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# **BLACK STALLION, INC.**

## **Non-Hazardous Industrial Solid Waste Handling and Management Plan**

**BLACK STALLION, INC.**

26105 Highway 77  
Plaquemine, Louisiana 70764  
(225) 659-2961 (24 Hour)

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### **Handling and Management Goals**

Conducting operations in a safe and efficient manner is a moral obligation of each employee or sub-contractor assigned to work on property owned and operated by Black Stallion, Inc. The goal of this safety and health plan is to promote a high level of awareness in safety and health and to practice safety awareness at all times. Safety is the most important element of every project. Read and observe the information presented here. It is the intention of Black Stallion, Inc. to provide all employees and sub-contractors with a safe and healthy work environment.

### **NOW Waste Description & Characteristics**

#### **Description of Non Hazardous Industrial Waste Types**

Most businesses generate waste, whether it's non-hazardous or hazardous. Although much of what a company generates may not be legally hazardous (must be disposed of through the proper channels), that does not mean that workers should simply throw the waste in the nearest dumpster and have it end up in local landfills.

The U.S. Environmental Protection Agency defines non-hazardous industrial waste as "waste generated from processes associated with the production of goods and products, such as electric power generation and manufacturing of materials such as pulp and paper, iron and steel, glass and concrete."

Though non-hazardous waste is not considered to pose an immediate threat to human health (as hazardous waste is defined as doing), it can still be harmful to the environment through other means, such as methane emissions during decomposition. It can also be potentially threatening to humans if the waste is not managed properly.

State and local governments often regulate non-hazardous waste, which is why it is important to consult with a local non-hazardous waste disposal company that can ensure you're meeting all appropriate regulations. Below we'll review some examples of non-hazardous industrial waste, as well as what you should know as a business that generates this type of waste.

#### **Common Industrial Materials**

Among common industrial materials that are still considered non-hazardous but could cause harm to the environment are:

- Ash
- Sludges
- Antifreeze
- Grinding dusts
- Liquids contaminated with non-hazardous chemicals

While in some states asbestos is not considered a hazardous waste, in California it is considered hazardous. However, according to the San Francisco Department of Public Health, only asbestos waste weighing more than 50 pounds in total requires transportation by a certified hazardous waste disposal company.

If your company is transporting less than 50 pounds of asbestos to a disposal facility, you are not required to follow the same procedures as a disposal company, such as manifest requirements.

## **Medical Facility Wastes**

Though many types of medical wastes are considered hazardous, there are some that are non-hazardous, and therefore, not subject to the same disposal requirements.

According to the World Health Organization about 85% of the waste that health care activities generate is non-hazardous. Especially in hospitals and medical facilities, kitchen waste and solid waste account for a hefty portion of this waste. In fact, according to the EPA, hospitals are responsible for 170,000 tons of food waste each year.

Other sources of medical facility wastes include:

- Plastic packaging
- Clean glass and plastic
- Paper and cardboard
- Office products

In California, aerosol cans are not considered hazardous waste, if they are completely depleted.

## **E-waste**

Although in California, e-waste is generally considered to be hazardous, there are some forms of e-waste that are non-hazardous.

Electronics are often used as technology continues to evolve and modernize facilities. It's important for companies to dispose of e-waste properly to follow all state and federal regulations and avoid costly fines.

However, there are some electronic devices or components that are considered harmless, and therefore, not hazardous.

For example, these substances are considered non-hazardous and can be disposed of without the assistance of a hazardous waste disposal company:

- Zinc plating, often found in steel production parts
- Aluminum, often found in electronic goods
- Copper and gold, regularly used in computer parts
- Plastic and glass

Although these items can be disposed of safely, there are many facilities that will recycle them. You may even be able to profit off these materials, depending on their form and quantity.

## **Secondary Materials**

As part of the EPA's Sustainable Materials Management effort, it has been placing an emphasis on reusing secondary materials considered non-hazardous.

While these materials are not primary products that a company produces, they are the secondary materials, or scraps and residuals, that result from the production process - and often can be just as valuable.

Examples include:

- Coal combustion residuals (steam electric utilities often generate these)
- Spent foundry sand (the metal casting industrial sector is responsible for generating many of these)

- Construction materials that accumulate when infrastructure (including buildings and roads) are demolished or constructed

These secondary materials can be used as valuable resources across various industries. For example, they can be used as a substitute for an original material since many retain the same physical and chemical properties. Construction crews also can use them to build roads and other infrastructure, such as pavement, bridges and buildings.

<https://blog.idrenvironmental.com/why-it-s-important-to-dispose-of-e-waste-properly>

### **Waste Handling Matrix**

Each work site will develop a Waste Handling Matrix (sample shown) that will:

- Address safe practices related to the immediate storage and handling of waste, scrap or leftover material.
- The handling, organization and storage of waste and scrap materials to minimize potential impact to the environment. Waste materials shall be properly stored and handled to minimize the potential for a spill or impact to the environment. During outdoor activities receptacles must be covered to prevent dispersion of waste materials and to control the potential for runoff.

Waste Stream	Location	Activity Generating Waste	Hazardous/Non Hazardous	Safe Storage Practice	Disposal Method	PPE or Other Precautions
Aerosol Can Contents	Equipment Repair Shop	Puncturing of aerosol cans	Hazardous	SAA is self-contained in the equipment repair shop	Ship to assigned site for recycling or disposal	Read warnings before use of unit.
Aerosol Can Puncturing Unit Filter	Equipment Repair Shop	Filter Changes	Hazardous	Place in designated labeled container	Ship to assigned site for recycling or disposal	Change filter every 3 months
Aerosol Cans	Various Locations	Painting, lubricants, cleaning	Non-Hazardous if aerosol can is punctured and drained	Place punctured aerosol can in RAA storage drum	Crush RAA storage drum and place in the scrap metal dumpster from client.	See "Scrap Metal" for waste stream management
Ash	Smart Ash Unit	Incineration of acceptable waste	Non Hazardous	Dispose of Immediately	Place in the Burnable Waste Dumpster	Gloves Goggles
Automotive and Heavy Equipment Parts-Used	Equipment Repair Shop and Fab Shop	Replacement	Non-Hazardous	Place in RAA	Returned to vendors for recycling	Starters, Alternators, Pumps, Transmissions
Batteries (Alkaline)	Various Locations	Battery Failures	Universal Waste	Place in the UWAA	"D" cell and below are acceptable in the Non-Burnable Waste Dumpster	Ship to designated site for recycling or disposal
Batteries (Lead Acid)	Equipment Repair Shop and Fab Shop	Battery Failures	Universal Waste	No storage allowed. Containment boxes are labeled and available in the shops.	Lead acid batteries are returned to the Vendor upon removal	Ship to designated site for recycling
Batteries (NiCad)	Various Locations	Battery Failures	Universal Waste	UWAA in the equipment repair shop.	Ship to assigned site for recycling or disposal	Cell phones, radios
Butane Torch Bottle	Various Locations	Mechanic activities	Excluded Hazardous if recycled	Place drained Butane Torch Bottles in RAA storage drum	Crush RAA storage drum and place in the scrap metal dumpster	Prosolv Butane Bottle processor I
Cardboard/Office Paper	Parts Department & Offices	Shipping Boxes & Office Activities	Non-Hazardous	Place in RAA	Place on pallet in RAA and band for shipment to assigned site for recycling.	
Computers Discarded	Parts Department & Offices	Replacement	Non-Hazardous	Place in RAA	Ship to assigned site for recycling or disposal	

Waste Stream	Location	Activity Generating Waste	Hazardous/Non Hazardous	Safe Storage Practice	Disposal Method	PPE or Other Precautions
Diesel Filters-Used	Equipment Repair Shop and Fab Shop	Filter Changes	Non-Hazardous	RAA for drained and crushed used filters	Drain for 12 hrs., crush and incinerate in Smart Ash unit	Place metal in recycle metal dumpster
Diesel Rags	Various Locations	Mechanic activities	Non-Hazardous	Oil waste rag in clear bags w/yellow stripes.	Incinerated in Smart Ash unit	See "Ash" for management and disposal
Drained Diesel	Equipment Repair and Fab Shop	Draining diesel fuel and filters	Non-Hazardous when burned as off-Spec fuel	Place in "used oil" tank in the equipment repair shop and fab shop.	Burned for energy recovery in clean burn multi-oil heating system.	
Empty Paint Cans	Various Locations	Painting activities	Non-Hazardous	No storage allowed	Ship to assigned site for recycling or disposal	Paint cans must be RCRA empty.
Fluorescent Light Ballast	Various Locations	Failure	Non-Hazardous unless they contain PCB's or DEHP	None	Place in Non-Burnable Dumpster	Ballast will say on the label if it contains PCB's
Fluorescent Light Bulbs	Shops, Office Areas	Bulb replacement	Universal Waste	Place bulbs in their original container in the RAA in the shop area	Ship to assigned site for recycling or disposal	Label bulbs "Used Bulb" when put into RAA.
Glass	Various Locations	Replacement	Non-Hazardous	None	Place in Non-Burnable Dumpster	Ensure glass containers are empty.
Glycol Rags	Equipment Repair Shop and Fab Shop	Fluid Changes	Non-Hazardous	Oil waste rag WAA's lined w/clear bags w/yellow stripes.	Incinerated in Smart Ash unit	Minimize use of absorbent rags
Glycol-Used	Equipment Repair Shop and Fab Shop	Fluid Changes	Non-Hazardous	RAA - self-contained tank on recycling unit	Recycled in glycol recycling unit	Recycling unit stored in shop
Grinding Wheels	Equipment Repair Shop and Fab Shop	Grinding activities	Non-Hazardous	None	Place in Non-Burnable Dumpster	
Hoses & Belts	Equipment Repair Shop and Fab Shop	Replacement	Non-Hazardous	Place in Non-Burnable Dumpster	Place in Non-Burnable Dumpster	Drain all fluids from hoses
Metal Shavings/Cuttings	Equipment Repair Shop and Fab Shop	Fabricating activities	Excluded Hazardous if recycled	Placed in recycle metal dumpster or metal only RAA's	Place in recycle metal dumpster	Ensure there are no free flowing cutting fluids present before disposal.

Waste Stream	Location	Activity Generating Waste	Hazardous/Non Hazardous	Safe Storage Practice	Disposal Method	PPE or Other Precautions
Oil Filters-Used	Equipment Repair Shop and Fab Shop	Oil filter changes	Excluded Hazardous	RAA for drained and crushed used filters	Drain for 12 hrs., crush and incinerate in Smart Ash unit	Place metal in recycle metal dumpster
Oil-Used	Equipment Repair Shop, Fab Shop, Service Trucks	Draining oil and filters	Excluded Hazardous if burned for energy recovery	Receiving sumps are located in the Equipment Repair Shop and Fab Shop	Burned for energy recovery in clean burn multi-oil heating system.	Keep lids on receiving sumps at all times. DO NOT PUT SOLVENTS INTO USED OIL
Oily Waste (rags, absorbents)	Various Locations	Mechanic activities, equipment drips and leaks	Non-Hazardous	Oily waste rag WAA's lined w/clear bags w/yellow stripes.	Incinerated in Smart Ash unit	Collected daily. See "Ash" for management and disposal
Paint Waste (rags, rollers, brushes, etc.)	Various Locations	Painting activities	Determine on per occurrence basis. Use MSDS or testing	If hazardous, store in the assigned area. If non-hazardous, no storage is required.	If hazardous, ship to assigned site for disposal. If non-hazardous, place in burnable waste dumpster.	Need to review MSDS, do analytical test, or use generator knowledge to make waste determinations.
Parts Cleaner Rags	Equipment Repair Shop	Cleaning parts	Non-Hazardous	Oily waste rag WAA's lined w/clear bags w/yellow stripes.	Incinerated in Smart Ash unit	See "Ash" for management and disposal
Scrap Metal	Various Locations	Fabrication activities & house cleaning	Excluded Hazardous if recycled	Placed in recycle metal dumpster or metal only RAA's	Place in recycle metal dumpster	Eye Protection Gloves
Sodium Vapor/ Metal Halide Light Bulbs	Various Locations	Bulb replacement	Universal Waste	Place bulbs in their original container in the RAA.	Ship to assigned site for recycling or disposal	Label bulbs "Used Bulb" when put into RAA.
Tires	Various Locations	Replacement	Non-Hazardous	None	Place tires up to 20" rim diameter into dumpster.	
Toner Cartridges	Offices	Copiers, printers, fax machines	Non-Hazardous	Placed in original container in RAA	Ship to assigned site for recycling or disposal	Verify toner is expended before disposal.
Water Scrubber Filter & Absorbents	Equipment Repair Shop and Fab Shop	Filtering sump water in shops	Non-Hazardous	None	Incinerated in Smart Ash unit	See "Ash" for management and disposal



Waste Stream	Location	Activity Generating Waste	Hazardous/Non Hazardous	Safe Storage Practice	Disposal Method	PPE or Other Precautions
Welding Rods	Various Locations	Welding activities	Excluded Hazardous	Placed in recycle metal dumpster or metal only RAA's	Ship to assigned site for recycling or disposal	See "Scrap Metal" for waste stream management
Wood Waste	Various Locations	Various activities and shipping pallets	Non-Hazardous	Store on the far back corner of the pad or in the dump truck box if available.	Place in recycle wood dumpster	Pallets are refurbished and recycled when possible

### **Storage Requirements**

Black Stallion, Inc. must ensure project related wastes are stored and maintained in an organized fashion to encourage proper disposal and minimize risks to employees and the environment. Proper waste receptacles must be provided for trash and materials that may be reused or recycled during a project.

### **PPE**

For each site waste management plan Black Stallion, Inc. shall determine a PPE matrix that includes gloves, hand protection, eye and face protection and/or other necessary PPE.

### **Non Haz Industrial Waste Spill Mitigation Measures**

It is the responsibility of each company employee and/or contact personnel to be alert for spills. Any person who sees any liquid pollutant on the ground, the road, or in the water must try to close off the source and report immediately to ranking company employee on duty.

Ranking company employee on duty will:

1. If the spill is from an unknown origin:
  - a. Take immediate steps to determine the source & close off if possible.
  - b. Notify the company safety and compliance personnel.
2. If the spill is confirmed to be from the Operator's vessel:
  - a. Take immediate steps to close off the source in accordance with company safety procedures.
  - b. For minor or incidental releases which are contained on the facility, (by curbs, gutters, skidpans, etc.), initiate immediate cleanup operations utilizing company personnel. In the event of an "uncontrolled" spill, (the source cannot be controlled), move personnel to safe areas and take steps to limit exposure and other impacts from spill.
  - c. Immediately notify the company safety and compliance personnel to mobilize response organizations and then complete the spill report form.

- d. Notify company safety and compliance personnel to notify governmental regulatory agencies as needed. Company safety and compliance personnel or his representative will notify Black Stallion, Inc. management of agency notifications and plans of action to be taken.

### **Communication Plan**

During a spill event, the primary method of communications will be via cell phone with all members of the incident command structure, Response Organization field group leaders, and key agency personnel. For the remediation of larger releases, the Response Organization is equipped with the needed communications equipment.

An alternate method of communications during a spill event will be via cellular telephones, visual contact, and/or handheld radios.

### **Contamination Prevention Measures**

Careful consideration is essential for safe, efficient, and effective operations. Essential and preventative maintenance of operational equipment is a cornerstone to safe operations in all categories as well as attention to detail in the loading, transporting, and unloading phases.

Inspection and maintenance of equipment should be done in according with company maintenance protocol to ensure proper operation during all activities.

### **Transfer Procedures**

1. Upon arrival of truck, Black Stallion, Inc. personnel will make a safety inspection of the location ensuring constraint of the equipment, and the accessibility to fire extinguisher (placing fire extinguishers in immediate area as needed).
2. Once the inspection is completed and hoses are secured the transfer can begin.
3. The functional and task approved transfer hose is connected to the fixed piping of the facility or source of material and the trailer.
4. The transfer is started at a slow rate. When the product is known to be flowing, connections are checked for leaks. The Black Stallion, Inc. personnel remains at the transfer location monitoring the transfer, checking for leaks/spill, and maintaining a safe environment, etc.
5. In case of any emergency such as spill, fire, etc., the transfer is immediately halted, secured, and valves closed, etc. Depending on the situation, the Black Stallion, Inc. representative will take the appropriate action to ensure the safety of the truck, trailer, or vessel.

In the event of a temporary shutdown, the following will be accomplished:

- A. The transfer will be secured.
- B. Both transfer hose valves are to be isolated.
- C. All hatches, valves, and hoses are to be secured.
- D. Is safe, Black Stallion, Inc. personnel will remain in the immediate area (truck/vessel) to respond to any change in conditions, which could endanger the vessel, truck, or trailer.

6. After the transfer is complete, the transfer is secured, and the trailer valve is closed. The connection is broken, and the hose is blinded off and secured on the trailer as needed.

Unloading operations should follow the same process while monitoring for leaks, drips, or spills.

### **Spill Response**

In the event of a product spill, the proper authorities shall be notified, and the response operations shall be put into effect to minimize potential damage.

1. Employees are to notify their supervisors, environmental and regulatory departments of any pollution, whether or not it was created by Black Stallion, Inc. operations, immediately after the source is secured and initial containment is in place if possible. A copy of the spill report shall be used when reporting. (see attachment)
2. Immediate action will be taken to clean up the spill, determine the cause, and recommend corrective action to prevent future spills. This information should be entered on the spill report and called in as soon as possible. **Initial notification should not be delayed due to lack of information.**

### **CONTAINMENT**

Immediate action should be taken to contain and remove the product.

1. Small spills should be brought under control by local effort using any means necessary, including contacting the company Response Organization.
2. Large spills may require additional control and pickup equipment. Notify supervisor immediately and activate Facility Response Plan.

### **WASTE DISPOSAL**

Wastes generated during any spill clean-up would be disposed of according to local, state, and federal guidelines. Spill materials would be gathered, contained and then be routed to an appropriate disposal facility for treatment, disposal, and/or recycling. Solid waste contaminated with NOW waste would be stored in appropriate containers and transported for disposal.

Black Stallion, Inc. will only utilize state approved disposal facilities.

### **HAZARD EVALUATION**

Various products are transferred during operations of Black Stallion, Inc. The following precautions should be taken should a spill occur:

- a. Avoid direct contact with spilled material. Although these products are potentially not extremely hazardous, every precaution should be taken not to expose skin for prolonged periods of time.

- b. Stay upwind of the spill. Prolonged breathing of vapors could be harmful to your health.
- c. Eliminate all sources of ignition or open flames.
- d. Isolate the area from the public. Although the facility is located in a remote area, every precaution should be taken to keep the public from interfering with clean-up operations.
- e. **DON'T PANIC**, stop the source, contain the spill if possible, and follow the Facility Response Plan directions.

# **BLACK STALLION, INC.**

## **Non-Hazardous Oilfield Waste (NOW) Handling and Management Plan**

**BLACK STALLION, INC.**

26105 Highway 77  
Plaquemine, Louisiana 70764  
(225) 659-2961 (24 Hour)

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## **Handling and Management Goals**

Conducting operations in a safe and efficient manner is a moral obligation of each employee or sub-contractor assigned to work on property owned and operated by Black Stallion, Inc. The goal of this safety and health plan is to promote a high level of awareness in safety and health and to practice safety awareness at all times. Safety is the most important element of every project. Read and observe the information presented here. It is the intention of Black Stallion, Inc. to provide all employees and sub-contractors with a safe and healthy work environment.

## **NOW Waste Description & Characteristics**

Description of Type of NOW Waste Received, Transported, and Delivered by Black Stallion, Inc.

Oil and gas exploration and production well installation operations typically comprise three stages:

1. Well Drilling and Completion Stage  
Wastes Produced:
  - Drilling Fluids (drilling muds)
  - Cuttings
  - Produced Water
2. Well Stimulation Stage (hydraulic fracturing)  
Wastes Produced:
  - Fracturing Fluid Returns
  - Produced Water
3. Well Production Stage  
Wastes Produced:
  - Produced Water

During hydraulic fracturing specially engineered fluids containing chemical additives and proppant (eg., sand) are pumped under high pressure into a well to create and hold open fractures within the geologic formation. Hydraulic fracturing is often performed in stages, and following each stage, some fluids return to the surface as fracturing fluid returns ('flowback').

It is important to note that the use of horizontal drilling in conjunction with hydraulic fracturing can often result in large volumes of flowback, a key attribute distinguishing wastes generated during hydraulic fracturing in unconventional reservoirs from wastes generated during other types of exploration and production activities. For example, larger volumes of flowback require larger on-site storage capacity, either using land-based units (pits) or tanks.

While many exploration and production wastes are exempt from regulation as hazardous waste under Subtitle C of RCRA, these wastes are generally subject to non-hazardous waste regulation under RCRA Subtitle D and applicable state regulations. Many state governments have specific regulations and guidance for exploration and production wastes.

### **NOW Waste Spill Mitigation Measures**

It is the responsibility of each company employee and/or contact personnel to be alert for spills. Any person who sees any liquid pollutant on the ground, the road, or in the water must try to close off the source and report immediately to ranking company employee on duty.

Ranking company employee on duty will:

1. If the spill is from an unknown origin:
  - a. Take immediate steps to determine the source & close off if possible.
  - b. Notify the company safety and compliance personnel.
2. If the spill is confirmed to be from the Operator's vessel:
  - a. Take immediate steps to close off the source in accordance with company safety procedures.
  - b. For minor or incidental releases which are contained on the facility, (by curbs, gutters, skidpans, etc.), initiate immediate cleanup operations utilizing company personnel. In the event of an "uncontrolled" spill, (the source cannot be controlled), move personnel to safe areas and take steps to limit exposure and other impacts from spill.
  - c. Immediately notify the company safety and compliance personnel to mobilize response organizations and then complete the spill report form.
  - d. Notify company safety and compliance personnel to notify governmental regulatory agencies as needed. Company safety and compliance personnel or his representative will notify Black Stallion, Inc. management of agency notifications and plans of action to be taken.

### **Communication Plan**

During a spill event, the primary method of communications will be via cell phone with all members of the incident command structure, OSRO field group leaders, and key agency personnel. For the remediation of larger releases, the OSRO is equipped with the needed communications equipment.

An alternate method of communications during a spill event will be via cellular telephones, visual contact, and/or handheld radios.

### **Contamination Prevention Measures**

Careful consideration is essential for safe, efficient, and effective operations. Essential and preventative maintenance of operational equipment is a cornerstone to safe operations in all categories as well as attention to detail in the loading, transporting, and unloading phases.

Inspection and maintenance of equipment should be done in according with company maintenance protocol to ensure proper operation during all activities.



### Transfer Procedures

1. Upon arrival of truck, Black Stallion, Inc. personnel will make a safety inspection of the location ensuring constraint of the equipment, and the accessibility to fire extinguisher (placing fire extinguishers in immediate area as needed).
2. Once the inspection is completed and hoses are secured the transfer can begin.
3. The functional and task approved transfer hose is connected to the fixed piping of the facility or source of material and the trailer.
4. The transfer is started at a slow rate. When the product is known to be flowing, connections are checked for leaks. The Black Stallion, Inc. personnel remains at the transfer location monitoring the transfer, checking for leaks/spill, and maintaining a safe environment, etc.
5. In case of any emergency such as spill, fire, etc., the transfer is immediately halted, secured, and valves closed, etc. Depending on the situation, the Black Stallion, Inc. representative will take the appropriate action to ensure the safety of the truck, trailer, or vessel.

In the event of a temporary shutdown, the following will be accomplished:

- A. The transfer will be secured.
  - B. Both transfer hose valves are to be isolated.
  - C. All hatches, valves, and hoses are to be secured.
  - D. Is safe, Black Stallion, Inc. personnel will remain in the immediate area (truck/vessel) to respond to any change in conditions, which could endanger the vessel, truck, or trailer.
6. After the transfer is complete, the transfer is secured, and the trailer valve is closed. The connection is broken, and the hose is blinded off and secured on the trailer as needed.

Unloading operations should follow the same process while monitoring for leaks, drips, or spills.

### Spill Response

In the event of a product spill, the proper authorities shall be notified, and the response operations shall be put into effect to minimize potential damage.

1. Employees are to notify their supervisors, environmental and regulatory departments of any pollution, whether or not it was created by Black Stallion, Inc. operations, immediately after the source is secured and initial containment is in place if possible. A copy of the spill report shall be used when reporting. (see attachment)
2. Immediate action will be taken to clean up the spill, determine the cause, and recommend corrective action to prevent future spills. This information should be entered on the spill report and called in as soon as possible. **Initial notification should not be delayed due to lack of information.**

## **CONTAINMENT**

Immediate action should be taken to contain and remove the product.

1. Small spills should be brought under control by local effort using any means necessary, including contacting the company Response Organization.
2. Large spills may require additional control and pickup equipment. Notify supervisor immediately and activate Facility Response Plan.

## **WASTE DISPOSAL**

Wastes generated during any spill clean-up would be disposed of according to local, state, and federal guidelines. Spill materials would be gathered, contained and then be routed to an appropriate disposal facility for treatment, disposal, and/or recycling. Solid waste contaminated with NOW waste would be stored in appropriate containers and transported for disposal.

Black Stallion, Inc. will only utilize state approved disposal facilities.

## **HAZARD EVALUATION**

Various products are transferred during operations of Black Stallion, Inc.. The following precautions should be taken should a spill occur:

- a. Avoid direct contact with spilled material. Although these products are potentially not extremely hazardous, every precaution should be taken not to expose skin for prolonged periods of time.
- b. Stay upwind of the spill. Prolonged breathing of vapors could be harmful to your health.
- c. Eliminate all sources of ignition or open flames.
- d. Isolate the area from the public. Although the facility is located in a remote area, every precaution should be taken to keep the public from interfering with clean-up operations.
- e. **DON'T PANIC**, stop the source, contain the spill if possible, and follow the Facility Response Plan directions.

**Policy: Cell Phone Usage/Texting Policy**

In order to ensure that Black Stallion, Inc. meet their obligation to customers and the community, this document sets forth Black Stallion, Inc. policies about cell phone usage and applies to all employees. For purposes of this policy, the term "cell phone" is defined as any handheld electronic device with the ability to receive and/or transmit voice, text, or data messages without a cable connection. Black Stallion, Inc. reserves the right to modify or update these policies at any time.

**1. Use of Cell Phones or Similar Devices**

a. **General Use at Work.** While at work, employees are expected to exercise the same discretion in using personal cell phones as they use with company phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity, safety and be distracting to others. Employees should restrict personal calls during work time, and should use personal cell phones only during scheduled breaks or lunch periods in non-working areas. Other personal calls should be made during non-work time whenever possible, and employees should ensure that their friends and family members are instructed of this policy. Black Stallion, Inc. is not liable for the loss of personal cell phones brought into the workplace.

B. **Unsafe Work Situations:** Black Stallion, Inc. prohibit the use of cell phones that create unsafe work situations (e.g., construction activities, near heavy machinery, etc.). Cell phones (whether personal or business-issued) may not be used in these instances.

c. **Use While Driving:** Louisiana State law includes an absolute ban on the use of cell phones and texting - whether personal or business-issued, while driving. Use of cell phones, without a **hands free device**, while driving a Black Stallion, Inc. owned vehicle is prohibited at all times.

2. **Camera Phones:** Camera phones can present risks and potentially compromise sensitive information, trade secrets, or the privacy of other employees. Video voyeurism laws prohibit the recording or sharing of images without consent, when the recording was made in a location that the person expected would be private (e.g., restrooms, locker rooms, laboratories, etc.).

3. **Management of Cell Phone Use:** It is important that management personally provide a good example of cell phone use, and manages excessive or inappropriate use of such phones by their employees.

-----  
Signature

-----  
Date



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# **BLACK STALLION, INC.**

## **Controlled Substances and Alcohol Misuse Testing Policy**

### **U.S. Department of Transportation Federal Motor Carrier Safety Administration (FMCSA) Regulations**

**49 CFR Parts 40 & 382**

**Effective:  
May 20, 2014**



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## **Black Stallion, Inc. FMCSA Drug and Alcohol Testing Policy**

### **I. PURPOSE STATEMENT**

The U.S. Department of Transportation (DOT) has issued regulations (49 CFR, Part 40 and Part 382) which govern the use of drugs and alcohol by employees who hold a Commercial Driver's License (CDL) and who perform safety-sensitive transportation functions, including driving a Commercial Motor Vehicle (CMV). The agency's regulations require drug and alcohol testing of specified employees as described in this policy. The goal of Black Stallion, Inc. (The Company) policy and the testing of drivers is to ensure a drug and alcohol-free transportation and work environment, and to reduce and eliminate drug and alcohol related accidents, injuries, fatalities, and damage to Company property.

### **II. AUTHORITY**

It is the Company's intention to comply fully with the DOT regulations. However, federal regulations do not preclude the Company from taking additional drug-free workplace actions beyond what may be contained in this policy. The Company will advise employees and applicants when any drug-free workplace policy or practice is mandated by DOT or whether it be by the independent authority of the Company. Outside of the requirements of the federal regulations the Company will comply with all applicable state and local laws.

In compliance with the DOT regulations, the Company has a designated employer representative (DER). The DER is an individual authorized to receive communications and test results from service agents. The DER is authorized to take immediate actions to remove employees from safety-sensitive duties and to make required decisions in the testing and evaluation processes. Please direct all questions regarding this Policy to the DER. The DER name and contact information are included in Appendix A of this policy.

### **III. COVERAGE: EMPLOYEES & APPLICANTS SUBJECT TO TESTING**

The Federal Motor Carrier Safety Administration (FMCSA) regulations require drug and alcohol testing of drivers who hold a CDL and operate a CMV. Please refer to the Definitions Section for more information about "drivers." Other individuals may also be subject to DOT-mandated testing. For purposes of the regulations, a CMV means a motor vehicle or a combination of motor vehicles used in commerce to transport passengers or property as defined in the Criteria for Employees Subject to Testing section below.

#### **A. Employees**

Participation in this program is a requirement of employment. Refusal to participate in any way is a violation of the federal regulation and will result in adverse employment action.

#### **B. Applicants**

All applicants for positions as a driver or for a safety-sensitive position, which includes driving, will be notified of the Company's Drug-Free Workplace Program (DFWP) at the time they apply for a position.



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#### **IV. REPORTING TEST RESULTS TO THE STATE**

The Company is authorized by DOT regulations to disclose to the state commercial driver licensing (CDL) authorities the drug and alcohol violations of employees who hold a commercial driver's license and operate commercial motor vehicles when a state law requires such reporting.

#### **V. CRITERIA FOR EMPLOYEES SUBJECT TO TESTING**

Under the Company's Policy and DOT Federal Motor Carrier Safety Administration (FMCSA) regulations, drivers who hold a CDL and drive a CMV are subject to the drug and alcohol testing in accordance with federal regulations. CMV means a motor vehicle or a combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:

- A. Has a gross combination weight rating of 11,794 or more kilograms (26,001 or more pounds), inclusive of a towed unit with a gross vehicle weight rating of more than 4,536 kilograms (10,000 pounds); or
- B. Has a gross vehicle weight rating of 11,794 or more kilograms (26,001 or more pounds); or
- C. Is designed to transport 16 or more passengers, including the driver; or
- D. Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to have a placard under the Hazardous Materials Regulations.

#### **VI. DEFINITIONS**

Definitions as used under this Policy are set forth below and in greater detail in 49 CFR §§ 40.3 and 382.107.

##### **A. Drug**

For purposes of this Policy, "drug" means a controlled substance, as defined in Schedules I through V of Section 202 of the Controlled Substances Act, 21 USC § 812. The term includes prescribed drugs not legally obtained, prescribed drugs not being used for prescribed purposes, and any prescribed drugs not taken in accordance with a prescription. In other words, medications prescribed for someone other than the driver will be considered unlawfully used under any circumstances. Pursuant to DOT regulations, all DOT-required drug tests must test for the following substances identified in 49 CFR § 40.85: marijuana, cocaine, amphetamines, opioids and phencyclidine (i.e. PCP). The Company reserves its independent authority and discretion to prohibit and test for other drugs, as defined above, within the limits of applicable state law.

##### **B. Confirmation Test**

###### **i. Alcohol**





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A second test, following a screening test with a result of 0.02 or greater that provides quantitative data of alcohol concentration.

**ii. Drugs**

A second analytical procedure to identify and quantify the presence of a specific drug or metabolite that is independent of the screening test.

**C. Disabling Damage**

Damage, which precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs.

**i. Included**

- a. Damage to motor vehicles that could have been driven but would have been further damaged if so driven.

**ii. Excluded**

- a. Damage, which can be remedied temporarily at the scene of the accident without special tools or parts.
- b. Tire disablement without other damage even if no spare tire is available.
- c. Headlight or taillight damage.
- d. Damage to turn signals, horn, or windshield wipers, which makes them inoperative.

**D. Driver**

Any person who holds a CDL and operates a CMV, which falls under the specific DOT criteria. This includes, but is not limited to, full-time or part-time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent owner-operator contractors.

**E. Refusal to Submit**

A refusal to submit to a required drug and/or alcohol test (also "refusal to test") means any circumstance outlined in 49 CFR §§ 40.191 or 40.261, including circumstances in which a driver:

- i. Fails to appear for any test (except a pre-employment test) within a reasonable time, as determined by the Company, consistent with applicable DOT agency regulations, after being directed to do so by the Company. This includes the failure of an employee (including an owner-operator) to appear for a test when called by the Company's Consortium/Third-Party Administrator (C/TPA).
- ii. Fails to remain at the testing site until the testing process is complete (excluding a pre-employment test prior to commencement of the test).



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- iii. Fails to provide a urine specimen for any drug test or fails to provide an adequate amount of saliva or breath for any alcohol test required by Part 382 or other DOT agency regulations (excluding a pre-employment test prior to commencement of the test).
- iv. In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of the driver's provision of a specimen.
- v. Fails to provide a sufficient amount of urine, saliva or breath when directed, and/or, with respect to urine or breath, it has been determined through a required medical evaluation that there was no adequate medical explanation for the failure.
- vi. Fails or declines to take a second test the Company or collector has directed the driver to take (see, for instance, 49 CFR § 40.197(b)).
- vii. Fails to undergo a medical examination or evaluation as directed by the MRO as part of the verification process, or as directed by the DER pursuant to 49 CFR § 40.193 or 49 CFR § 40.265(c).
- viii. Fails to sign the certification at Step 2 of the ATF.
- ix. Fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector).
- x. For an observed collection, fails to follow the observer's instructions to raise clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the driver has any type of prosthetic or other device that could be used to interfere with the collection process.
- xi. Possesses or wears a prosthetic or other device that could be used to interfere with the collection process.
- xii. Admits to the collector or MRO that you adulterated or substituted the specimen.
- xiii. Is reported by the MRO as having a verified adulterated or substituted test result.

Any driver who refuses to submit to a required drug and/or alcohol test or otherwise fails to cooperate with any part of the testing process is in violation of this Policy. Any driver who refuses such a test will be subject to the consequences described in the "Consequences for Policy Violations" section, including removal from safety-sensitive functions.

## **F. Safety-Sensitive Function**



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All time, from the time a driver begins to work, or is required to be in readiness to work, until the time he or she is relieved from work and all responsibility for performing work.

For the purpose of this Policy and the Company's drug and alcohol testing program, employees are considered to be performing a safety-sensitive function and subject to drug and/or alcohol testing at the following times:

- i. All time at an employer or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer;
- ii. All time inspecting equipment as required by 49 CFR §§ 392.7 and 392.8 or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;
- iii. All time spent at the driving controls of a commercial motor vehicle in operation;
- iv. All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth;
- v. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and
- vi. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

## **VII. PROHIBITED BEHAVIOR**

A violation of any of the prohibited behaviors described below may result in adverse employment action, including possible termination. Please see the Consequences section of this policy for more information.

### **A. Controlled Substances**

No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any non-Schedule I drug or substance that is identified in the other Schedules in 21 CFR part 1308 except when the use is pursuant to the instructions of a licensed medical practitioner, as defined in § 382.107, who is familiar with the driver's medical history and has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle.

The Company will not permit the driver to perform or continue to perform a safety-sensitive function if it has actual knowledge that a driver has used a controlled substance. The Company may require a driver to inform the Company of any therapeutic drug use.



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## **B. Controlled Substances Testing**

A covered employee will not report for duty, remain on duty or perform a safety-sensitive function if the individual tests positive or has adulterated or substituted a test specimen for controlled substances. When the Company becomes aware that an individual has tested positive or has adulterated or substituted a test specimen for controlled substances, it will not permit the individual to perform or continue to perform safety-sensitive functions unless and until the required Return-to-Duty Procedures are followed.

## **C. Alcohol**

A covered employee must not consume alcohol while on duty, four hours prior to coming on duty time, and up to eight hours following an accident or until the individual undergoes a post-accident test, whichever occurs first. Proof of alcohol consumption in violation of this policy will include, among other possible means, a positive alcohol test as described in this policy.

### **i. Alcohol Concentration**

Employees may not report for duty or remain on duty if such duty requires the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. The Company will not permit such an individual to perform or continue to perform safety-sensitive functions when it has actual knowledge that the individual has an alcohol concentration of 0.04 or greater.

A covered employee who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 will not be allowed to perform safety-sensitive functions for at least twenty-four (24) hours.

### **ii. On-Duty Use**

Employees may not use alcohol while performing safety-sensitive functions. The Company will not permit such individuals to perform or continue to perform safety-sensitive functions when it has actual knowledge that such an employee is using alcohol while performing safety-sensitive functions.

### **iii. Pre-Duty Use**

A covered employee will not perform safety-sensitive functions within four hours after using alcohol. The Company, having actual knowledge that a covered employee has used alcohol within four hours, will not permit the individual to perform or continue to perform safety-sensitive functions.

### **iv. Use Following an Accident**

A covered employee required to take a post-accident alcohol test will not use alcohol for eight hours following the accident or until the individual undergoes a post-accident alcohol test, whichever occurs first.



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**D. Adulterated, Substituted, or Diluted Specimens**

Individuals who tamper with, switch or in any way adulterate a specimen are in violation of this policy and may be subject to disciplinary action, up to and including termination.

**E. Use of Marijuana**

The DOT's Drug and Alcohol Testing Regulation – 49 CFR Part 40 does not authorize the use of Schedule I drugs, including marijuana for any reason. Therefore, Medical Review Officers (MRO) will not verify a drug test as negative based upon learning that the employee used "medical marijuana" and/or "recreational marijuana" when a state law passed medical marijuana or recreational marijuana initiatives. Marijuana remains unacceptable for any safety-sensitive employee subject to drug testing under the DOT.

**VIII. CONTROLLED SUBSTANCES AND ALCOHOL TESTING PROCEDURES**

The Company will conduct controlled substances (drug) and alcohol testing within the parameters established by DOT and FMCSA. In accordance with the regulation, the Company will use scientifically valid methods and procedures employed by laboratories certified by the Substance Abuse and Mental Health Services Administration (SAMHSA).

The Company will also utilize the services of specimen collection personnel who are trained in and comply with the specific collection requirements described in the federal regulations. (See Subparts C, D, and E of 49 CFR Part 40).

Furthermore, the Company will utilize the services of trained and certified medical review officers (MRO) to verify confirmed positive controlled substances test results (See Subpart G of 49 CFR Part 40), Substance Abuse Professionals (SAP) (See Subpart O of 49 CFR Part 40) to assist in evaluating workers who test positive and who are not immediately terminated, and Breath Alcohol Technicians (BAT) and Screening Test Technicians (STT) to conduct alcohol tests. (See Subpart J of 49 CFR Part 40). Appendix A contains the contact information for the service agents under contract with The Company.

**A. Confirmation and Medical Review**

The Company will test urine specimens for the presence of controlled substances. All initial test non-negatives will be confirmed by gas chromatography/mass spectrometry (GC/MS). All confirmed positive drug test results will be reviewed by a medical review officer ("MRO") to determine whether there is any legitimate medical explanation for the confirmed positive, adulterated, substituted or invalid test result.

At the beginning of the confidential verification interview, the MRO will explain to the employee that the laboratory has determined that the employee's test result is positive, adulterated, substituted, or invalid. The MRO will tell the employee the drug(s) for which their specimen tested positive or the basis for the finding of adulteration or substitution.

The MRO will explain the verification interview process to the employee and inform the employee that the MRO's decision will be based on information the employee provides during the interview.



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The MRO will explain that, if further medical evaluation is needed for the verification process, the employee must comply with the MRO's request for this evaluation and that failure to do so is equivalent of expressly declining to discuss the test result.

The MRO will warn the employee who has a confirmed positive, adulterated, substituted or invalid test that the MRO is required to provide to third parties drug test result information and medical information affecting the performance of safety-sensitive duties that the employee gives to the MRO in the verification process without the employee's consent. This means that any information provided by the employee to the MRO such as medications or other substances that will or may present a significant safety risk or may be medically disqualifying for the position, the MRO will report a safety concern to the Company.

The MRO must also advise the employee that, before informing any third party about any medication the employee is using pursuant to a legally valid prescription consistent with the Controlled Substances Act, the MRO will allow 5 business days from the date he/she reports the verified negative result for the employee to have the prescribing physician contact the MRO to determine if the medication can be changed to one that does not make the employee medically unqualified or does not pose a significant safety risk. If, in the MRO's reasonable medical judgment, a medical qualification issue or a significant safety risk remains after he/she communicates with the employee's prescribing physician or after 5 business days, whichever is shorter, the MRO must follow § 40.327. If the MRO receives information that eliminates the medical qualification issue or significant safety risk, the MRO must transmit this information to any third party to whom he/she previously provided information under § 40.327.

#### **B. Stand-Down Policy**

The Company is not permitted under the authority of the DOT regulations to "stand down" an employee prior to receiving the test result from the MRO. However, the Company may request a waiver of this policy by a direct appeal to DOT. A waiver, if granted, permits the Company to stand down an employee following the MRO's receipt of a laboratory report of a confirmed positive test for a drug or drug metabolite, an adulterated test, or a substituted test pertaining to the employee. For further details, refer to 49 CFR Part 40, §40. 21.

#### **C. Shy Bladder**

After the employee's first unsuccessful attempt to provide an acceptable specimen, you have up to 3 hours to produce a single specimen of sufficient volume (you can't combine specimens). The employee can consume up to 40 ounces of fluid. If the employee does not provide a specimen within those 3 hours, the employee must undergo a medical evaluation to determine if there was a medical reason for your inability to do so. If a physician determines that there was no medical reason for not providing the sample, this will be considered a refusal to test and the employee will be immediately removed from performing safety-sensitive functions and could result in termination of employment.



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If the employee has not provided a sufficient specimen within three hours of the first unsuccessful attempt to provide the specimen, the collector must discontinue the collection, note the fact on the "Remarks" line of the CCF (Step 2), and immediately notify the DER. The collector must also discard any specimen the employee previously provided to include any specimen that is "out of temperature range" or shows signs of tampering. In the remarks section of the CCF that the collector will distribute to the MRO and DER, he/she must note the fact that the employee provided an "out of temperature range specimen" or "specimen that shows signs of tampering" and that it was discarded because the employee did not provide a second sufficient specimen.

#### **D. Direct Observation Collections**

Under DOT's 49 CFR Part 40 directly observed collections are authorized and required in specific situations. Please refer to 49 CFR Part 40 (§ 40.67) for a complete explanation of those situations and what the Company's obligations are in such circumstances. In the event of a direct observed collection the employee will not be given advance notice.

A direct observed collection will take place if:

- i. Directed by the DER to perform an observed collection
- ii. The employee attempts to tamper with his/her specimen at the collection site.
- iii. The specimen was out of normal temperature range.
- iv. The specimen shows signs of tampering.
- v. The collector finds an item in the employee's pocket or wallet which appears to be brought into the site to contaminate a specimen or the collector notes conducts suggesting tampering.
- vi. The laboratory reported to the MRO that a specimen is invalid, and the MRO reported to you that there was not an adequate medical explanation for the result.
- vii. The Medical Review Officer (MRO) orders the direct observation because the employee has no legitimate medical explanation certain atypical laboratory results or the employee's split specimen could not be tested following a positive or refusal (including adulterated/substituted) test result.
- viii. The laboratory reported to the MRO that the specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, and the MRO reported the specimen to the Company as negative-dilute and that a second collection must take place under direct observations.



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Additionally, specimen collections for all return-to-duty and follow-up drug testing will be conducted under direct observation. The collector (or the observer) must be of the same gender as the employee for direct observation collections.

**E. Split Specimen**

In drug testing, the urine specimen is split into two specimens. When the sample is sent to the first laboratory for testing, the split portion of that sample is retained unopened. It can then be transported to a second laboratory in the event that the employee requests that it be tested following a verified positive test of the primary specimen or a verified adulterated or substituted test result.

**F. Cost of Drug Testing**

The Company will comply with all federal, state and local laws and regulations regarding payment for drug and alcohol testing services. In the event that an employee requests that a split specimen be tested, the Company is responsible to ensure that the MRO, first laboratory, and second laboratory perform all applicable functions in a timely manner. Under the DOT regulations the Company may not condition its compliance with these requirements on the employee's direct payment to the MRO or laboratory or the employee's agreement to reimburse the Company for the costs of testing. If the employee is asked to pay for any of these services and is either unwilling or unable to do so the Company remains responsible to ensure that the test takes place in a timely manner.

**G. Drug Collection Procedures**

When a specific time for an employee's test has been scheduled, or the collection site is at the employee's worksite, and the employee does not appear at the collection site at the scheduled time, the collector will contact the DER to determine the appropriate interval within which the DER has determined the employee is authorized to arrive. If the employee's arrival is delayed beyond that time, the collector will notify the DER that the employee has not reported for testing. The DER will make the call as to whether it is a refusal to test.

If the employee requires medical attention (e.g., an injured employee in an emergency medical facility who is required to have a post-accident test), treatment must be performed before a drug test can be conducted.

The employee will be asked to provide appropriate identification to the collector upon arrival at the collection site. Acceptable forms of identification include a photo identification (e.g., driver's license, employee badge issued by the employer, or any other picture identification issued by a Federal, state, or local government agency), or identification by an employer or employer representative. If the employee cannot produce positive identification, the collector will contact the DER to verify the identity of the employee.





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The urine specimen will be collected by a trained collection site person (the Collector) in accordance with DOT rules, using a DOT Custody and Control Form (CCF). The Collector will explain the procedures and review the back of the CCF with the employee.

The collector will ask the employee to remove any unnecessary outer clothing (e.g., coat, jacket, hat, etc.) and to leave any briefcase, purse, or other personal belongings he or she is carrying with the outer clothing. The employee can retain his or her wallet. In most cases, lockers are provided for the employee and the employee is provided the key. If the employee asks for a receipt for any belongings left with the collector, the collector must provide one.

The collector will direct the employee to empty his or her pockets and display the items to ensure that no items are present that could be used to adulterate the specimen. If nothing is there, the employee places the items back into the pockets and the collection procedure continues. If the employee refuses to empty his or her pockets, this is considered a refusal to cooperate in the testing process. Refusals are considered a positive result that has the same requirements as if the employee tested positive for a drug substance.

The collector will instruct the employee to wash and dry his or her hands while the collector observes, and the collector will direct the employee that they cannot wash their hands again until directed to do so.

The collector will either give the employee or allow the employee to select the collection kit or collection container (if it is separate from the kit) from the available supply. Either the collector or the employee, with both present, then unwraps or breaks the seal of the kit or collection container and the collector will direct the employee to go into the room used for urination and provide a specimen of at least 45 mL. The employee will be directed to not flush the toilet and return with the specimen as soon as possible after completing the void. The collector will check the temperature of the specimen as soon as the employee hands over the specimen, but no later than four minutes after the employee comes out of the restroom.

The collector then pours at least 30 mL of urine from the collection container into a specimen bottle and places the lid/cap on the bottle. This will be the primary specimen or "A" bottle. The collector, then pours at least 15 mL into a second bottle and places the lid/cap on the bottle. This will be the "B" bottle used for the split specimen. The tamper-evident seals from the CCF are placed on each bottle. The collector writes the date on the seals and the employee will be asked to initial the seals. If the employee fails or refuses to initial the seals, the collector will note this in the "Remarks" line of the CCF and complete the collection process. This is not considered a refusal to test.

The collector will now direct the employee to read, sign, and date the certification statement, and provide date of birth, printed name, and day and evening contact telephone numbers in Step 5 of Copy 2 of the CCF. The collector completes the collector's portion of the chain of custody on the CCF and ensures that all copies of the