

**Health, Safety and  
Environmental Manual**

**SUBSTANCE ABUSE POLICY  
(NON-DOT)**

# **SUBSTANCE ABUSE POLICY (NON-DOT)**

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## **1.0 OBJECTIVE**

The objective of B&B Well Services, LLC's ("B&B" or "the Company") Substance Abuse Policy (Non-DOT) is to establish and maintain a safe work environment that is free from the effects of alcohol, drug and other chemical abuse.

## **2.0 SCOPE**

The provisions of this program are applicable to all employees (including contract and temporary employees) of B&B. This program applies to all employees (consultants, agency, contractors, and subcontractors - full and part-time) who work with or whose job responsibilities require them to be familiar with the contents of this program, whether they work at any customer facility or drilling location.

Company management will review and evaluate this program on an annual basis, or when operational changes occur that require revision. Effective implementation of this program requires support from all levels of management within the Company. This written program will be communicated to all personnel that are affected by it.

## **3.0 REFERENCES**

B&B Disciplinary Action Program  
B&B Controlled Substance and Alcohol Misuse Plan (DOT)

## **4.0 TRAINING**

Supervisory Training - All supervisors will be trained in the details of this policy and in the identification of possible drug/alcohol abusers and effects of abuse. Training materials may be obtained, free of charge, from the testing consortium.

Employee Training - All employees will be trained in the details of this policy.

The focus on this policy is on safety and prevention of alcohol and substance abuse. In order to accomplish this, B&B will:

- Post the policy on Company bulletin boards, electronic bulletin boards, and/or intranet sites;

- Include the policy at new employee orientations;

- Continuously stress the fact that this policy is being undertaken to ensure a safe and healthy working environment for all employees.

## **5.0 RESPONSIBILITIES**

It is the responsibility of management to implement, support and enforce this program, to periodically review and evaluate its overall effectiveness, and to make modifications as necessary.

B&B employees (as listed in Section 2.0) shall be familiar with and comply with the contents of this program.

The employee has the responsibility and authority to stop any unsafe job or unsafe task being conducted and should immediately request Supervisor/HSE Manager involvement to resolve the issue. The employee's judgment call, when made in good faith and using good judgment, shall be considered commendable even though the conclusion of the investigation might be found to the contrary.

Enforcement of this program is the responsibility of each and every employee of B&B. For any violation of this program, whether willful or through negligence, the Immediate Supervisor, HSE Manager, and/or Company Manager shall have the responsibility as well as the authority to pursue corrective action in accordance with B&B's Disciplinary Action Program.

## 6.0 DEFINITIONS

**Covered Employee** - All B&B employees not covered by DOT drug and alcohol policies.

**Controlled Substance** - All forms of narcotics, hallucinogens, depressants, stimulants, other substances (including alcohol) capable of creating or maintaining adverse effects on one's physical, emotional, or mental state whose sale, purchase, transfer, use, or possession is prohibited or restricted by law.

**Illegal Drugs** - Controlled substances, which are not prescription or used as otherwise authorized by law.

**Medical Review Officer (MRO)** - A person, qualified by the State Board of Health, who is responsible for receiving results from a testing facility which have been generated by an employer's drug or alcohol testing program, and who has knowledge and training to interpret and evaluate an individual's test results together with the individual's medical history and any other relevant information.

**Over-the-Counter Drugs, Medication or Other Substances** - Drugs, medications, or other substances which are generally available without a prescription and capable of impairing the judgment or performance of an employee to do his/her work.

**Prescribed Drugs** - Drugs a person may be taking under the current direction of a licensed medical professional in a medical setting to address a specific physical, mental or emotional condition.

**Random Selection Basis** - A mechanism for selecting employees for drug or alcohol testing that results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected; and does not give an employer discretion to waive the selection of any employee selected under the mechanism.

**Substance Abuse** - Includes what are known as "controlled substances," as well as prescription and over-the-counter drugs, alcohol, and various other chemical substances. All are included in this policy if the substance has the ability to impair the body mentally or physically. Impairment can occur when the individual is under the direct

influence of the substance or afterwards when individuals may experience withdrawal, “hangover” or other similar symptoms.

**Unauthorized Medication or Unauthorized Prescription Drugs** - Medication or drugs requiring a prescription but which have not been prescribed for current personal treatment by a licensed medical practitioner in a medical setting to address a specific current physical, mental or emotional condition.

## **7.0 HAZARD DETERMINATION**

Not Applicable.

## **8.0 ENGINEERING CONTROLS**

B&B’s Substance Abuse Policy for Non-DOT Employees serves as a control to ensure a safe, drug-free, and alcohol free work environment for its employees.

## **9.0 PROCEDURES**

### Statement of Policy

B&B is committed to providing a safe and productive work environment at all B&B locations, which will allow us to meet our client’s requirement for quality service. To this end, B&B is dedicated to maintaining a workplace that is free from the effects of alcohol, drug, and chemical abuse (hereafter referred to as substance abuse) and expects its employees to assist in this effort. Compliance with this substance abuse policy is, therefore, a condition of continued employment.

The manufacture, use, possession, promotion, transfer or sale of unauthorized or illegal drugs, or the misuse of any legal drugs, alcohol or other chemical substances on Company premises or while on Company business is prohibited. Similarly, being under the influence of these substances which could impair judgment, performance or behavior while on Company premises or while on Company business is also prohibited.

All employees are required to report to their jobs free from impairment due to substance abuse. Should an employee be taking medication according to a doctor’s prescription, which may impair judgment or performance, or whose package contains a warning against operating machinery or driving, he/she must discuss it with the Company Manager before approval is given to begin work.

Any employee, who is convicted of any violation of any criminal drug statute, including misdemeanors or DUI, must notify the Company Manager/HSE Manager in writing within five (5) days of the conviction. A conviction includes any finding of being guilty (including one agreed to by the employee), or plea of no contest and/or imposition of a fine, jail sentence or other penalty.

Searches – B&B declares that, in furtherance of its right to prohibit and/or prevent substance abuse on Company premises and work sites, and, in order to protect the safety and integrity of the work environment, it reserves the right to search people and property (including personal property) on B&B premises, including parking lots and work sites.

On customer property, at any time customer supervisors and/or authorized search and inspection specialist, including scent-trained animals, may conduct unannounced searches and inspections of company and/or company Personnel and their property. That property may include, but not is limited to wallets, purses, lockers, baggage, office, desks, toolboxes, clothing and vehicles.

All job applicants will be required to pass a drug-screening test as a prerequisite to employment.

### **9.1 Reasonable Suspicion (For Cause) Testing**

If the Company has a reasonable, good faith suspicion that an employee possesses, or has used, or is using alcohol or drugs while on the job or on Company premises, or while operating a Company vehicle, or Company equipment; or if the Company has a reasonable suspicion that an employee is under the influence of alcohol or drugs the Company may require the employee to take an alcohol and/or drug test (also refer to Appendix II).

Two (2) trained Company representatives, one of whom has advanced training in detection of the possible symptoms of drug use, must agree that reasonable cause exists before an employee is tested for alcohol or drugs (see Appendix IV &V).

This does not require that both Company representatives observe the behavior of a suspected employee, only that both agree that reasonable cause exists. The second Company representative may be contacted by phone if not physically present at the work location.

Employees required to test under this provision will not be allowed to drive themselves to/from the collection facility, nor drive their vehicle home. The employee must be driven by a Company employee in a Company vehicle.

Under certain circumstances, the Company may require an alcohol and/or drug test post-accident (see Post-Incident Drug Testing).

All supervisors will receive training in policy awareness and the identification of the signs of substance abuse.

Employees and applicants have the right to copies of their personal drug test results as well as any other remedies described by the MRO following a positive drug and /or alcohol test, which could include a request for retest of the same sample by an independent laboratory.

Strict confidentiality will be maintained at all times. Only those persons with Company "need to know" authority will be allowed access to drug testing results and/or records.

All testing of B&B applicants or employees must be performed by the Company chosen consortium and/or drug testing laboratory.

Failure to abide by the rules set forth in this policy will be cause for disciplinary action up to and including termination (See Disciplinary Action).

## **9.2 Positive Test Results**

An employee's urine sample which tests positive for drugs will be retested a second time (using the original specimen). If the second test is negative, the MRO will report a negative test result to the Company. If the confirming test is again positive, the MRO will report a positive test to the Company (after the MRO has fulfilled the requirement above), which will result in immediate disciplinary action (see Disciplinary Action). All employees who test positive will be contacted immediately by the Company Manager/HSE Manager and informed of the results.

Any employee with a confirmed positive test will be contacted by the MRO to discuss the reason for the failed test prior to the MRO releasing the final test result to the Company. The matters discussed shall be held confidential by the MRO, except these matters may be discussed with the Company Manager. If after this discussion the MRO determines that the test is negative, the Company will not be informed of the need for the discussion; rather, only that the test was negative.

## **9.3 Pre-employment Drug Testing**

B&B will require all job applicants to undergo a drug screening test as a prerequisite to employment.

All job offers are contingent upon the applicant consenting to, and successfully passing, an observed pre-employment drug screening test prior to being hired. Screening will be given to those individuals who have been identified as final candidates for any position (also see Appendix II).

An applicant must report for the drug test within 32 hours of a job offer.

This screening will utilize the typical urinalysis testing to detect the presence of drugs or controlled substances.

#### **9.4 Refusal to Test**

An employee/applicant refusing to be tested will not be considered for employment (if an applicant) or will be subject to discipline up to and including termination (if an employee).

Switching or adulterating a sample used for testing is prohibited and is subject to disciplinary action as set for in the policy.

#### **9.5 Testing of Employees (Including temporary and/or contract personnel)**

In addition to the testing previously mentioned, B&B will test as follows:

Random Testing – B&B may test all employees, temporary employees and/or contract personnel on a random selection basis. The frequency and percent of employees tested will be up to 50 percent (50%) of Non-DOT covered employees each calendar year. Random testing will be conducted quarterly.

##### Customer Required Testing

The Company will test all employees required by a customer of B&B to be tested prior to entering upon the premises (or work site) of such customer, and/or all employees in whose behalf B&B must assure a customer that such employees have been tested (or subject to test) prior to entering upon the premises (or work site) of such customer. Customer testing may include testing without notice while on their premises, periodic testing or other testing. The identity of customers requiring testing, and the job classifications affected, shall be identified when known to B&B and generally distributed and posted on Company bulletin boards.

All customer required testing will be performed by a SAMHSA Certified laboratory. The use of quick screen testing will not be allowed.

Post Incident Testing (refer to Appendix II for when to test and which test to perform).

B&B may test any employee for drugs and/or alcohol following an Incident. An Incident is defined as an on-the-job injury, a near miss, property damage or motor vehicle accident.

Post Incident testing is to occur IMMEDIATELY, providing the employee is in a condition to test. However, no test will be made after thirty two (32)

hours has expired since the Incident. However, if a test is not performed within four (4) hours, documentation as to the reason must be provided.

In the case of motor vehicle accidents, testing must occur within four (4) hours following a job related motor vehicle Incident, whether the vehicle is owned by the Company or leased or rented to the involved employee. If the alcohol test results are between .02 & .039, the employee must be provided transportation to his/her residence and not be allowed to work or drive a Company vehicle for at least eight (8) hours. If the test results are .04 or greater, the employee will be subject to discipline action.

An individual that is directly involved in a work-related incident on a customer's property may not be allowed to return to work on the customer's property until the Company conducts alcohol and drug testing on the individual as soon as possible following their removal from the site, and B&B certifies in writing the test identification number, the individual's social security number, the test date and time and a negative test result. On that written certification, B&B will include a consent signed by the individual permitting the disclosure to the customer of the test result.

#### **9.6 Disciplinary Action**

Failure to comply with the provisions of this policy and/or a confirmed positive test will result in termination of employment.

### **10.0 CONTRACT AND/OR TEMPORARY EMPLOYEES**

Further, all contract and temporary employees will submit to the provisions of drug testing as required by B&B's Substance Abuse Policy, or that of its clients, as requested, as a condition of temporary or contractual employment.

### **11.0 DOCUMENTATION**

Drug testing records are maintained at the office of the Designated Employee Representative (See Appendix I).

Drug testing required by customers will be kept for at least 3 years from date of termination of contract.

### **12.0 FORMS**

See Appendices for forms.

**APPENDIX I  
CONTACT AND MISCELLANEOUS INFORMATION**

Random program administration will be provided by: **United Partners  
903 W. Main  
Stigler, OK 74462  
918-967-2593  
918-967-8583 Fax**

Confirmation testing will be conducted by: **Advanced Toxicology Network (ATN)  
3560 Air Center Cove  
Memphis, TN 38118  
888-222-4894**

Drugs to be tested for and their cut-off levels are as follows:

<b>Drug</b>	<b>Screen Cutoff</b>	<b>Confirmation Cutoff</b>
<b>Amphetamine</b>	<b>1000</b>	<b>500</b>
<b>Cocaine</b>	<b>300</b>	<b>150</b>
<b>Opiates, Codeine, Morphine</b>	<b>2000</b>	<b>2000</b>
<b>PCP</b>	<b>25</b>	<b>25</b>
<b>THC</b>	<b>50</b>	<b>15</b>

The B&B Designated Employee Representative is:

**Roy Bishop  
P.O. Box 500  
Keota, OK 74941  
Office 918-966-3441  
Fax 918-966-3494  
Cell 918-967-8832**

Designated MRO:

**Dr. Dan Drew  
7168 Graham Rd  
Suite 150  
Indianapolis, IN 46250  
Office 317-547-8620  
Fax 317-547-2289**

Alternate Representative is:

**Gary Bishop  
P.O. Box 500  
Keota, OK 74941  
Office 918-966-3441  
Fax 918-966-3494  
Cell 918-967-8832**

**APPENDIX II  
TYPE OF TEST TO PERFORM AND WHO PERFORMS TEST**

<b>SCENARIO</b>	<b>WHO PERFORMS TEST</b>	<b>TYPE TEST AND REQUIREMENTS</b>
Pre-employment (Non-DOT)	*UP	Non-DOT drug test kit. <ul style="list-style-type: none"> <li>• Must test within 32 hours of job offer</li> </ul>
Pre-employment (DOT covered position)	**ATN	DOT drug test kit <ul style="list-style-type: none"> <li>• Refer to definition to determine if covered employee</li> </ul>
Random (Non-DOT)	UP	Non-DOT drug test kit <ul style="list-style-type: none"> <li>• Must test within 30 minutes plus driving time after being notified</li> </ul>
Random (DOT)	ATN	DOT drug test kit <ul style="list-style-type: none"> <li>• Must test within 30 minutes plus driving time after being notified</li> </ul>
Post-Accident (Non-DOT) if accident does not fit the DOT definition below under PA DOT	UP	Non-DOT PA drug & alcohol test kit. <b>A non-DOT PA test is required under the following circumstances:</b> <ul style="list-style-type: none"> <li>• Auto accident (any type/size company vehicle, owned or rented): <ul style="list-style-type: none"> <li>○ A 3<sup>rd</sup> party is involved, OR</li> <li>○ Professional medical attention is required for the B&amp;B driver, OR</li> <li>○ A fatality is involved, OR</li> </ul> </li> <li>• Shop or Field Injury <ul style="list-style-type: none"> <li>○ Professional medical attention is required</li> </ul> </li> <li>• Must test immediately but not to exceed 32 hours. If test is not performed within 4 hours, written documentation describing delay is required.</li> </ul>
Post-Accident (DOT)	ATN	DOT PA test kit <b>While driving a CMV:</b> (If all situations are “No”, go to non-DOT PA testing rules) <ul style="list-style-type: none"> <li>• Human fatality</li> <li>• Bodily injury with immediate medical treatment away from the scene and B&amp;B driver issued citation.</li> <li>• Disabling damage to ANY motor vehicle requiring tow away and B&amp;B driver issued citation.</li> </ul>
Reasonable suspicion (non-DOT)	UP	Non-DOT drug and alcohol test kit <ul style="list-style-type: none"> <li>• Refer to guidelines for non-DOT reasonable suspicion testing.</li> </ul>
Reasonable suspicion (DOT)	ATN	DOT drug & alcohol test kit <ul style="list-style-type: none"> <li>• Must be performing duties in a covered DOT position. Otherwise, perform a non-DOT drug &amp; alcohol test.</li> <li>• Refer to guidelines for DOT reasonable suspicion testing.</li> </ul>

\*UP – United Partners

\*\*ATN – Advanced Toxicology Network

**NOTE: All customer required testing will be performed by ATN.**

**Appendix III**

**TRAINING VERIFICATION FORM**

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**REASONABLE SUSPICION ALCOHOL TESTING  
A TRAINING PROGRAM  
FOR  
SUPERVISORS**

**“ALCOHOL RECOGNITION, TESTING AND UNDERSTANDING”**

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**Participants Name:** \_\_\_\_\_  
(Please print first name, middle initial, last name)

**Date of Training:** \_\_\_\_\_

**Participants Signature:** \_\_\_\_\_

**Training Provided by:**

**Appendix IV**

**TRAINING VERIFICATION FORM**

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**REASONABLE SUSPICION DRUG TESTING  
A TRAINING PROGRAM  
FOR  
SUPERVISORS**

**“IDENTIFICATION OF DRUG ABUSE IN THE WORKPLACE”**

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**Participants Name:** \_\_\_\_\_  
(Please print first name, middle initial, last name)

**Date of Training:** \_\_\_\_\_

**Participants Signature:** \_\_\_\_\_

**Training Provided by:**

**APPENDIX V  
TRAINING ACKNOWLEDGMENT FORM**

My signature below certifies that I have received B&B Energy Services, LLC's Substance Abuse Policy. This policy has been explained to me and I understand that I am required to maintain a safe work environment by being free from the effects of alcohol, drugs, or other chemicals which could cause impairment while on company premises or company business. I further certify that I have been provided with informational material, education and training on the dangers and problems of drug and alcohol misuse.

I am fully aware, and agree that I will be discharged or otherwise disciplined for any violation by me of said Substance Abuse Policy.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Social Security #

**Appendix VI**  
**Consent and Authorization Disclosure Form**

I hereby consent to disclosure by B&B Gas Well Services, LLC 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 B&B Gas Well Services, LLC and its authorized agents, assigns, or representatives.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Social Security #