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ALCOHOL AND DRUG TESTING PROTOCOL

Collection Site

An employee or applicant who has consented in writing to an alcohol or drug test will be directed to a collection site designated by the Company.

Scheduling Tests, Payment of Testing Costs, and Transportation

The Company will pay all actual costs for alcohol/drug screening conducted in connection with this policy. The Company will also pay employees for time spent undergoing drug/alcohol testing at our direction. Applicants for employment will not be compensated for time spent in connection with testing. The Company will provide transportation to and from the collection site for any employee the Company reasonably suspects is impaired by illegal drugs or alcohol. Applicants must arrange for their own transportation.

Drug and Alcohol Screen

Drugs for which individuals are tested under this policy include those substances controlled under federal or state law. An employee will be considered to have tested positive for alcohol if the employee has a breath alcohol concentration that equals or exceeds .02 percent.

Collection Procedures and Testing Methods

All sample collection and testing for drugs and alcohol impairment under this policy shall be performed according to the following conditions:

- The collection of samples shall be performed under reasonable and sanitary conditions.
- Sample collections will be documented, and these documentation procedures will include both of the following:
 1. Labeling of samples in order to reasonably preclude the possibility of misidentification of the person tested in relation to the test result provided.
 2. An opportunity for the person to be tested to provide any information that may be considered relevant to the test, including identification of currently or recently used prescription or non-prescription drugs or other relevant medical information.

- Sample collection, storage, and transportation to the place of testing will be performed in a manner reasonably designed to preclude the possibility of sample contamination, adulteration, or misidentification.
- Sample testing will comply with scientifically accepted analytical methods and procedures.
- Drug testing will include confirmation of any positive initial drug test results for employees. Confirmation of positive drug test results for employees will be by use of a different chemical process than was used in the initial drug screen.

Reporting Results

The laboratory will report all initial and confirmatory test results to the Company. Before any test result is reported, the responsible laboratory personnel will review the result and certify that the result is accurate. The test report will identify the substances tested and whether the test result was positive or negative.

Notification and Employees' Rights

Individuals who test positive will be notified and given an opportunity to explain to the testing facility, in a confidential setting, any reasons they may have for the positive test result. If an individual provides an explanation that satisfies the testing facility that the result is due to factors other than the presence of illegal drugs or alcohol in the sample, the testing facility may disregard the positive test result.

Individuals who test positive for drugs or alcohol have the right to request and obtain the results of their tests.

Consequences of a Positive Test Result

If an alcohol impairment test reveals the presence of alcohol in an employee's system at or above the applicable prohibited level or if initial and confirmatory drug testing reveals the presence of any illegal drug(s) in an employee's or applicant's system at or above the applicable prohibited levels and the individual does not provide an explanation concerning the positive test result(s) that satisfies the testing facility, the Company will take disciplinary action, up to and including termination of employment. Applicants who test positive will not be considered for employment.

Confidentiality of Test Results

The results of all drug tests and alcohol impairment tests conducted for/by the Company will be disclosed only to the Company's testing program coordinator, the Company's personnel on a need-to-know basis, and the individual tested, upon that individual's request.