

## Appendix 2

### PART 86 COMPLIANCE CHECKLIST

#### Part 86, Drug-Free Schools and Campuses Regulations Compliance Checklist

1. Does the institution maintain a copy of its drug prevention program? Yes  No   
If yes, where is it located? \_\_\_\_\_  
\_\_\_\_\_
  
2. Does the institution provide *annually to each employee and each student*, who is taking one or more classes for any type of academic credit except for continuing education units, written materials that adequately describe and contain the following?
  - a. Standards of conduct that prohibit unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as a part of its activities  
Students: Yes  No  Staff and Faculty: Yes  No
  - b. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol  
Students: Yes  No  Staff and Faculty: Yes  No
  - c. A description of applicable legal sanctions under local, state, or federal law  
Students: Yes  No  Staff and Faculty: Yes  No
  - d. A description of applicable counseling, treatment, or rehabilitation or re-entry programs  
Students: Yes  No  Staff and Faculty: Yes  No
  - e. A clear statement of the disciplinary sanctions the institution will impose on students and employees, and a description of those sanctions  
Students: Yes  No  Staff and Faculty: Yes  No
  
3. Are the above materials distributed to students in one of the following ways?
  - a. Mailed to each student (separately or included in another mailing)  
Yes  No
  - b. Through campus post offices boxes  
Yes  No
  - c. Class schedules which are mailed to each student  
Yes  No
  - d. During freshman orientation  
Yes  No
  - e. During new student orientation  
Yes  No

f. In another manner (*describe*) \_\_\_\_\_  
\_\_\_\_\_

4. Does the means of distribution provide reasonable assurance that each student receives the materials annually?  
Yes  No

5. Does the institution's distribution plan make provisions for providing these materials to students who enroll at some date after the initial distribution? Yes  No

6. Are the above materials distributed to staff and faculty in one of the following ways?

a. Mailed  
Staff: Yes  No  Faculty: Yes  No

b. Through campus post office boxes  
Staff: Yes  No  Faculty: Yes  No

c. During new employee orientation  
Staff: Yes  No  Faculty: Yes  No

d. In another manner (*describe*) \_\_\_\_\_  
\_\_\_\_\_

7. Does the means of distribution provide reasonable assurance that each staff and faculty member receives the materials annually?  
Staff: Yes  No  Faculty: Yes  No

8. Does the institution's distribution plan make provisions for providing these materials to staff and faculty who are hired after the initial distribution?  
Staff: Yes  No  Faculty: Yes  No

9. In what ways does the institution conduct biennial reviews of its drug prevention program to determine effectiveness, implement necessary changes, and ensure that disciplinary sanctions are enforced?

a. Conduct student alcohol and drug use survey  
Yes  No

b. Conduct opinion survey of its students, staff, and faculty  
Students: Yes  No  Staff and Faculty: Yes  No

c. Evaluate comments obtained from a suggestion box  
Students: Yes  No  Staff and Faculty: Yes  No

d. Conduct focus groups  
Students: Yes  No  Staff and Faculty: Yes  No

e. Conduct intercept interviews  
Students: Yes  No  Staff and Faculty: Yes  No

f. Assess effectiveness of documented mandatory drug treatment referrals for students and employees  
Students: Yes  No  Staff and Faculty: Yes  No

g. Assess effectiveness of documented cases of disciplinary sanctions imposed on students and employees  
Students: Yes  No  Staff and Faculty: Yes  No

h. Other (*please list*)

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10. Who is responsible for conducting these biennial reviews?

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11. If requested, has the institution made available, to the Secretary and the public, a copy of each requested item in the drug prevention program and the results of the biennial review? Yes  No

12. Where is the biennial review documentation located?

Name \_\_\_\_\_

Title \_\_\_\_\_

Department \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

13. Comments

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