Ironworker Management Progressive Action Cooperative Trust (IMPACT)
Safety Database Management System

Contractor (Designated Rep) User Guide

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Registration & Logging In

The Employee Verification Search/IMPACT SMDS utilizes a Single-Sign-On (SSO) with the IMPACT website for the login process for Contractor Designated Employee Representatives. To log in, go to the URL: https://sms.copperrange.com/impact/sms/ or click "Employee Verification Search" from the IMPACT Drug Free Workforce webpage.

IMPACT Login Page for SSO to the SMDS

Enter your IMPACT User Name and Password for impact-net.org, and click "Login"

Your IMPACT User Name will be your email address + ".impact"
Example: **jdoe@ABCcompany.com.impact**

Need an Account?

Click the "Not a member?" link shown on the previous page and follow the prompts to create an account. You will need to contact IMPACT (support@impact-net.org) in order to make sure your account is listed as a DER for your company and linked to the Single-Sign-On. Please allow 24 hours for the SSO changes to take effect before attempting to log in.

Log in not working?

If your log in credentials are not working, please try 2-3 times to check for any typos, then click "Forgot your password?" and follow the prompts to reset your password.

If you successfully log in, but then receive this page (shown below), **please contact (support@impact-net.org) to confirm that your account is listed as a DER for your company and is set up for Single-Sign-On if you have not already done so.**
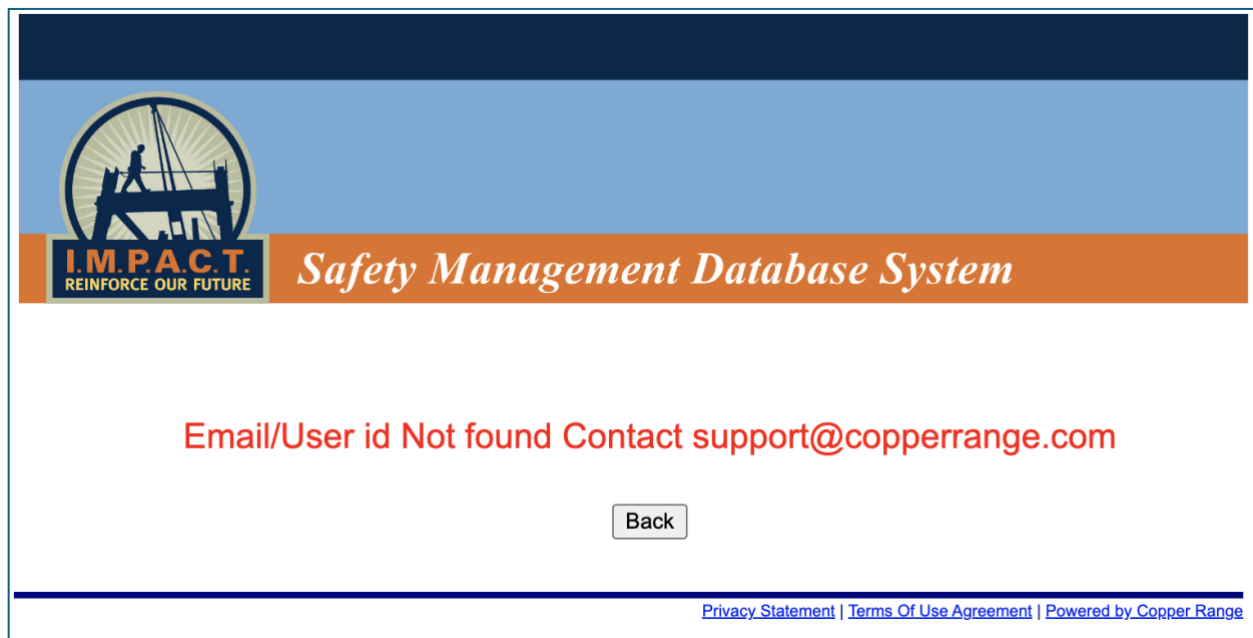
If your account is properly set up, then please contact support@copperrange.com for further assistance with any SSO issues.

First Time Logging In?

After logging in for the first time you will need to approve of the SMDS Terms of Use, CCPA Consent, and Privacy Policy before using the system. Please review the documents, check off each box, and click "**Continue**".

Terms Review Page

View Workers' Credentials

Once you have logged in you will see the SMDS Home Page.

SMDS Home Page

To lookup a Member's Drug Test Status, Online Training Credentials, Live Training Credentials, and/or Other Credentials, click **Worker Credentials**.

Enter one or more members' Book Number(s) or Last Name + Last 4 SSN** separated by commas and click Search.

Worker Credentials Search Page

Worker Credentials Page

Worker Credentials

LAST NAME + LAST 4 OF SSN or Member No. #

ironworker6789

Separate multiple entries with commas; DO NOT INCLUDE extensions such as "Jr.", "Sr.", "II", etc. with last names.

Search

Member Name: IRONWORKER, BOB
SSN: x6789
Member No: C39620087
Craft: Ironworker
Local:
Employer: Copper Range Inc.

Initiate Drug Test

> Click "**Initiate Drug Test**" to start a drug test authorization for this member.

Drug Test	Completion Date	Expiration Date	Test Result/Status	
	Oct 13, 2023	Oct 12, 2024	Negative/Current	
Online Training Courses	**Status Date**	**Expiration Date**	**Status**	
CAL OSHA 10-Hour Construction	Feb 5, 2022		Current	Certificate
Harassment Prevention Training for Supervisors - CA Specific	Apr 19, 2024	Apr 19, 2026	Current	Certificate
Signaling for Mobile & Overhead Cranes	Sep 11, 2023		In Progress	
				Total Completions: 2
Live Training Courses	**Completion Date**	**Expiration Date**	**Status**	
Advanced Layout and Total Station	Apr 13, 2022		Current	Certificate
Licenses, Certifications & Credentials	**Completion Date**	**Expiration Date**	**Status**	

No Other Licenses, Certifications, or Credentials.

An Ironworker listed as "Current" is in full compliance with IMPACT's Drug and Alcohol Testing Program. Program guidelines can be reviewed on the IMPACT website www.impact-net.org/member-programs/contractors/impact-drug-free-workforce.

Return   Print

> Click here to print a copy of the report card.

> Click "**Certificate**" to view the certificate for a given credential.

**How to Search by Last Name + Last 4
Multiple functions in the SMDS provide the option to search for someone using their Last Name + Last 4 digits of their SSN. To do this enter the first word of the last name, and **do not** include any dashes, commas, spaces, apostrophes, periods, or second last names. Then type the last four digits of the SSN immediately after without any space.

For Example
Employee Name = Beck Garcia-Fraya
SSN = 000-00-0007
SEARCH FOR = garcia0007

Non-Ironworker Employee Management

To add or edit a Non-Ironworker Employee for your organization, click on "**Non-Ironworker Employee Management**" from the home page.

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Welcome Mary DER

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> IMPORTANT NOTE: Non-Ironworker users are only able to take online training and be authorized for drug tests by other users. Non-Ironworker users do <u>not</u> have the ability to view or manage any other Employees or Members. See Registration & Logging in on Page 1 for information on how to add a new DER to your organization.

To add a new Non-Ironworker Employee, enter the Social Security Number, First Name, Last Name, Position, and Email for the new user on any open line and click "**Save**".

Non Ironworker Employee Management Page (partial)

Non Ironworker Employee Management

Below is the list of Non-Ironworker Employees in the system with your company and the available open slots to add additional Non-Ironworker Employees. To increase your alloted number of Employee entries, please contact IMPACT directly.

Member No.	SSN	First Name	Last Name	Position	Email
1				----	

Once a user is successfully added they will appear with a "Member No." (T Number) as the first two Employees appear below.

To update the email address for an existing Non-Ironworker employee, click "**Edit**".

To remove a Non-Ironworker employee from your organization's roster, click "**Disable**".

Non Ironworker Employee Management Page

Non Ironworker Employee Management

Below is the list of Non-Ironworker Employees in the system with your company and the available open slots to add additional Non-Ironworker Employees. To increase your alloted number of Employee entries, please contact IMPACT directly.

Member No.	SSN	First Name	Last Name	Position	Email	Edit	Disable
T84393038	x7833	Sam	0009878333	Engineer	sample2@iron1.com	Edit	Disable
T95220606	x3222	Test	NIronworker	Accounting	sample@iron1.com	Edit	Disable
1				----			
2				----			
3				----			
4				----			
5				----			
6				----			
7				----			

Save   Return

List of Disabled Accounts

Member No.	SSN	First Name	Last Name	Position	Email
T48288936	x8883	testing	test	Vice- President	sales@copperrange.com

Disabled Non-Ironworkers will appear here and continue to count toward your organization's Non-Ironworker allotment.

IMPORTANT NOTE: Each organization is allotted 10 Non-Ironworker Employees in the SMDS by default. To request an increased allotment, contact IMPACT.

Initiate a Drug Test

To authorize a drug test for a Member, from the Home Page, click "**Initiate a Drug Test**".

SMDS Home Page

Type in the Member's Member Number or Last Name + Last 4 SSN, and click "**Continue**".

Initiate Test Page

On the next page, confirm the Employer of the Member is correct and select the Reason for the drug test from the dropdown list.

Then select the Union Local where the work is to be performed, from the dropdown list. If the selected Local is utilizing eScreen authorizations the red text shown below will appear. If the red text does not appear, please contact your TPA to confirm how you should authorize a drug test before continuing.

Next enter the postal code you wish to use to search for a collection site, and select whether or not THC should be tested for from the dropdown.

Click "**Continue**".

Initiate Test Page (continued)

Initiate a Drug Test

Employee: BOB IRONWORKER
Member No.: C39620087
Craft: Ironworker

Employer: Iron Workers LU # 1, Chicago (BQL) ▾   ☐ Assign Worker to Employer

Reason: Random ▾

Union Local with Jurisdiction Where Work Performed: Ironworkers International Staff # Ironworkers ▾

Postal code: 48083

This Union Local utilizes eScreen. You will be forwarded to eScreen to select a collection site and complete the "Drug Test Authorization" process.

Test for THC: No ▾

Cancel   Continue

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Next, review the data on the confirmation page, and if it is correct, click "**Authorize Test**" to be taken to eScreen to complete your authorization.

Initiate Test Confirmation Page

Drug Test Authorization

Employee: BOB IRONWORKER
Member No.: C39620087
Craft: Ironworker

Employer: Iron Workers LU # 1, Chicago
Address: 7720 Industrial Drive
Forest Park, IL 60130

Reason: Random

Jurisdictional Local: Ironworkers International Staff # Ironworkers
Test for THC: No

Cancel   Back   Authorize Test

Once connected to eScreen, use the search functions to find and select a collection site for this drug test. To select a site, click the name of the collection site.

eScreen Collection Site Page

Save, print, or send the ePassport as instructed on the page, then click "**DONE**" to return to the SMDS. You will be able to retrieve the ePassport from the SMDS, if needed.

ePassport Page

Drug Test Authorizations

To review or download a recent drug test authorization form, click "**Drug Test Authorizations**" on the Home page.

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Then select "My Authorizations" to view authorization forms for tests you initiated, then click "**Search**".

Drug Test Authorization Search Page

Safety Management Database System

Exit Menu

Drug Billing Report

○ My Authorizations

Search

Return

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The relevant Open, Completed, and Deleted forms will display. To view a form in PDF, click "**Reprint Form**" next to the appropriate form. To remove a duplicate or mistaken authorization form from the SMDS, click "**Delete**" and that form will appear in the deleted section of this page.

Drug Test Authorization Page

General Readiness Report

To retrieve a list of Members/Employees currently on your company roster and their drug test statuses, click on "**General Readiness Report**" from the home page.

SMDS Home Page

On this page, your Organization will be selected under "Employer".

General Readiness Report Page

Readiness Report

Employer: Copper Range Inc.
Test Criteria: -- All --
Report Type*: Summary
Role: -- All --

Use Spreadsheet report type to view entire list and to sort data.

Need Help?

Search

Then select the Test Criteria you would like to search from on the dropdown list.

Test Criteria	Will Display
All	All Users with any test status
Ineligible Drug Test	Employees whose drug test status is currently "Ineligible"
Expired Drug Test	Employees whose drug test status is currently "Need to Test"
Current Drug Test	Employees whose drug test status is currently "Negative/Current"
Tested Within Past 3 Years	Employees with 1 or more Drug Tests within the past 3 years.
Any Test/Module Near Expiration	Employees whose Drug Test expiration is within 60 days, or a Training module near expiration.

Next, select the Report Type.

Report Type	Will Generate
Summary	A report directly on the webpage, results may be broken into multiple pages if the roster is large.
Spreadsheet	A Microsoft Excel file (automatic download) containing the requested data.

Next, select the Role. Then click "**Search**".

Role	Will Display
All	All Users linked to your company.
Employee Role Only	Only Ironworker Employees (Members) linked to your company.
Any Non-Employee Role	Only Non-Ironworker Employees and DERs linked to your company.

In the Summary Report, click on an <u>Employee's name</u> to view their detailed Worker Credentials (report card).

To add Employees to your company's roster, enter their Member Number or Last Name + Last 4 SSN in the open text box above the roster and click "**Go**".

To remove Employees from your company's roster, select the checkbox to the left of one or more Employees' name(s) and click "**Delete from Company**".

General Readiness Report Page

To view the report card for more than one member at once, check off the boxes to the left of each Member's name, then click "View Report Cards".

(To assign Employees to your Organization click Search)
With select:

Delete From Company

View Report Cards

Add employees with LAST NAME + LAST 4 OF SSN or Member No. # [   ] Go

Need Help?
(Separate upto 10 entries with commas)

Select All	Empl. ID	Employee Name	Member No.	Employer	Local	Drug Test Status	Drug Test Date	Drug Test Expiration Date	Training Modules Mastered	Modules Near Expiration
☐	x5647	Ayyad, Adithya	C86648105	Copper Range Inc		Need to Test			0	0
☐	x5649	David, David	C54755483	Copper Range Inc		Negative/Current	Feb 23, 2024	Feb 22, 2025	0	0
☐	x7833	Example, Sam	T84393038	Copper Range Inc		Need to Test			0	0
☐	x6788	Girbach, Kaitlin	C24633677	Copper Range Inc		Need to Test			1	0
☐	x0003	Hocevar, Pedro	C00000003	Copper Range Inc		Ineligible, retest after March 07, 2024	Feb 7, 2024		0	0
☐	x6789	IRONWORKER, BOB	C39620087	Copper Range Inc		Negative/Current	Oct 13, 2023	Oct 12, 2024	2	0
☐	x3222	NIronworker, Test	T95220606	Copper Range Inc		Need to Test			0	0
☐	x0005	Price, Randall	C00000005	Copper Range Inc		Collected	Apr 23, 2024		1	0
☐	x5123	Signer, Terry	C33744167	Copper Range Inc		Need to Test			0	0
☐	x3678	User, Mary DER	C18974990	Copper Range Inc		Need to Test			0	0

Displaying 10 results of the total. Click to view any additional pages below.

1

The most recent Drug Test Status, Date, and Expiration Date will appear for each Member.

The number of Online Training Modules completed will appear in this column.

IMPORTANT NOTE: Keeping this roster up to date will ensure that the list of employees you receive in your Random Selection email each month is accurate.

Random Drug Tests

If your company participates in IMPACTs Random Drug Testing Process, on an undisclosed day each month, you will receive an email from impact@sms.copperrange.com like the one below with instructions and options on how to comply with the notification. Random drug test selection is based on the last digit of an employee's social security number. A random number is generated by the SMDS, and that number will be listed in the email.

Please whitelist the email address "impact@sms.copperrange.com" with your email provider to ensure you will receive these emails. Do not reply directly to this email as this email inbox is not monitored.

From: impact@sms.copperrange.com
Date: May 1, 2024
To: your email address
Subject: IMPACT Random Drug Test Notice

IMPACT has initiated a random drug test for your organization. The random number selected this month is '1'.

You have three (3) options for how to comply with this random notification, they are:

Option #1: Send all Ironworker that have a Social Security Number ending in '1' (XXX1) for a RANDOM Drug Test.

Option #2: Only for organizations that link and track Ironworkers in the IMPACT SMDS,Send the following Ironworkers for a RANDOM Drug Test. They are listed as being in your employ and have a Social Security Number that ends in the selected digit (**please note that this list may not be accurate if you fail to assign Ironworkers to your company or remove them once they leave your employ**):

      MEMBER, EXAMPLE (x1201) - 1234567

      SAMPLE, WORKER (x3341) - 1234568

For either Option #1 or #2:

To initiate a drug test, please login to the IMPACT SMDS and click on 'Initiate a Drug Test'. You should print either an ePassport authorization form or the IMPACT Drug Test Authorization form and give it to the Ironworker. If the authorization form is an ePassport, ensure the Ironworker has the ePassport bar code number to give to the collection site at the time of testing. If the authorization form is the IMPACT Drug Test Authorization form, this form will need to be faxed to the collection site via the preinstalled fax button in the SMDS. The Ironworker must request a receipt of having tested from the collection site and present the receipt upon returning to work.

Note: The employer must provide reasonable accommodations for the Ironworker to test the day they are notified of their random selection.

Option #3: Opt for the job site random option where you select one of your projects currently in production. Please call 800-985-0200 to arrange onsite testing.

Note: Ironworkers that are currently working under an Owner Controlled Program (OCP), and are complying with a Drug Testing Program required by the Owner, Contractor or Project, those members are NOT required to take an IMPACT random drug test. If you have Ironworkers working for your company that comply with an Owner Controlled Substance Abuse Testing Program, please email the OCP drug testing program policy and the Ironworker's full name and last four digits of their Social Security Number to: impact@disa.com. IMPACT will then update the Ironworker's status in the IMPACT database.

If you have any questions or need assistance email questions to impact@disa.com or call 800-985-0200 for assistance.

To watch a video on linking Ironworkers and the random testing process, please click on the link: Contractors - Linking Members and the Random Process

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View Harassment Prevention Training Courses

If you have permission to view the Harassment Prevention Training courses, they can be accessed from the "**View Harassment Training Courses**" link on the SMDS Home Page.

SMDS Home Page

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Any Harassment Training Courses you have access to will show on this page as shown below. To start a course, click on the Course Name link. When a course is completed, it will disappear from this page and your credential will appear on your personal Worker Credentials Page.

Harassment Training Page

Exit   Menu

Eligible Online Training Courses

Please select an Online Training Course to view:

Online Training Courses

- Harassment Prevention Training - U.S. (Spanish)
- Harassment Prevention Training - U.S.

If you are using an Apple Device (iPhone, iPad, Mac, Macbook), review these guidelines to make sure you can view the Training Courses.

All available training modules will appear above, after a user completes a module it will disappear from the available list.

Minimum Technical Requirements for All Training Modules:

- Pop-up blockers may interfere with viewing the modules
- Supported Browsers: Microsoft Edge, Mozilla FireFox, Google Chrome
- Make sure you are using the most up-to-date version of your browser
- The modules will work on computer, tablets, and/or smartphones

IMPORTANT: Only one Harassment course can be "In Progress" at a time, so make sure to select the correct course.

View ClickSafety Training Courses

If you have permission to view the ClickSafety Training courses, they can be accessed from the "**View Click Safety Training Courses**" link on the SMDS Home Page.

SMDS Home Page

Eligible ClickSafety Online Training Page

Each course that you have access to will appear in a list on the Eligible ClickSafety Online Training Page. Click on any course to view information about that specific training course.

Details on a ClickSafetyCourse

ClickSafety Courses

Construction Courses

100% Fall Protection for Construction

The 100% Fall Protection for Construction course provided by ClickSafety is an intermediate online course designed to teach students the basic guidelines and methods associated with fall protection safety. Participants of the course will review fall hazards, fall hazard evaluation, and fall hazard controls that are critical for both the health and safety of individuals in construction. Students can expect to cover applicable construction safety guidelines and methods according to OSHA and American National Standards Institute (ANSI) standards.

ClickSafety‚Äôs online 100% Fall Protection for Construction course focuses primarily on fall injuries and fatalities, as well as the definition of 100% fall protection. Participants will learn the six steps of the fall protection program and how the program can be made to work at individual construction sites. Course topics include the following:

- 100% Fall protection definition & overview
- Background of fall protection
- Hazard assessment & control
- Common problems and solutions
- Getting started with implementing fall protection
- Applicable 100% fall protection issues

Upon successful completion of the 100% Fall Protection for Construction course, participants will be able to better recognize, evaluate, control, and eliminate fall hazards at the job site.

Duration: 45 Minutes

CEUs: 0

Start Course

To start a course, click "**Start Course**" and the course will begin in a new tab on your web browser.

IMPORTANT NOTES:
- No more than two ClickSafety courses may be "In Progress" at a time.
- Any given course (including OSHA) must be completed within 6 months, per Fed OSHA.
- Member may only fail an OSHA course module 3 times before they fail the entire course, per Fed OSHA.
- Member will receive reminders of non-completion once per week for four weeks, then once monthly for the remainder of the 180 days reminding them the course is not completed.
- OSHA hard cards will be mailed to the member's home Local.

See the IMPACT Website for more information.

Upon completion of a course, your updated status and Certificate will be available on your personal Worker Credentials/Report Card page.

Worker Exchange System

The Worker Exchange System can be used to find a worker's drug test and/or safety training status across different participating platforms. If you have a worker with data in a participating platform, click "**Worker Exchange System**" from the home page to start a search.

SMDS home page

Enter either the Worker ID used in the partner system for the worker (the ID used in the partner system is not necessarily the Ironworker Member ID) or the Last Name and Last 4 SSN for the worker. Then select an organization from the "**Organization**" dropdown. Then click "**Search**".

Worker Exchange System page

A successful search will return the report card information that the selected organization has elected to share, if the worker cannot be found the WES search will say so.