actually attempt to dilute, substitute, or adulterate your specimen
- the temperature of the specimen is abnormal, outside the normal range expected
- you have previously tested positive, which requires an observed collection before unescorted access authorization is granted

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Page 10 of 10

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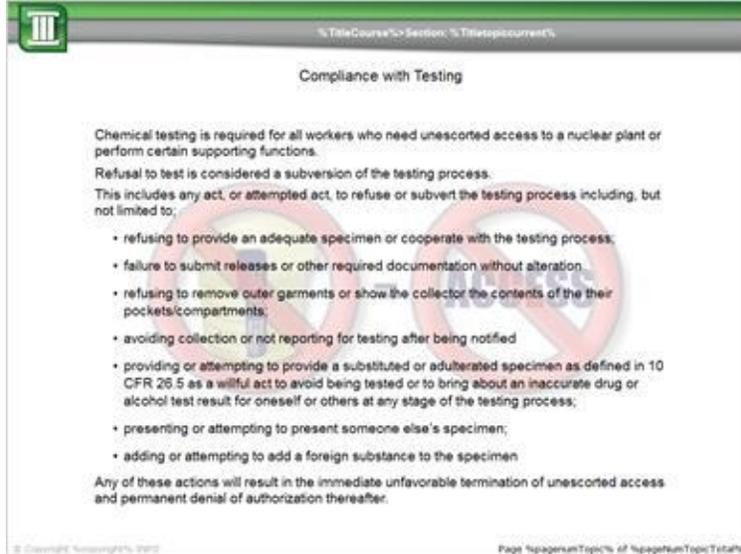
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Compliance with Testing



The screenshot shows a document titled "Compliance with Testing" with a large "DRAFT" watermark. The text reads: "Chemical testing is required for all workers who need unescorted access to a nuclear plant or perform certain supporting functions. Refusal to test is considered a subversion of the testing process. This includes any act, or attempted act, to refuse or subvert the testing process including, but not limited to:" followed by a bulleted list of seven items. The list includes: refusing to provide an adequate specimen or cooperate with the testing process; failure to submit releases or other required documentation without alteration; refusing to remove outer garments or show the collector the contents of their pockets/compartments; avoiding collection or not reporting for testing after being notified; providing or attempting to provide a substituted or adulterated specimen as defined in 10 CFR 26.5 as a willful act to avoid being tested or to bring about an inaccurate drug or alcohol test result for oneself or others at any stage of the testing process; presenting or attempting to present someone else's specimen; and adding or attempting to add a foreign substance to the specimen. The text concludes: "Any of these actions will result in the immediate unfavorable termination of unescorted access and permanent denial of authorization thereafter."

Chemical testing is required for all workers who need unescorted access to a nuclear plant or perform certain supporting functions.

Refusal to test is considered a subversion of the testing process.

This includes any act, or attempted act, to refuse or subvert the testing process including, but not limited to;

- refusing to provide an adequate specimen or cooperate with the testing process;
- failure to submit releases or other required documentation without alteration
- refusing to remove outer garments or show the collector the contents of the their pockets/compartments;
- avoiding collection or not reporting for testing after being notified
- providing or attempting to provide a substituted or adulterated specimen as defined in 10 CFR 26.5 as a willful act to avoid being tested or to bring about an inaccurate drug or alcohol test result for oneself or others at any stage of the testing process;
- presenting or attempting to present someone else's specimen;
- adding or attempting to add a foreign substance to the specimen

Any of these actions will result in the immediate unfavorable termination of unescorted access and permanent denial of authorization thereafter.

Testing Procedure

 %TitleCourse%\>Section: %Titletopiccurrent%

Testing Procedure

Urinalysis will be used to test for all substances except alcohol. Anyone with a positive test result is considered unfit for duty.

Individuals with blood alcohol content (BAC) of 0.02 percent or greater are considered unfit for duty depending on how long the individual has been at work.

The initial alcohol test may be conducted using a breath specimen or oral fluid test.

A confirmatory breath test for alcohol will be conducted if the first test result is 0.02 percent or greater.



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Urinalysis will be used to test for all substances except alcohol. Anyone with a positive test result is considered unfit for duty.

Individuals with blood alcohol content (BAC) of 0.02 percent or greater are considered unfit for duty depending on how long the individual has been at work.

The initial alcohol test may be conducted using a breath specimen or oral fluid test.

A confirmatory breath test for alcohol will be conducted if the first test result is 0.02 percent or greater.

Confirming Test Results

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Confirming Test Results

The BAC level for a confirmed positive test depends on how long a worker has been on the job. The chart below shows the criteria. You have the right to appeal any positive test result and any sanctions taken against you. Appeals must be in writing to licensee management.

Blood Alcohol Content	Time at Work* (through test completion)	Test Result
0.04	Any	Positive
0.03	One hour or more	Positive
0.02	Two hours or more	Positive
Between 0.01 and 0.02	Three hours or more	Negative, but inform FFD management and remove worker from covered duty temporarily

* Includes all breaks, including rest, lunch, medical appointments, etc.

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The BAC level for a confirmed positive test depends on how long a worker has been on the job. The chart below shows the criteria. You have the right to appeal any positive test result and any sanctions taken against you. Appeals must be in writing to licensee management.

Exercise

Knowledge Check

Chris reports to work at 0700. At 0830 Chris is directed to report for random chemical testing. The testing is finished at 0905 and shows a confirmed BAC of 0.02 percent. Is this considered a positive test?

Type your answer in the space below and click the Submit button or press the <ENTER> key.

type your answer here

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Chris reports to work at 0700. At 0830 Chris is directed to report for random chemical testing. The testing is finished at 0905 and shows a confirmed BAC of 0.02 percent. Is this considered a positive test?

Answer: Yes. Because Chris had been at work for more than 2 hours at the conclusion of the test, 0.02 percent is a confirmed positive result.

Exercise



The screenshot shows a web-based knowledge check interface. At the top, there is a header with a logo on the left and the text "%TitleCourse%" Section: "%TitleTopicCurrent%". Below the header, the title "Knowledge Check" is centered. The main content area contains the following text: "Terry reports to work at 0700. At 0930 Terry is directed to report for random chemical testing. The testing is completed at 1030 and shows a confirmed BAC of 0.015 percent. Is this considered a positive test?" Below this text, there is a prompt: "Type your answer in the space below and click the Submit button or press the <ENTER> key." Underneath the prompt is a text input field with the placeholder text "type your answer here". At the bottom of the page, there is a footer with the text "© Copyright Knowledge% 2012" on the left and "Page %pagenumTopic% of %pagenumTopicTotal%" on the right.

Terry reports to work at 0700. At 0930 Terry is directed to report for random chemical testing. The testing is completed at 1030 and shows a confirmed BAC of 0.015 percent. Is this considered a positive test?

Answer: No. Terry had been at work for more than 3 hours at the conclusion of the test, so 0.015 percent BAC is declared negative. However, FFD management must be notified and Terry must be removed from covered work activities.

Exercise

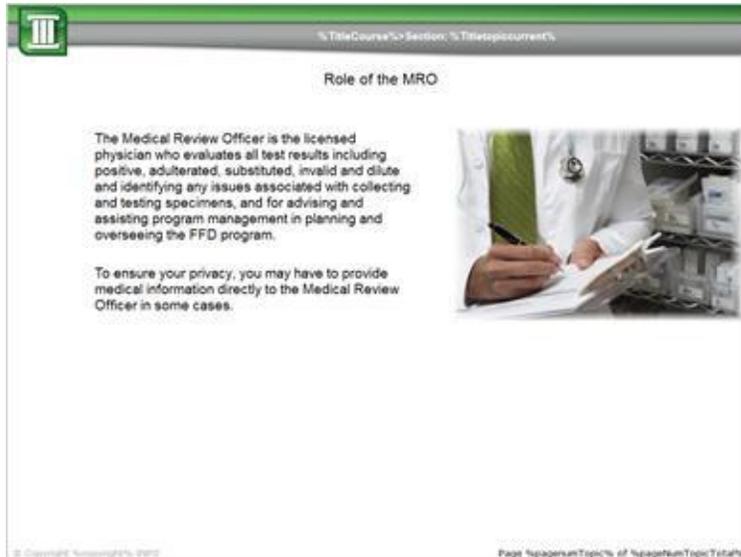


The screenshot shows a web-based knowledge check interface. At the top, there is a header with a logo on the left and the text "%TitleCourse%" Section: "%TitleTopicCurrent%". Below the header, the title "Knowledge Check" is centered. The main content area contains the following text: "Pat reports for work at 0630. At 0700 Pat is directed to report for random chemical testing. The testing is completed at 0745 and shows a confirmed BAC of 0.03 percent. Is this considered a positive test?" Below this text, there is a prompt: "Type your answer in the space below and click the Submit button or press the <ENTER> key." Underneath the prompt is a text input field with the placeholder text "type your answer here". At the bottom of the page, there is a footer with the text "© Copyright Knowledge% 2012" on the left and "Page %pagenumTopic% of %pagenumTopicTotal%" on the right.

Pat reports for work at 0630. At 0700 Pat is directed to report for random chemical testing. The testing is completed at 0745 and shows a confirmed BAC of 0.03 percent. Is this considered a positive test?

Answer: Yes. Because Pat had been at work for more than 1 hour at the conclusion of the test, 0.03 percent BAC is a confirmed positive result.

Role of the MRO



The slide is titled "Role of the MRO" and contains the following text:

The Medical Review Officer is the licensed physician who evaluates all test results including positive, adulterated, substituted, invalid and dilute and identifying any issues associated with collecting and testing specimens, and for advising and assisting program management in planning and overseeing the FFD program.

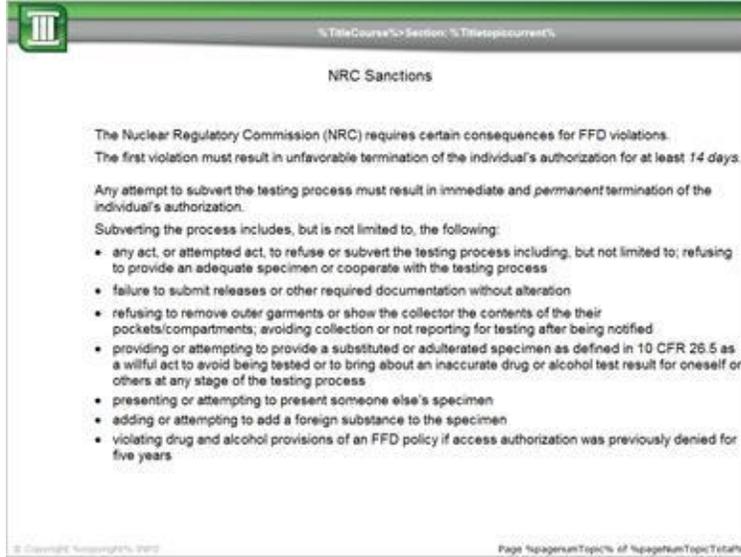
To ensure your privacy, you may have to provide medical information directly to the Medical Review Officer in some cases.

The slide also features an image of a doctor in a white coat writing in a notebook, with a stethoscope around their neck. The background of the image shows a laboratory setting with various equipment.

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NRC Sanctions



The Nuclear Regulatory Commission (NRC) requires certain consequences for FFD violations. The first violation must result in unfavorable termination of the individual's authorization for at least 14 days.

Any attempt to subvert the testing process must result in immediate and permanent termination of the individual's authorization.

Subverting the process includes, but is not limited to, the following:

- any act, or attempted act, to refuse or subvert the testing process including, but not limited to; refusing to provide an adequate specimen or cooperate with the testing process
- failure to submit releases or other required documentation without alteration
- refusing to remove outer garments or show the collector the contents of the their pockets/compartments; avoiding collection or not reporting for testing after being notified
- providing or attempting to provide a substituted or adulterated specimen as defined in 10 CFR 26.5 as a willful act to avoid being tested or to bring about an inaccurate drug or alcohol test result for oneself or others at any stage of the testing process
- presenting or attempting to present someone else's specimen
- adding or attempting to add a foreign substance to the specimen
- violating drug and alcohol provisions of an FFD policy if access authorization was previously denied for five years

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5 Year Sanctions

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%TitleCourse% Section: %TitleTopicCurrent%

Five-Year Sanctions

Certain acts require an unfavorable termination of access authorization for at least five years:

- a second confirmed positive test result, (even during an assessment or treatment period)
- selling, using, or possessing illegal drugs or consuming alcohol in the Protected Area of a nuclear plant or while performing duties covered under the FFD program
- resigning or withdrawing an application for access authorization before it is terminated or denied for a first violation of the FFD policy involving a confirmed positive test result



Page %pagenumTopic% of %pagenumTopicTotal%

Certain acts require an unfavorable termination of access authorization for at least *five years*:

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- selling, using, or possessing illegal drugs or consuming alcohol in the Protected Area of a nuclear plant or while performing duties covered under the FFD program
- resigning or withdrawing an application for access authorization before it is terminated or denied for a first violation of the FFD policy involving a confirmed positive test result

Summary

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%TitleCourse% Section: %TitleTopicCurrent%

Summary: Chemical Testing

- There are five types of testing conducted at different times for different reasons: pre-access, random, for-cause, post-event, and follow-up.
- Your medical information will be kept private and only disclosed as required by procedure.
- You must comply with FFD testing to be included in the FFD and unescorted access authorization program.
- A confirmed positive test between 0.02 and 0.04 will be evaluated based on your blood alcohol content and the length of time you have been at work.
- Blood alcohol content between 0.01 and 0.02 are considered negative, depending on the time you have been at work. [Click here](#) to review how test results are handled.
- Legal drugs and some food items can cause a positive test result.
- The MRO is a licensed physician who reviews all positive test results.
- The NRC mandates minimum consequences for FFD violations.

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Page %pagenumTopic% of %pagenumTopicTotal%

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