

## PIPELINE SAFETY ALCOHOL AND DRUG PROGRAM DEPARTMENT OF TRANSPORTATION (49 CFR PART 199 AND PART 40)

### 199.1 Scope and Compliance

(a) *Requires pipeline operators and their contractors subject to Parts 192, 193 or 195 to test employees for the presence of prohibited drugs & alcohol and provide an employee assistance program. The regulations also require an alcohol and drug program that provides for the complete methods and procedures of compliance.*

(b) *Effective April 20, 1990 for operators with more than fifty (50) "covered" employees and August 21, 1990 for operators with fewer than (50) "covered" employees. Alcohol testing is effective January 1, 1995.*

*Pipeline Testing Consortium, Inc. (PTC) is a company that provides administration of federally mandated alcohol and drug programs that include full service in regard to meeting the U.S. Department of Transportation regulations. Our company is recognized by several major pipeline companies for our commendable service to not only the pipeline contractor but to the pipeline operator as well.*

### OUTLINE OF SERVICES

The services provided by our company (as per 49 CFR Part 199 and Part 40) include:

- Policy & Procedure Manual  
Implementation of a complete package of your individual Alcohol and Drug Program (written policy & procedure manual). Applicant and employee acknowledgment forms are included.
- Certified Laboratory Services  
Drug testing laboratory services for the program is a Substance Abuse and Mental Health Services Administration (SAMHSA), formerly NIDA, certified laboratory. The lab for our program is: Clinical Reference Laboratory, 8433 Quivira, Lenexa, Kansas 66215.
- Medical Review Officer (MRO) Services  
The MRO oversees the drug testing results to ensure validity of the results and to make sure that the employee's rights and confidentiality are preserved.
- Substance Abuse Professional (SAP) Services  
The SAP provides an evaluation of an employee who tests positive for alcohol and/or drugs. PTC coordinates SAP services.

# Pipeline Testing Consortium, Inc.

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- Breath Alcohol Technician (BAT) Services

Trained BATs and collection facilities are provided by either mobile service or walk-in facilities.

- Collection Agent

Included with the testing is a collection agent (your local clinic, hospital or doctor office). We will furnish all relevant supplies, chain-of-custody forms, shipping and handling charges. We also have access to mobile collection services to cut down on the time your employees spend for the collection time.

- Testing Schedule

All employees working in a "covered" position are subject to unannounced testing based on random selection. All random testing will be computer generated. The current annualized random drug testing rate is 25% for pipeline contractors. The current annualized random alcohol testing rate is 10% and 50% drug testing rate for CDL drivers only. The 25% and 50% annualized rates are based on the total number of individuals in our consortium pools. NOTE: Random alcohol testing only applies to CDL drivers.

- Employee Assistance Program (EAP) & Supervisor Training

The employee assistance program (EAP) includes informational material for each employee, hot-line number posters, and two supervisor interactive training modules (video, etc.) are included.

- Background Checks on New Employees

Employers hiring any applicant for a DOT position are required to obtain information about any alcohol and/or drug misuse from the applicant's previous employers for the previous two years (three (3) years if applicant is a CDL driver.)

- Recordkeeping

Maintenance and recordkeeping functions are provided. The records are kept in our office under lock and key for confidentiality. PTC also maintains BAT and QAP records.

- Statistical Data Reporting

Quarterly statistical data reports are provided to the pipeline contractor and to the pipeline operators that each contractor works for.

- Compliance Audits and/or Updates

All operator audit requests are handled by Pipeline Testing Consortium, Inc. When a pipeline contractor is solicited by the operator, all requested information is to be sent to *Pipeline Testing Consortium, Inc.* for response directly to the operator.

The new and existing regulations are monitored to maintain complete compliance of the DOT regulations.

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## FEE FOR ALL SERVICES AS OUTLINED ABOVE

|           |   |
|-----------|---|
| -\$250.00 | <u>Administration Fee</u> (one time charge)   |
| -\$400.00 | <u>Annual Fee</u>   |
| -\$ 30.00 | <u>Per Employee per Year</u><br>(This fee covers the supervisor training modules, informational material, posters, statistical data, recordkeeping, etc.) |
| -\$ 85.00 | For <u>each drug test</u> (pre-employment, random, post-accident, reasonable cause and return-to-duty)  |
| -\$ 85.00 | For <u>each alcohol test</u> (post-accident, reasonable cause and return-to-duty, follow-up)  |
| -\$ 35.00 | For <u>each background check</u> conducted on new applicants for a DOT position (required by 49 CFR Part 40.25).  |

### "Example Estimate Based on Five (5) Employees"

(Adjust the estimate to accommodate the number of "covered" employees for your company.)

Alcohol and Drug Program as per Department of Transportation Regulations 49 CFR Part 199 and Part 40.

|  |  |
|--|--|
| Administration Fee (one time fee)              | \$250.00                                     |
| Annual Fee                                     | 400.00                                       |
| Annual Employee Fee<br>(5 Employees X \$30.00) | <u>150.00</u> (Maximum Employee Fee \$1,500) |
| Total  | <u>\$800.00</u>                              |

All drug and alcohol tests (pre-employment, random, post-accident, reasonable cause, return-to-duty) are invoiced at \$85.00 per test if and when any testing is completed.

\*\*\*NOTE\*\*\* If previous drug testing had been conducted with a SAMHSA certified lab and all tests were DOT 5 panel tests and your company has been conducting random testing at the 25% annualized rate. (The random drug testing rate has been lowered as of 1 January 1997 to 25% for the pipeline industry). The drug testing records can be transferred with employee release.

If your company is interested in our services or you are a company that has already contacted our office, please complete the enclosed service agreement and return to our office either by mail or by facsimile. A check or money order for the first year fee should also accompany the service agreement.

Should you have any questions or need additional information, please contact our office at (800) 294-8758. Visit our website at [www.pipelinetesting.com](http://www.pipelinetesting.com) for more information about our company!

## DOT ALCOHOL AND DRUG PROGRAM SERVICE AGREEMENT

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

UPS Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Number of "Covered" Employees: \_\_\_\_\_

Name: \_\_\_\_\_  
Administrator (Person(s) Handling Alcohol & Drug Program)      Alternate Administrator (required)

E-Mail: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_ Federal ID #: \_\_\_\_\_

Collection Agency: \_\_\_\_\_

\_\_\_\_\_  
Name (Your local clinic, hospital, or doctor)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Telephone Number

### Pipeline Testing Consortium, Inc.'s Credit Policy is as follows:

Invoices sent by PTC under this agreement are due upon receipt. The company shall owe a finance charge on any balance not paid within 30 days of the date of the invoice at the rate of 18% annum for each day such balance remains unpaid beyond the 30 day period. In the event the company fails to make payments of amounts due under this agreement within 60 days from the date of invoice, PTC is authorized under this agreement to suspend performance of it's obligations to the company until full payment of the amount which the company is in default is received. By way of illustration and not limitation, PTC is expressly allowed, during such period of default, to remove the company from the Consortium and to report on any listing or report of compliance with applicable regulations or, in the case where PTC is listing only the company in compliance to omit such defaulting company). Such action by PTC shall not relieve the company of its obligation to pay any annual, administration or other fees provided under this agreement.

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## DOT ALCOHOL AND DRUG PROGRAM SERVICE AGREEMENT PAYMENT DETAILS

Company Check \_\_\_\_\_ Credit Card \_\_\_\_\_

### **Check Payments:**

Please make checks payable to Pipeline Testing Consortium, Inc.

Mail Service Agreement information and payment to:

**Pipeline Testing Consortium, Inc.**

**Attn: Enrollment Administrator**

**9 Compound Drive**

**Hutchinson, KS 67502**

### **Credit Card Payments:**

Incomplete applications will not be accepted.

Please note: We DO NOT accept American Express.

Selecting Automatic Charge means PTC will automatically charge your credit card on all future invoices.

Automatic Charge: \_\_\_\_\_ One time Charge: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Type of Card: MasterCard \_\_\_\_\_ Visa \_\_\_\_\_

Credit Card #: \_\_\_\_\_

Effective Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

3 digit Security Code: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Name as it appears on Credit Card: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name

Note: PTC will process your enrollment information only after check payment has been received or credit card has been approved.

Questions? Call 1-800-294-8758, ext 424 or 432.



**Please indicate how you wish to receive drug test results/ information by checking one of the following:**

By E-Mail  Please read the information below:

By Fax  Please read the information below:

## **Electronic Transmission Acknowledgement**

This letter is to confirm your company's permission to use e-mail or facsimile as a means of receiving test results as opposed to calling the test results out by phone. As the contracted agent, *Pipeline Testing Consortium, Inc.* maintains all original records on behalf of your company. The guidelines will be as follows:

- Individual expectations of privacy and confidentiality must be carefully maintained. Any transmission is confidential and is intended only for the use of the individual or entity identified. If the reader of the communication is not the intended recipient, they are hereby notified that dissemination or distribution of the data contained therein is prohibited under federal and state laws.

Please acknowledge that you have read the above requirements/restrictions for giving/receiving tests results via e-mail or facsimile.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-Mail Address (please type)

\_\_\_\_\_  
Secure Fax Number

As always, it is PTC's sincere desire to insure that your company maintains compliance with the DOT regulations. If you have any questions, please feel free to contact Mary, Jennifer or Mitsi in Customer Service. E-mail address' are:

[mary@pipelinetesting.com](mailto:mary@pipelinetesting.com)

(Companies beginning with letters A-E & M-O)

[jennifer@pipelinetesting.com](mailto:jennifer@pipelinetesting.com)

(Companies beginning with letters F-L)

[mitsi@pipelinetesting.com](mailto:mitsi@pipelinetesting.com)

(Companies beginning with letters P-Z)

Sincerely,

Vergi Geurian  
President