CENTRAL ILLINOIS BUILDERS-AGC, GREATER PEORIA CONTRACTORS & SUPPLIERS ASSOCIATION, BUILDERS ASSOCIATION OF TAZEWELL COUNTY

&

MID-CENTRAL ILLINOIS CAPENTERS JOINT LABOR MANAGEMENT SUBSTANCE ABUSE TESTING PROGRAM POLICY

EXHIBITS

1/21/2008
CIB-AGC, GPCSA, BATC & CARPENTERS
SUBSTANCE ABUSE TESTING PROGRAM
EMPLOYER REGISTRATION

Company Legal Name _____________________________________________________________

Street Address ___________________________________________________________________

NO PO BOX

City ___________________________________________ State __________ Zip __________

Phone Number (             ) _______________________   Fax (             ) _____________________

E-mail Address:  _________________________________________________________________

COMMUNICATORS

Please designate one (1) Primary and one (1) Alternate communicator. Your communicators will be
the only persons from within your organization that will be able to request, receive and/or discuss
testing result information.

The following person is designated as our PRIMARY communicator:

________________________________________________________________________________

The following person is designated as our ALTERNATE communicator:

________________________________________________________________________________

This agreement by and between CONSTRUCTION DATA SERVICES (CDS) and the above listed COMPANY consists of
the following understandings and conditions: COMPANY designates CDS to act in the capacity of their agent as it applies
to the services provided by CDS. COMPANY understands that information is to be requested only by its designated
personnel (COMMUNICATORS) for the sole business purposes falling within the scope of their official duties.

Signature of Company Official _______________________________ Title ________________ Date ________________

For CDS use only

Received _________________________ Client # ______________________

Please Fax To: 314-645-6767 or 866-645-6767
**COMMUNICATOR AUTHORIZATION AND SETUP**

A COMPANY OFFICIAL MUST DESIGNATE THE PRIMARY AND ALTERNATE COMMUNICATORS FOR YOUR COMPANY. YOUR COMMUNICATORS WILL ACT AS THE SOLE CONTACT PERSONS FROM WITHIN YOUR COMPANY AND WILL BE RESPONSIBLE FOR THE ADMINISTRATION OF THE PROGRAM AND THE RECEIVING OF NON-NEGATIVE TEST RESULTS.

**COMPANY OFFICIAL:**

I authorize the below listed employees to act as our communicators:

Signature of company official _________________________________ Title _____________________________

Company Name ____________________________________________________________________________

**INSTRUCTION FOR THE COMPLETION OF THIS FORM:**

Each communicator must submit a separate copy of this form signed by a company official indicating their individual password in the appropriate space. Your password can be up to ten (10) letters in length. Please select your password carefully, as it will be requested from you as a means of identification. CDS will assign your access number and notify you of such.

NO INFORMATION WILL BE RELEASED WITHOUT A VALID ACCESS NUMBER AND PASSWORD

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<tr>
<th>The following person is to be our PRIMARY communicator:</th>
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<td>Title ________________________________</td>
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<td>Cell Phone Number ___________________</td>
<td>Beeper # ___________________</td>
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<td>E-mail Address ______________________</td>
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<th>The following person is to be our ALTERNATE communicator:</th>
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<td>Password _____ _____ _____ _____ _____ _____ _____ _____ _____</td>
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**PLEASE FAX TO:**

314-645-6767 or 866-645-6767
CIB-AGC, GPCS, BATC & CARPENTERS
SUBSTANCE ABUSE TESTING PROGRAM

REASONABLE SUSPICION/CAUSE DOCUMENTATION

Prepare this form every time an Employee is suspected of alcohol and / or drug use by actions, appearance or conduct which constitutes a major change in the person's appearance and / or behavior.

Employee Name: _________________________________________________________________________

Date of Observation: _____________________________________________________________________

Time of Observation: From: _____________ AM or PM To: ______________ AM or PM

Location __________________________________________________________________________________

Observed behavior - circle all appropriate items:

**SPEECH**
- thick
- rapid
- slurred

**BALANCE**
- incoherent
- excessive
- unsteady
- swaying
- falling

**WALKING**
- stumbling
- staggering
- grasping for support

**EMOTIONAL INDICATORS**
- depression
- anxiety
- alienation
- withdrawal
- moodiness
- irritability

**PHYSICAL INDICATORS**
- pupils dilated
- redness of eyes
- weight loss
- loss of appetite
- tremors
- cold sweats
- rapid breathing
- neglect of personal hygiene
- odor of marijuana
- odor of an alcoholic beverage

Other abnormal behavior observed: _____________________________________________________________

__________________________________________________________________________________________

To the best of my knowledge and belief, this report represents the appearance, behavior and / or conduct of the above named employee, observed by me and upon which I base my decision to request said employee to submit to reasonable suspicion/cause drug and alcohol testing.

Above behavior witnessed by:

___________________________________________              _____________________________________

Signature of Company Official                                             Signature of witness

___________________________________________              ______________________________________

Date                                             Date

Please Fax To:
314-645-6767 or 866-645-6767
Construction Data Services
AN INTERNATIONAL ON-SITE DRUG TESTING, SAFETY & MEDICAL MANAGEMENT COMPANY
CIB-AGC, GPCSA, BATC & CARPENTERS
SUBSTANCE ABUSE TESTING PROGRAM
Approved Testing Locations

CLINICAL COLLECTION SITES

Contractors may send their employees to any of the approved clinical locations for testing. (See attached list). The majority of these locations are open from 8:00am - 5:00pm. Some are open on weekends. Contractors desiring to utilize a clinical location must contact CDS to obtain Chain of Custody Forms prior to sending a worker for a test. The clinic will not test your worker without a Chain of Custody Form.

SENDING AN EMPLOYEE TO A CLINICAL COLLECTION SITE FOR TESTING

If you are sending an employee to a clinical location for testing, you must follow these steps:

1. SUBSTANCE ABUSE TESTING NOTIFICATION FORM (See Exhibit D – Substance Abuse Testing Notification)

Contractors sending employees to any of the approved clinical locations for testing must complete the Substance Abuse Testing Notification Form and fax it to CDS before sending the employee for testing. Your completion of this form will expedite the receipt of your results. Without this form we have no way of knowing who the employee belongs to.

2. EMPLOYEE NOTICE OF POLICY & CONSENT (See Exhibit A)

Prior to sending an employee to a clinical collection, the employee needs to complete the Employee Notice of Policy, Consent and Release Form (EXHIBIT A). The contractor should fax the completed form with the Substance Abuse Notification Form (Exhibit D) to 866-645-6767.

3. QUEST DIAGNOSTICS SUBSTANCE ABUSE TESTING REQUISITION FORM

This form is provided by CDS to contractors who request them. This is the actual chain of custody form that the laboratory utilizes to perform the test and will be required for testing at a clinical location.

These are the only testing forms allowed under this program.

Do not complete any portion of the form or separate it in any way. The collection site will complete the form at the time of the test. Send this form with the employee to be tested. The laboratory will not be able to conduct the test without this form.

4. PHOTO IDENTIFICATION

The employee must have some form of photo identification with him to take his test (i.e. Drivers License, State ID Card, School ID, etc.). The clinic will not conduct the test unless the employee has a photo ID.
CIB-AGC, GPCSA, BATC & CARPENTERS
SUBSTANCE ABUSE TESTING PROGRAM
SUBSTANCE ABUSE TESTING NOTIFICATION

Date _______________   Contractor _____________________________   Submitted by:  ______________________

Please complete and return by fax prior to sending a worker to a
Clinical Location for testing

**PLEASE PRINT**

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<th>Last Name</th>
<th>First Name</th>
<th>SSN/Employee ID#</th>
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**Clinic Used**

**PLEASE FAX TO:**
314-645-6767 or 866-645-6767
As a result of your confirmed positive drug or alcohol test, you have been placed in the Inactive Suspended Pool. While you are in this pool you are disqualified from employment until the following conditions have been met:

A. Completion of a Substance Abuse Assessment, Rehabilitation and/or Treatment Program
   1. You should contact your Health and Welfare Fund immediately to begin this process because one of the following will disqualify you from employment:
      a. Your failure to promptly seek and enroll within a reasonable period of time in a substance abuse assessment, rehabilitation or treatment program, or
      b. Your failure to participate in an approved assistance program, or
      c. Your abandonment of a treatment program prior to completion and/or being properly released.
   2. You must provide evidence to CDS of your completion, or release from an approved substance abuse counseling assessment, rehabilitation or treatment program prior to taking your return-to-work drug test. This written proof needs to be faxed to CDS by the member or the treatment program at 866-645-6767.

B. A Negative Return to Work Drug and Alcohol Test
   Upon the completion of your substance abuse assessment, rehabilitation or treatment program you will be required to successfully pass a return-to-work drug and alcohol test.
   1. The individual must report to their respective union hall with a $50.00 money order (no personal checks) made out to Construction Data Services.
   2. Upon the receipt of the $50.00 money order, the union hall will provide the individual with a CDS chain-of-custody form and the location of the collection site for the individual to perform a drug and alcohol test. The union hall should also ensure that the individual reports to the collection site with proper photo identification.

C. Probationary Status
   Upon the completion of the aforementioned steps, you can be returned to the Active Pool and be eligible for employment with the Company under a probationary status. While under this probationary status, you will be subject to additional random testing for a period of two years. Employees being returned to the Active Pool after completion of their reinstatement requirements will be subject to six intermittent drug and alcohol tests during the first year of your return to the Active Pool.

Please acknowledge your understanding by completing the following:

<table>
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<tr>
<th>Employee signature</th>
<th>SSN/Employee ID Number</th>
<th>Date</th>
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<th>Employee PRINTED name</th>
<th>Employer</th>
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<th>Date</th>
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MEDICAL REVIEW OFFICER PROCEDURES

All samples confirmed as non-negative by the laboratory will be referred to the Medical Review Officer (MRO) for interpretation. The MRO is a licensed physician who has knowledge of substance abuse disorders and has received the appropriate medical training to interpret and evaluate an employee’s positive test result as it relates to the employee’s medical history and any other biomedical condition. Employees who receive a non-negative test result will be provided the opportunity to discuss the reason for the non-negative test result with the MRO.

Upon the MRO’s receipt of a non-negative test result from the laboratory, CDS will contact the designated communicator for the employer for whom the employee is working. The Communicator will then notify the employee that he/she needs to contact the MRO as soon as possible. Employees who fail to contact the MRO within 2 days of their notification will be reported as a non-contact positive, and reclassified to the Inactive Suspended Pool.

During the conversation with the employee, the MRO will discuss any recent hospitalization, medical treatment and prescription medication the employee may be taking.

If the confirmed non-negative is due to a legitimate prescription, and the MRO is able to confirm such, the employee will be ruled as negative. If the confirmed positive is due to an illegal or unauthorized substance, the MRO will rule the employee as positive and advise him to contact the Health and Welfare Benefit Administrator. In addition to the referral, the MRO will explain the worker’s right to have his original sample retested by another SAMHSA Laboratory of his choice.

Retest: Individuals testing positive shall have the right to request that their original sample be retested by a SAMHSA approved laboratory of their choice. The request must be made in writing to the MRO within twenty-four (24) hours of the notification of a Confirmed Positive Test. The Individual requesting the retest shall pay the initial cost for a retest in advance to the MRO. In the event that said retest should prove to be negative, the individual shall be reimbursed for the cost of the test and reinstated.

After the employee has concluded his conversation with the doctor, he should be instructed to wait for the MRO’s decision. In most cases, CDS will be able to notify the designated communicator of the MRO’S ruling within an hour.

If the worker’s test is confirmed and ruled as a positive test by the MRO, the designated communicator will then provide the employee member with a copy of the reinstatement procedures (See Exhibit G). The employee member should acknowledge his understanding by completing the bottom portion of the form. The communicator should then fax the completed form to CDS as soon as possible.
MRO PHONE #: 877-808-2929
# CIB-AGC, GPCSA, BATC & CARPENTERS
## SUBSTANCE ABUSE TESTING PROGRAM
### POOL STATUS INQUIRY

Date _______________ Contractor _______________________ Inquiry by _________________

Access # ____________   RETURN FAX # ___________________________________________

<table>
<thead>
<tr>
<th>SSN/Employee ID#</th>
<th>Last Name</th>
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<th>ACTIVE NO Test Needed</th>
<th>IN-ACTIVE NEEDS Testing</th>
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I CERTIFY THAT THE ABOVE LISTED INDIVIDUALS BEING INQUIRED UPON ARE OUR EMPLOYEES AND NOT THOSE OF A SUBCONTRACTOR

INQUIRIES CAN ALSO BE MADE AT [WWW.CDSONSITE.COM](http://WWW.CDSONSITE.COM)