



NC Sturgeon Safety Management System			Doc No:	D&A
			Initial Issue Date	03/2017
DOT - DRUG AND ALCOHOL PROGRAM			Revision Date:	Initial Version
			Revision No.	0
			Next Review Date:	TBD
Preparation: Safety Mgr	Authority: President	Issuing Dept: Safety	Page:	Page 1 of 4

Scope

This policy is applicable to all **NC Sturgeon** employees and subcontractors. If subcontractors are used, they are required to comply with this policy and testing requirements. **NC Sturgeon** will also validate that the employees of the subcontractor have been tested to meet our client's requirements. **NC Sturgeon** is in full compliance with DOT regs 49CFR40 and 49CFR199. As a contractor who works extensively with natural gas and hazardous liquid pipeline operators and operators of liquefied natural gas facilities, we are required to be in compliance with DOT regulations. As of January 1, 1995, **NC Sturgeon** implemented the Research and Special Programs Administration (RSPA) Alcohol regulations as set forth in 49 CFR Part 199, B and 49 CFR Part 40, Subpart C.

Testing Requirements

Drug testing is performed using a certified collector to collect the urine specimen then sent to a SAMHSA (Substance Abuse and Mental Health Services Administration) certified laboratory for analysis. Quick screen and dip stick tests are not acceptable.

Frequency for Testing of Drugs and Alcohol

- Pre-Employment
- Post-Accident
- Random
- Reasonable Cause
- Return to Work
- Follow-Up as required

Drugs Being Tested For

The names of the drugs being tested for include:

- Marijuana
- Cocaine
- Opiates
- Amphetamines
- Phencyclidine

Records

NC Sturgeon must ensure that it will maintain appropriate records for as long as we have a contract with a client and then for 3 years after the termination of the contract. Examples include:

- Chain of custody forms
- Alcohol testing forms
- Signed acknowledgment/consent forms



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Policy

Any employee or subcontractor on duty or on **NC Sturgeon** property who possesses, sells, receives, is impaired or is determined to have measurable levels of any alcohol or illegal drug in their blood or urine (no matter the amount), post drug/alcohol screen, will be subject to immediate disciplinary action or contract dismissal.

We have a Zero Tolerance policy. ANY violation to the policy will result in the permanent removal of the employee from **NC Sturgeon** or our client's premises. **NC Sturgeon** does not have a return to duty process and will any employee or subcontractor violating this policy will be permanently banned from **NC Sturgeon** or client property.

NC Sturgeon prohibits firearms, weapons, explosives, etc. when working on **NC Sturgeon** or customer premises.

Drug and alcohol testing will be performed when there is reasonable suspicion or reasonable cause to suspect the employee of being under the influence of a prohibited substance. The employee(s) or subcontractor(s) removed for reasonable cause testing will not be allowed to return to work until receipt of a negative drug and alcohol test is received.

Alcohol testing must be performed by a breath, blood or saliva (with breath confirmation) test.

Drug and alcohol testing will be performed after an accident or incident. The employee(s) or subcontractor employee(s) will not be allowed to return to work on our clients' premises until documentation has been received showing the negative drug and alcohol test.

If an employee or subcontractor returns to work following an absence of more than 90 days a return to work screening shall occur. Follow up drug screening shall be applied when appropriate as determined by management.

NC Sturgeon must ensure that all employees who will be working on our client's jobsite must have received a negative result on a drug within the past 12 months.

NC Sturgeon prohibits the misuse of prescription or over the counter medications. Some types of medications could have undesirable effects, and these can create a safety risk and endanger the employee and others. Employees must notify his/her supervisor if taking a medication that might impair their ability.

Periodically, unannounced inspections will be made of persons entering or leaving **NC Sturgeon** work sites by authorized **NC Sturgeon** representatives. Entry onto **NC Sturgeon** or client property is deemed to have provided consent to an inspection of a person, locker, vehicle, or any other personal effects. Our clients have the right to conduct unannounced searches of your personnel and property and any employee who refuses to cooperate with the searches shall be removed from our clients' property.

Any refusals to submit to a drug/alcohol screen will be treated as a positive test, resulting in immediate contract dismissal or disciplinary action, up to and employment termination. The subcontractor or employee refusing to submit to the test will be asked to sign a refusal document. If they refuse to sign the document, it will be noted and kept on file.



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Drug and alcohol screening will be performed by an approved and qualified medical clinic with a medical review officer authorized to perform the tests. All results are treated with confidentiality. The switching or adulterating any urine, blood, or any other samples is a violation of this policy.

If another subcontractor or employee comes to management with concern regarding another subcontractor or employee in reference to alcohol or substance abuse, we will treat that with discretion and confidentiality. We will pursue investigation and decide accordingly whether a drug and or alcohol screen is the appropriate step to take.

All subcontractors and employees are subject to the policies explained above. This policy is to be posted in all facilities by the site supervisor.



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DRUG AND ALCOHOL POLICY ACKNOWLEDGEMENT FORM

I acknowledge that I have been provided a copy of the **NC Sturgeon** Drug and Alcohol Policy requirements. I understand that disciplinary action, up to and including termination, will result if I violate this policy.

Employee Signature

Date

Employee Printed Name

Social Security Number (last 4 digits)

CONSENT AND AUTHORIZATION FOR DISCLOSURE TO CLIENTS OF NC STURGEON OF ALCOHOL AND DRUG TEST RESULTS AND RELATED INFORMATION

I hereby consent to disclosure by **NC Sturgeon** and its agents, including, but not limited to, any collecting and testing agencies, of the test results identified above and any related information to clients of **NC Sturgeon** and its authorized agents, assigns, or representatives.

Employee Signature

Date

Employee Printed Name

Social Security Number (last 4 digits)