## 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)


10. Who is responsible for conducting these biennial reviews?


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
   ___________________________________________________________________
   ___________________________________________________________________