



# The Heritage Group Asphalt Companies

## SUBSTANCE ABUSE PROGRAM

### I. POLICY STATEMENT

The Heritage Group asphalt companies recognize the importance of assuring proper administrative and operational decisions and actions in the asphalt industry. We recognize the need to provide a safe working environment for all employees. We also recognize the need to protect even those individuals who might endanger themselves through the abuse of alcohol or controlled substances (drugs). In order to mitigate the risks, which result from, being under the influence of alcohol or drugs, the management of The Heritage Group asphalt companies will enforce uniform testing for determination of ability to work and disciplinary action as described in the following policy documentation.

Furthermore, The Heritage Group asphalt companies do not allow, condone the consumption, or use of illegal controlled substances (drugs) during working hours or on company property. Any possession, consumption, or sale of controlled substances on company property or worksites of The Heritage Group asphalt companies is forbidden and will result in immediate employment termination.

The consumption of alcohol is likewise prohibited with the exception of social events sanctioned by senior management of The Heritage Group where and when manufacturing and/or processing work is not taking place. Any other possession, consumption, or sale of alcohol on company property is strictly forbidden and will result in employment termination.

Management of The Heritage Group asphalt companies also reserves the right to search all company property, including, but not limited to, employee desks and lockers, company cars, tool boxes, etc. to prevent violations of this policy or for any other legitimate reasons. Entry onto company property constitutes consent to and recognition of the right of The Heritage Group asphalt company management to search the person, vehicle, and other personal property of individuals while on company's property. Such searches may be initiated by The Heritage Group asphalt company management without prior announcement and will be conducted at such times and locations as deemed appropriate. Persons who refuse to cooperate with a search will not be allowed to remain on company property and will be subject to employment termination.

### II. PERSONS SUBJECT TO THE SUBSTANCE ABUSE PROGRAM

The Heritage Group asphalt companies' Substance Abuse Program applies to the related asphalt and asphalt emulsion manufacturing companies and research labs to include:

- A. Asphalt Materials, Inc.
- B. Emulsicoat, Inc.
- C. Bituminous Material and Supply, L.P.
- D. Laketon Refining Corporation
- E. Heritage Research Group
- F. Pavement Maintenance Systems, L.L.C.
- G. Heritage Asphalt, L.L.C.
- H. Asphalt Refining Company

Additionally the program applies to the following persons of the above-mentioned companies:

- A. All applicants receiving an offer of employment as part of The Heritage Group asphalt companies' hiring procedures.
- B. All current employees of The Heritage Group asphalt companies including plants and offices.

### III. CHANGES OR MODIFICATIONS

The Heritage Group asphalt companies reserves the right to change the provisions of this policy, including the uniform testing procedure and disciplinary action at any future time.

### IV. TESTING CIRCUMSTANCES

- A. Pre-Employment – Candidates for employment will be drug tested. In the event a positive drug test has been determined, any offer of employment will be voided.
- B. Testing for Reasonable Suspicion – The Heritage Group asphalt companies reserves the right to drug and/or alcohol test all employees of The Heritage Group asphalt companies as a group, or individually, at any time The Heritage Group asphalt companies management believes facts and circumstances indicate such testing is in the best interest of the Company. In such instances, the employer will require the employee(s) to be transported by management personnel to the medical clinic for testing. Examples of such instances where the employer may require an employee to be tested could include, but are not limited to:
  - 1. Instances where an employee is acting in an abnormal manner and the employer has reasonable suspicion to believe that the employee is under the influence of controlled substances and/or alcohol. The company will require the employee to be taken by management personnel to a medical clinic to

provide both urine and breathe samples for laboratory testing and submit to an ability-to-work examination. After the employee has been examined, the physician will complete an ability-to-work report and return this report to the company.

2. Reasonable suspicion may be initiated based on specific personal observations by the facility manager, two or more supervisors, a supervisor and a credible witness, or other management personnel that have confirmed through first-hand observation their concern about the appearance, behavior, speech or breath odor of the employee.
3. Circumstances indicating the possibility of drug or alcohol use or possession on company premises, include among other things, detection of drugs, drug paraphernalia, alcoholic beverage containers, etc.
4. The employee will be suspended with pay from job until confirmation of negative drug and alcohol tests. If drug or alcohol tests are positive, employee's employment will be immediately terminated.

- C. Random Unannounced Alcohol/Drug Testing – The Heritage Group asphalt companies will perform random unannounced alcohol and/or drug testing as deemed necessary or required by customer contracts or government regulations. The number of names to be drawn for any given random test will be determined by management. DOT Commercial Motor Vehicle drivers with Commercial Driver Licenses (CDLs) will be subject to random testing at the annualized rate determined under the U.S. Department of Transportation and Federal Motor Carrier Safety Administration regulations.

Those employees whose names are drawn will report to the clinic for testing immediately. If an employee is not at work due to working different shift at the time of the drawing he/she will report to the clinic the next time he/she reports for work. The supervisor will notify employee when he/she begins their next work shift. If on-site drug or alcohol testing is done and employee is not at work due to working different shift, the next alternate will be tested. If an employee is on vacation, personal or medical time off, the next alternate in drawing will report to clinic for testing. Only the supervisor will notify employees of random tests.

All employees are expected to proceed directly to the designated clinic without delay. Failure or refusal to report for a drug test within two hours of notification will subject the employee to disciplinary action up to and including employment termination. If management staff or medical staff reports employee is not cooperating or confrontational, this act will be considered failure/refusal.

The Heritage Group asphalt companies will discipline or terminate the employment of any unauthorized employee found notifying other employees about on-site random drug test by means of cell phone, computer or other means when drug tester arrives

on site. This incident will be considered obstructing on-site random drug tests. Only the supervisor will be notified in advance of on-site random drug tests.

Customers, as part of a contractual agreement, may require Company employees to submit to a random onsite drug test as part of their random drug test program. The company, while working under such contracts, will be required to participate in the customer's drug test program. Refusal to participate will result in termination of employment.

- D. Post-Accident Testing (Accident Investigation) – Employees who require medical attention as the result of any injury or illness occurring in an accident while on duty, will receive a drug and alcohol tests as soon as medically reasonable and possible during the first visit to the clinic for medical treatment.

Employees involved in incidents that result in property damage and/or an environmental release, will be required to report to the clinic for drug and alcohol testing. The employee will be restricted from any safety sensitive or hazardous work activity until confirmation of negative drug and alcohol tests. If drug or alcohol tests are positive, employee's employment will be immediately terminated.

A near-miss accident or unsafe incident, may require involved employees to be drug and alcohol tested. Such tests shall be conducted in accordance with the Reasonable Suspicion procedures as described in B above. In such instances, the employer will require the employee(s) to be transported by management personnel to the medical clinic for testing.

Pursuant to the U.S. DOT regulations, any DOT commercial motor vehicle CDL driver involved in an accident resulting in a fatality, bodily injury, one or more vehicles which must be towed, or a moving traffic violation resulting from the accident, must be alcohol and drug tested within two (2) hours. All deviations from these requirements must be reported to the Heritage Group Safety department at 317-875-4670 or 800-827-2279 within twenty four (24) hours.

All accidents involving Heritage Group Asphalt company or leased vehicles will require involved employees to be drug and alcohol tested, pursuant to U. S. DOT regulations stated above.

- E. Pre-Access Testing – In some cases, customer contracts require that the Company perform drug tests on company employees prior to gaining access to the customer's work site. The company will perform such pre-access drug tests on all employees who will be working at the customer's site as appropriate.

## V. POSITIVE TEST RESULTS

A "Positive result" is the result reported by a U.S. Department of Health and Human Services (HHS)-certified laboratory when a specimen contains a drug or drug metabolite

equal to or greater than the cutoff concentrations. After evaluation by the Medical Review Officer, (MRO – the medical doctor who reviews testing results) employee test results showing any of the following characteristics will be considered "positive" and will subject the employee to disciplinary action:

- A. Urine test results exceeding detection levels listed on Attachment B.
- B. Breath analysis for alcohol concentration equal to or above the level of 0.04%.
- C. Failure or refusal to take a drug or alcohol test will be considered a positive result.

## VI. NEGATIVE TEST RESULTS

A “Negative result” is the result reported by an HHS-certified laboratory to an MRO when a specimen contains no drug or the concentration of the drug is less than the cutoff concentration for the drug or drug class and the specimen is a valid specimen.

A “Negative Dilute” is the result reported by an HHS-certified laboratory to an MRO when a specimen contains creatinine levels greater than 5 mg/dl and less than 20 mg./dl. In this circumstance, The Heritage asphalt companies will require employee to take a second drug test. If the second test is also negative-dilute, The Heritage asphalt companies will accept that result a negative result. If employee refuses second test, it will be considered refusal to test and employee’s employment will be terminated.

Under DOT regulations, for DOT commercial motor vehicle driver CDL holders, if specimen contains creatinine levels greater than 2 mg/dl but less than 5 mg/dl, DOT requires that an immediate re-collection be done under direct observation when the specimen is found to be hyper-diluted negative. MRO does not interview the employees but reports the results as a Negative dilute – Immediate Observed Re-Collection Required. If the second test is also negative-dilute, The Heritage asphalt companies will accept that result as a negative result. Under DOT regulations, if employee refuses second test, it will be considered refusal to test and employee’s employment will be terminated.

## VII. DISCIPLINARY ACTION

- A. The employment of employees testing positive, as described above, will be immediately terminated. If an employee disputes the result of a drug test, in good faith, the employee may request that a split sample be sent to another certified laboratory for retesting (within 60 days) at the employee’s expense. If retesting confirms positive test results, the employee will remain terminated. If the results of the retesting are negative, the employee will be reinstated and reimbursed costs of retesting and lost wages, as appropriate.

- B. DOT commercial motor vehicle driver CDL holders who test for alcohol between 0.02 % and 0.039%, shall be immediately suspended from the job without pay. These employees may not work again for at least 24 hours and must be re-tested with results below 0.02% before they can return to work. The employment of employees who test between 0.02% and 0.04% twice in a twelve (12) month period will be terminated.
- C. DOT commercial motor vehicle driver CDL holders will always have “Split Specimen Collection”, where the urine collected is divided into two separate specimen bottles, the primary specimen (Bottle A) and the split specimen (Bottle B). In the event an employee disputes the result of a drug test in good faith, the employee may request that a split sample (Bottle B) be sent to another certified laboratory for re-testing (within 60 days) at the employee's request and at their expense. Since non-DOT CDL driver employees do not automatically have the specimen split at the time of collection, split specimen will have to be from the original prepared Bottle A specimen. If the results of the re-testing are negative, the employee will be reinstated and reimbursed costs of re-testing and lost wages, as appropriate. If the positive test result is confirmed by retesting, the employment termination will stand.
- D. When employee is requested to submit any drug or alcohol tests and management staff or medical staff reports employee is not cooperating or confrontational, this act will be considered failure/refusal and employee will subject to disciplinary action or employment termination depending on the severity of actions of employee.
- E. Post-accident (accident investigation) drug and alcohol tests, employee will be restricted from safety sensitive or hazardous work activities until confirmation of negative drug and alcohol tests. If drug or alcohol tests are reported positive, employee's employment will be immediately terminated.
- F. If the MRO reports it is necessary for retesting a drug test showing adulterated, substituted, diluted or invalid drug test results, The Heritage Group asphalt companies will send employee for second drug test. If second drug test results are positive employee's employment will be terminated.

## VIII. COLLECTION AND CHAIN OF POSSESSION PROCEDURES

Direct observation of an employee in the process of producing a urine specimen is prohibited unless otherwise permitted under MRO (Medical Review Officer) request, rule or law.

Before the specimens are drawn for DOT, random testing, reasonable suspicion and other regularly scheduled physical examinations, the employee shall have been given a copy of the substance abuse program which includes the specimen collection procedures. The required procedure is as follows:

- A. For reasonable suspicion drug tests, when urine specimens are collected, the employee has an obligation to immediately identify their specimens and ensure they are sealed, labeled, signed or initialed by the employee without the container or test results leaving the employee's presence. This shall ensure that specimens collected and tested by the laboratory on that day or the next business day by air courier or other fastest available method.
- B. For post-accident (accident investigation) testing or reasonable suspicion, breath analysis shall be tested with as little delay as possible (within 24 hours) and individual test tubes and/or result printouts signed or initialed by the employee.
- C. All urine specimens collected for the purposes of drug testing shall be secured in self-sealing, tamper resistant, capped containers. Once specimens have been identified, sealed, labeled, signed or initialed by the employee, the container shall be sealed in the employee's presence and the employee given an opportunity to sign or initial the transportation container. The container shall then be sent to the designated testing laboratory on that day or next normal business day by air courier or other rapid delivery service ensuring that chain of custody procedures are maintained.
- D. At the time of the collection, the non-DOT CDL employee may request that a split sample from the collection be collected. DOT CDL Driver employees will automatically have a split specimen collected pursuant to the DOT drug testing regulations.
- E. If an employee is unable to provide a urine specimen immediately, the employee will be required to remain at the clinic until a satisfactory sample is collected or the attending physician feels other measures should be taken to obtain a valid sample.
- F. In the event that a specimen has been tested and confirmed "positive" at the laboratory, the results are sent to the Medical Review Officer (MRO). The MRO will contact the employee to discuss the results and the MRO will offer the employee the ability to have his/her split specimen re-tested at another HHS-certified laboratory of his/her choice for confirmation testing at his/her expense. Under this provision, the employee must also make all arrangements for testing and obtaining the drug testing kit with the testing laboratory and laboratory of his/her choice.
- G. Once the specimen is collected, the sample will be subjected to an initial specimen validity test to determine if a urine specimen is adulterated, diluted, substituted, or invalid.
  - 1. Adulterated is a specimen that contains a substance that is not expected to be present in human urine or contains a substance expected to be present but is at a concentration so high that it is not consistent with human urine.
  - 2. Substituted is a specimen with creatinine and specific gravity values which are so diminished that they are not consistent with human urine.

3. Diluted is a specimen with creatinine and specific gravity values that are lower than expected in human urine.
  4. Invalid drug test is the result of a drug test for an urine specimen that contains an unidentified adulterant or an unidentified interfering substance, has abnormal physical characteristics, or has an endogenous substance at an abnormal concentration that prevents the laboratory from completing or obtain a valid drug test result.
- H. Collection facilities and procedures shall be approved and follow procedures set forth in the U.S. Department of Transportation Regulations found in 49 CFR Part 40. These regulations outline requirements to assure that samples are not tampered or contaminated. Collection facility logistics may require the employee to disrobe prior to giving the sample and/or having a blueing agent added to all water in a private bathroom. Additional requirements and procedures for drug and alcohol testing are specified for DOT commercial motor vehicle CDL drivers such as a double-bottle split specimen urine collection kit to be used.
- I. The parties recognize that the key to chain of custody integrity is the immediate labeling and initialing of the specimen in the presence of the tested employee. If collection procedures are not followed, the employee is obligated to identify the problem immediately at the time of the collection, contact the corporate safety office, and request that a new sample be collected. If each container is received at the laboratory in an undamaged condition with proper sealed, labeled and initialed specimens, as certified by that laboratory, the Heritage Group asphalt companies may take disciplinary action based upon properly obtained laboratory results.

## IX. DRUG TESTING KIT

Employees shall have specimens collected and prepared for shipment by a qualified medical practitioners and shipped to an appropriate laboratory certified by the HHS under the National Laboratory Certification Program as meeting the minimum standards of Subpart C of the HHS Mandatory Guidelines for Federal Workplace Drug Testing Programs. A drug testing kit will be utilized to assure uniform testing. The drug testing kit will be provided by collection site (clinic). The contents of the drug testing kit shall be as follows:

- A. One capped, self-sealing tamper resistant urine collection bottle; (two bottles for CDL drivers)



- B. Security seals for sealing and initialing each collection container;
- C. Shipping seals for transportation container;
- D. Instructions for specimen collection, and chain of custody form that includes consent for collection.

The chain of custody form in the specimen collection kit shall be completed by the hospital/clinic personnel during specimen collection, signed by the employee, and returned to the kit with the urine specimens before sealing the entire kit. The exterior of the collection kit must then be secured, by placing the shipping seals over the collection kit cap, securing the kit for shipment. Before shipment, the employee shall initial the seals or flaps to confirm the sample collected is theirs.

## X. LABORATORY REQUIREMENTS

- A. Approved Testing Laboratories - A company approved laboratory must be able to perform all the required testing procedures under one roof to maintain chain of custody integrity and be a U.S. laboratory certified by HHS under the National Laboratory Certification Program as meeting the minimum standards of Subpart C of the HHS Mandatory Guidelines for Federal Workplace Drug Testing Programs.
- B. Confidentiality - All approved laboratories agree to maintain complete confidentiality of employee medical records. Results will only be released to employee, the Medical Review Officer, and to the company in accordance with the signed consent form.
- C. Chain-of-Custody - All approved laboratories will follow The Heritage Group asphalt companies and the HHS-established procedures for chain-of-custody as denoted in Section VII. Laboratories must also follow their own internal Chain-of-Custody procedures.
- D. Specimen Retention - All specimens deemed "positive" by the laboratory, according to the prescribed guidelines, must be retained, for identification purposes, at the laboratory for a period of twelve (12) months and all negative specimens for three (3) days.

## XI. LABORATORY TESTING METHODOLOGY

- A. Cannabinoids (Marijuana)- For testing the presence of cannabinoids, the urine specimen shall be screened using immunochemical assay, an initial drug test. The test is used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites. If this initial drug test gives a result which

corresponds to less than fifty (50) nanograms of immunochemically cross-reactive cannabinoids/ml, then the report shall be "negative." If the test combination meets or exceeds fifty (50) nanograms of immunochemically cross-reactive cannabinoids/ml then a confirmatory drug test, a second analytical procedure performed on a different portion of the original specimen to identify and quantify the presence of a specific drug or drug metabolite using gas chromatography/mass spectrometry confirmation shall be performed. If this confirmatory drug test indicates levels meeting or exceeding fifteen (15) nanograms, then the report shall be "positive". If after the gas chromatography/mass spectrometry confirmation and quantification in the urine specimen are found to be below fifteen (15) nanograms, then the report shall be "negative" (See Attachment B for detection limits).

- B. Other Psychoactive Substances - Through the use of initial drug testing and confirmatory drug testing such as microchemical exclusion tests, immunochemical assays, thin layer chromatography, high performance thin layer chromatography, absorption spectrophotometry, fluorescence spectrophotometry and gas chromatography/mass spectrometry analyses, the laboratory shall report all positive findings for other psychoactive substances. (See Attachment B for detection limits).
- C. Prescription and Non-Prescription Medications - The employee shall note, on a form furnished by the MRO, the use of any prescription or non-prescription medications before any test is given. The Medical Review Officer may require the employee to provide evidence that a prescription medication has been lawfully prescribed by a physician. Through the use of the above described laboratory procedures, the laboratory will report significant presence of all prescription and non-prescription medication in the appropriate described manner and if the employee has noted such use, as provided above, he/she will not be disciplined. Medications prescribed for another individual, not the employee, shall be considered to be illegally used and subject the employee to discipline.
- D. Invalid Drug Test – Under certain circumstances, a drug/alcohol test may be reported as “invalid”. An invalid drug test is a result reported by an HHS-certified laboratory in accordance with the criteria established by HHS Mandatory Guidelines when a positive, negative, adulterated, or substituted result cannot be established for a specific drug or specimen validity test. In such circumstances, the employee will be requested to submit to a second drug and asked to provide additional information on any special medications, dietary conditions, or related substances that the employee may be taking that could have interfered with the test results.
- E. The term “Limit of Detection” (LOD) means the lowest concentration at which a measure and can be identified, but (for quantitative assays) the concentration cannot be accurately calculated.

The term “Limit of Quantitation” means that for quantitative assays, the lowest concentration at which the identity and concentration of the measure and can be accurately established.

## XII. SUBSTANCE ABUSE PROGRAM COORDINATORS

The coordinator for The Heritage Group asphalt companies' Substance Abuse Program shall be the Heritage Group Corporate Safety Manager. He/she shall review the program periodically and serve as the recipient of the test results from the Medical Review Officer (MRO) for testing done in accordance with the DOT regulations or from the clinic for non-DOT testing.

The Medical Review Officer is the medical director or designate of the company-designated clinic conducting the substance abuse testing. The MRO receives results from the HHS-certified testing laboratory and/or Breath Alcohol Technician on substance abuse test results, determines the basis for "positives", and communicates the results to the company.

Employee and management concerns, questions, or comments should be directed to the safety manager at Heritage Group Safety at 317-875-4670.

## XIII. EMPLOYEE INFORMATION AND TRAINING

Employee information and training sessions shall be conducted periodically. This training will provide information on program benefits, testing procedures and requirements, as well as answer any questions or concerns employees may have about the program.

Training for supervisory personnel in recognition of the signs of alcohol and/or substance abuse and reasonable suspicion shall be provided. Potential new employees shall be informed of the program and procedures prior to the pre-employment testing. Any questions must be directed to the coordinator prior to the initial testing of the potential employee.

## XIV. CONVICTIONS FOR DRUG VIOLATIONS

Pursuant to the federal Drug-Free Workplace Act of 1988, employees are required to notify the company of any conviction for criminal drug violations that may affect their ability to work legally. Abiding by these regulations and The Heritage Group asphalt companies' Substance Abuse Program is a condition of continued employment. Violation of this program will subject the employee to termination of employment.

## XV. HIRING OF TERMINATED SUBSTANCE ABUSERS

Any former employee of any company of The Heritage Group, who was terminated for cause, including termination for a positive substance abuse test, will not be eligible for

reemployment with The Heritage Group asphalt companies without the approval of the company President.

#### XVI. EMPLOYEE VOLUNTARY REQUEST FOR ASSISTANCE

Employees who may have a chemical dependency problem are encouraged to voluntarily come to their facility manager or to the Substance Abuse Coordinator for assistance in enrolling in a chemical dependency rehabilitation program prior to them failing a drug/alcohol screening. Such arrangements and circumstances shall be held in confidence by the facility manager and the Substance Abuse Coordinator.

Employees voluntarily enrolling in such rehabilitation program may be eligible for treatment and benefits under the Heritage Group Health Care Plan.

Employees may use available vacation time and/or personal leave time during the period of voluntary rehabilitation.

# ATTACHMENT A

## Consent to Alcohol/Drug Testing and Release of Information

I, \_\_\_\_\_, voluntarily authorize this medical clinic, its physicians, and its employees to take specimens of my breath, blood, and/or urine and to perform the following test(s) to determine whether I am under the influence of any substances which can impair my alertness:

- \_\_\_ Breath and/or Blood test to determine alcohol content
- \_\_\_ Urine test to determine presence of drugs
- \_\_\_ Other \_\_\_\_\_

I realize that any risks involved in the testing procedure have been explained to me. Further, I voluntarily authorize the medical clinic, its physicians, and its employees to disclose the test results to the Medical Review Officer and/or my employer, The Heritage Group Asphalt Companies, and its subsidiaries' representatives. In addition, I voluntarily authorize The Heritage Group Asphalt Companies and/or its subsidiaries to disclose the test results to such third parties as The Heritage Group Asphalt Companies and its subsidiaries deem reasonably necessary for the proper conduct of their business. I further agree not to hold the medical clinic, its physicians, and/or its employees liable for such disclosure of results. **THESE PROCEDURES HAVE BEEN CAREFULLY EXPLAINED TO ME AND I UNDERSTAND THE ABOVE; I VOLUNTARILY AGREE TO BE BOUND BY ITS TERMS.**

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_ Time: \_\_\_\_\_

\_\_\_\_\_  
Witness

For legal purposes, positive identification of you, the examined, is necessary.

Please provide the registrar with proper I.D. Your signature attests to the fact that you are, indeed, the person whose name appears on the front of this consent form.

I am \_\_\_\_\_.  
(Donor's Signature)

Donor's identification verified by: \_\_\_ Drivers License \_\_\_ Other

Explanation if "other" is marked: \_\_\_\_\_

Date: \_\_\_\_\_  
(Registrar's Signature)

**NOTE: Positive drug/alcohol test results: Each employee has the opportunity upon a positive drug/alcohol test notification, to request that the HHS-certified laboratory send a split sample to another HHS-certified laboratory for retesting. All expenses incurred mailing and testing the split samples to a laboratory of the employee's choice, and the laboratory costs associated therewith will be the sole responsibility of the employee requesting such testing. Should the retest of a split sample be reported as negative by the HHS-certified laboratory, the employee shall be reimbursed for the testing cost by the company.**

## ATTACHMENT B Detection Limits

Initial Test Analyte	Initial test cutoff concentration	Confirmatory test Analyte	Confirmatory test cutoff concentration
Marijuana metabolites	50 ng/ml	THCA <sup>1</sup>	15 ng/ml
Cocaine metabolites	150 ng/ml	Benzoylcegonine	100 ng/ml
Opiate metabolites Codeine, Morphine <sup>2</sup>	2000 ng/ml	Codeine Morphine	2000 ng/ml 2000 ng/ml
Phencyclidine	25 ng/ml	Phencyclidine	25 ng/ml
Amphetamines <sup>3</sup> AMP/MAMP <sup>4</sup>	500 ng/ml	Amphetamine Methamphetamine <sup>5</sup>	250 mg/ml 250 mg/ml
6-Acetylmorphine (Heroin)	10 ng/ml	6-Acetylmorphine	10 ng/ml
MDMA <sup>6</sup> (Ecstasy)	500 ng/ml	MDMA MDA <sup>7</sup> MDEA <sup>8</sup>	
Alcohol Breath Analysis	0.04%		
Alcohol Breath Analysis (for CDL drivers)	0.02 – 0.039%		

<sup>1</sup> Delta-9-tetrahydrocannabinol-9-carboxylic acid (THCA)

<sup>2</sup> Morphine is the target analyte for codeine/morphine testing

<sup>3</sup> Either a single initial test kit or multiple test kits may be used provided the single test kit detects each target analyte independently at the specified cutoff.

<sup>4</sup> Methamphetamine is the target analyte for amphetamine/methamphetamine testing.

<sup>5</sup> To be reported positive for methamphetamine, a specimen must also contain amphetamine at a concentration equal to or greater than 100 ng/ml

<sup>6</sup> Methylenedioxymethamphetamine

<sup>7</sup> Methylenedioxyamphetamine

<sup>8</sup> Methylenedioxyethylamphetamine

Detection Limits are subject to change and shall be based on the limits established in the current U.S. DOT drug and alcohol testing regulations (49 CFR 382 and 49 CFR 40.29) for both DOT commercial motor vehicle CDL drivers and all other employees.

**ATTACHMENT C**  
**CERTIFICATE OF RECEIPT**

This is to certify that I, \_\_\_\_\_, have received a copy of The Heritage Group asphalt companies' Substance Abuse Program and Policy as well as employee information on the effects of alcohol and controlled substance (drug) use. This information and the company program details:

1. Who will answer my questions about these materials.
2. What drivers or positions are subject to these requirements.
3. Information on what are safety sensitive functions.
4. Employee conduct that is prohibited by the U.S. DOT and our company.
5. The circumstances for which I will be tested for alcohol and/or controlled substances.
6. The testing procedures.
7. The requirement those drivers and all employees must submit to such testing.
8. An explanation of what constitutes a refusal to submit to testing and the consequences.
9. The consequences for drivers and employees found to have positive test results.
10. The consequences for drivers found to have alcohol concentrations between 0.02 and 0.04%.
11. The effects of controlled substance use on my health, work, and personal life including signs and symptoms of an alcohol or controlled substance use problem.
12. The methods by which intervention may occur when an alcohol or controlled substance problem is suspected including confrontation, referral to an employee assistance program or referral to management.

\_\_\_\_\_  
Date                      Employee Name (printed)                      Employee Signature

Original to be retained by Heritage Group Safety Office