



# Marathon Petroleum Company Drug and Alcohol Misuse Prevention Program

## *Employee Guide*

### U.S. Coast Guard Transportation

Revised as of May 2020

*The Drug and Alcohol Misuse Prevention Program contained herein sets forth the requirements of 46 CFR, Part 16, 33 CFR, Part 95, and 49 CFR Part 40. Areas of the Plan that appear in bold and underlined print reflect the Company's independent Drug and Alcohol Policy. These provisions will be applied consistent with applicable state law. For California and Minnesota sites or employees working in California and Minnesota, all provisions of the Company's independent Drug and Alcohol Policy are in effect, unless and except as modified by the California and Minnesota employee guide. Please reference the state employees guides for such modifications. All references to the Company's "Drug and Alcohol Policy" or "Company Policy" herein include any applicable state modifications as set forth in the state specific employee guides. This Plan applies to all DOT regulated employees of Marathon Petroleum Company LP, Marathon Petroleum Logistics Services, Catlettsburg Refining LLC, Galveston Bay Refining and/or their majority owned subsidiaries.*



# Drug and Alcohol Misuse Prevention Program



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# Drug and Alcohol Misuse Prevention Program



This document explains the methods and procedures for compliance with the United States Coast Guard Chemical Testing Regulations. Throughout this document certain words and phrases will be bold and underlined, which indicates requirements in this Program that are not mandates by Federal Regulations, but instead are part of the Company Policy. Regardless of whether a requirement is Company Policy or Federal Regulation, it is still part of Marathon Petroleum Company LLC's Drug and Alcohol Misuse Prevention Program.

## **Introduction**

**It is the Company's belief that the misuse of drugs, alcohol, or any substance having a physiological, psychological or biochemical effect impairs employee health, employee performance and creates unsafe working conditions. The Company is committed to maintaining a productive, safe and healthy work environment free of Unauthorized Drug and Unauthorized Alcohol use.**

**In order to achieve this objective, the Company has adopted this Drug and Alcohol Policy ("Policy").**

**Additionally, the Company has in effect, and enforces, drug and alcohol policies as required by the United States Coast Guard for positions regulated by the United States Coast Guard. United States Coast Guard policies supplement this Policy for covered employees.**

## **Part I — Drug Policy**

**The manufacture, use, possession, distribution, dispensation, purchase, or sale of Unauthorized Drugs by Company employees while on Company Premises or while engaged in Company business is prohibited.**

**An employee reporting for work or working with Unauthorized Drugs in their body or who has a positive Laboratory Test result is in violation of this Policy.**

## **Part II — Alcohol Policy**

**The consumption or possession of Alcohol in unsealed or opened containers on Company Premises is prohibited, except in limited circumstances where specifically authorized by the President, the applicable Organizational Vice President or a manager or supervisor designated by either such officer, hereinafter individually referred to as "Management" (for example, in restaurants operated on Company Premises, in special dining rooms, on Company aircraft, in specific areas designated for recreational and social use, and in lodging furnished or paid for by the Company, etc.).**

**Crewmembers must not report for duty on board a vessel within 8 hours of consuming alcohol.**

**Any employee reporting for work or working with prohibited concentrations of alcohol in their blood is in violation of the Policy. This also includes, but is not limited to, the operation of a Company owned, rental or leased vehicle.**

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## Part III — Policy Application

All Company employees and employees of subcontractors are required to comply with the Policy. In addition, contractors will be required to certify in writing that their employees and/or subcontractors are subject to Laboratory Testing provisions which are substantially equal to the Company Policy in all respects. Any exceptions to the Policy, other than those identified for “Management” under the Policy, must be approved by the President or his designee.

Additionally, all employees determined by the Company to be covered by the United States Coast Guard Chemical Testing Regulations will be subject to provisions outlined in the Drug and Alcohol Misuse Prevention Plans. These plans include provisions necessary to comply with 46 CFR, Part 16, 33 CFR, Part 95, and 49 CFR Part 40. Copies of the pertinent Marathon Petroleum Company Policy Manuals and Employee Guides are available through Human Resources.

## Part IV — Definitions

### 1. Company

**“Company” shall mean Marathon Petroleum Company and any subsidiary or affiliated organization which expressly adopts this Policy.**

### 2. Employee

U.S. Coast Guard licensed personnel, marine operations personnel, and boat crew members (as defined at 46 CFR Part 16.105) including the following:

- Barge Cleaner
- Barge Inspection Coordinator
- Barge Inspection Specialist
- Supervisor Barge Cleaning
- Cook
- Deckhand
- Engineering Apprentice
- Striker
- Electrician
- Harbor Boat Captain
- Instrument Technician
- Maintenance Supervisor
- Marine Chemist
- Mate
- Mechanic
- Port Captain
- Port Engineer
- River Captain
- Chief River Engineer
- River Engineer
- River Pilot
- Steersman
- Marine Tankerman
- Supervisor Tankering Services
- Tank Services Specialist
- Facility Operator
- Welder

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### 3. Unauthorized Drugs

**For the purpose of this Policy, the term “Unauthorized Drugs” shall mean any substance, other than an Authorized Substance, which is, or has the effect on the human body of being, a narcotic, depressant, stimulant, hallucinogen or cannabinoid, their precursors, derivatives or analogues, and includes, but is not limited to, those substances scheduled as controlled substances pursuant to the Federal Controlled Substances Act, inhalants, “designer drugs,” and “look-a-likes” or hemp products or products derived from hemp. Specifically included are marijuana, cocaine, opioids, phencyclidine (PCP) and amphetamines, and any other illegal drugs under either state or federal law.**

### 4. Authorized Substances

**Substances having a physiological, psychological or biochemical effect which are lawfully prescribed or which are available without a prescription, which are lawfully obtained by an employee and which the employee possesses and uses in the appropriate manner, in the dosages and for the purposes for which the substances were prescribed or manufactured, are considered “Authorized Substances” for the purposes of this Policy. In the case of alcohol, such is excluded from this definition to the extent its possession or consumption places an employee in violation of the “Alcohol Policy.”**

### 5. Company Premises

**“Company Premises” includes, but is not limited to, Company owned, rented, used or leased property, including lodging furnished or paid for by the Company; Company worksite locations, offices, and/or parking lots; or Company owned, leased or rented vehicles, aircraft, vessels or equipment.**

### 6. Vessel

Includes every description of watercraft or other artificial contrivance used, or capable of being used, as a means of transportation on water.

### 7. Marine Casualty or Accident

As defined in 46 CFR §4.03-1 any casualty or accident which occurs upon the navigable waters of the United States, its territories or possessions or any casualty or accident wherever such casualty or accident may occur involving any United States vessel which is not a public vessel. Includes any accidental grounding, or any occurrence involving a vessel which results in damage by or to the vessel, its apparel, gear, or cargo, or fall overboard, injury or loss of life of any person; and includes among other things, collisions, allisions, strandings, groundings, foundering, heavy weather damage, fires, explosions, failure of gear and equipment and any other damage which might affect or impair the seaworthiness of the vessel. Includes occurrences of loss of life or injury to any person while diving from a vessel and using underwater breathing apparatus. Also includes reduction or loss of a vessel’s electrical power, propulsion or steering capabilities; any incident involving significant harm to the environment, and any incident described in 46 CFR §4.05-1(a).

### 8. Serious Marine Incident (SMI)

As defined in 46 CFR §4.03-2 any marine casualty or accident (see definition) which is required to be reported to the Coast Guard and which results in any of the following:

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- One or more deaths;
- An injury to a crew member, passenger, or other person which requires professional medical treatment beyond first aid, and, in the case of a person employed on board a vessel in commercial service, which renders the individual unfit to perform routine vessel duties;
- Damage to property in excess of \$200,000;
- Actual or constructive total loss of any vessel subject to inspection;
- Actual or constructive total loss of any uninspected, self-propelled vessel of 100 gross tons or more;
- A discharge of oil of 10,000 gallons or more into the navigable waters of the United States, or into the environment of the United States, whether or not resulting from a marine casualty;
- A discharge of a reportable quantity of a hazardous substance into the navigable waters of the United States, or a release of a reportable quantity of a hazardous substance into the environment of the United States, whether or not resulting from a marine casualty.

## 9. Disqualifications

Authorities may revoke the Coast Guard papers of personnel who are in possession of, sell, or test positive for drugs and revoke or suspend Coast Guard papers for alcohol intoxication, or refusal to submit to a drug or alcohol test. In addition, a civil penalty of up to \$5,000 can be assessed for use of drugs or for intoxication for a breath alcohol content level above .04 on board a commercial vessel. On any positive test the employee must be denied employment, or removed from safety sensitive service and a report must be filed immediately with the Coast Guard.

## 10. Alcohol

**“Alcohol” includes, but is not limited to, distilled spirits, liquor, beer, wine, malt liquor or any other intoxicants used for beverage purposes.**

## 11. Under the Influence of Alcohol

**“Under the Influence” shall mean that an individual is affected by Alcohol in any detectable manner. Evidence of being under the influence may be established by a professional or lay person’s opinion, a physiological test/analysis, or a biochemical test/analysis. An “Under the Influence” determination is not limited to nor must it consist of evidence of impairment of physical or mental ability or misconduct. An employee whose blood alcohol content is found to be equivalent to or greater than the governmentally recognized level for being under the influence shall be presumed to be Under the Influence of Alcohol.**

## 12. Prohibited Blood Alcohol Content

**Additionally, an employee whose blood alcohol level content is determined during work hours to be equivalent to or greater than .04 percent Blood Alcohol Content will be in violation of this Policy.**



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13. **Contraband**

“Contraband” for purposes of this Policy shall mean drug paraphernalia.

14. **Laboratory Testing**

“Laboratory Testing” includes, but is not limited to, a physiological test/analysis, or a biochemical test/analysis, including hair, urine, breath, saliva, and/or blood analysis.

15. **Personal Search**

“Personal Search” includes a search of employees’ personal property located on Company Premises, including, but not limited to, their personal effects, lockers, baggage, desks, lunch boxes, containers, purses, billfolds, parcels; private vehicles if on Company Premises and living quarters, if furnished or paid for by the Company; any Company property assigned to employees; and a limited search of the person.

16. **Return to Work Agreement**

Return to Work Agreement means an agreement which specifies the conditions with which an employee must comply in order to return to, and maintain employment.

17. **Safety-Sensitive Position**

Safety-Sensitive Position means a position which requires that the employee perform the duties which are related to the safe operation or security of a facility or a piece of equipment and which, if not performed properly, could result in a serious safety risk or environmental hazard to employees, a facility, or the general public. All employees who have the direct responsibility of supervising employees who perform such duties are considered as occupying a safety-sensitive position. Each major operating unit shall establish and maintain a current list of Safety-Sensitive Positions.

18. **Substance Abuse**

Substance Abuse means unauthorized drug use and alcohol or other legally controlled substance use in violation of the Policy.

## Part V — Drug Testing Types

Employees will be subject to chemical testing under the following circumstances:

- A. Pre-employment** — Required when a person is hired or transfers from a non-covered position. **Hair tests will be administered after the acceptance of a contingent offer of employment. Subsequently, urine tests will be conducted prior to performing any DOT covered work. Should an applicant have insufficient hair to provide an adequate sample for a pre-employment test, the company, at its discretion, may allow that applicant to start work based on the results of a urine test (does not apply to casual employees such as interns or co-ops). However, such applicant must grow sufficient hair, if medically possible, to submit a hair sample for testing within the first 90 days of employment, with timing at the discretion of the Medical Director. A positive result on this test will result in immediate discharge of the applicant/employee.**

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**Further, all covered employees who are off work for periods in excess of 30-days must submit to re-employment testing (a sub-category of pre-employment testing) prior to return-to-duty.**

There are only two exemptions where a Marine employer may waive a pre-employment drug test **(does include re-employment test)**:

1. The individual can provide documentation that he/she has passed a DOT drug test within the previous six (6) months, and has had no positive tests within those 6 months; or
2. The individual can provide documentation that he/she has been subject to random DOT drug testing for at least 60 of the preceding 185 days, did not have any positive test results, and did not refuse to take a required test.

Acceptable documentation for the above is a letter from a previous marine employer or a drug test result verified by an MRO.

The Company must, after obtaining the individual's written consent, obtain and review the information listed below from any employer for whom the employee performed safety-sensitive functions in the previous two years before the date on the employee application or transfer. The information must be obtained and reviewed no later than 30 days after the employee first performs safety-sensitive functions. However, every effort will be made to obtain this information before the employee performs covered responsibilities.

1. Alcohol tests with a result of 0.04 or higher alcohol concentration (not available from marine employers);
2. Verified positive drug tests;
3. Refusals to be tested (including verified adulterated or substituted drug test results);
4. Other violations of DOT agency drug and alcohol testing regulations; and
5. With respect to any employee who violated a DOT drug and alcohol regulation, documentation of the employee's successful completion of DOT return-to-duty requirements.
6. Drug and Alcohol information from previous employers.

If information of a DOT drug violation is obtained, the individual may not be employed in any safety sensitive position until the DOT return-to-duty requirements are met under 49 CFR 40.25.

If a response is not received within 30 days, from previous employers, of the individual being placed in a safety-sensitive position, the individual may continue to be employed in a safety-sensitive position.

- B. Random** — Required to be done at 50% rate or as otherwise directed by the Commandant for each covered year. The computer randomly selects by vessel a crew to be tested. In case of non-crew members, the computer randomly selects employees (providing an even spread throughout the year) by their employee number.



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- C. Serious Marine Incident or Casualty** — Required when the marine employer determines that a casualty or incident is, or is likely to become, a serious marine incident. The marine employer shall take all practicable steps to have each individual who is directly involved in the incident chemically tested for evidence of drug and alcohol use. Alcohol testing is to be conducted within two hours of a Serious Marine Incident, once emergent concerns have been addressed to permit such testing, except such testing may not be required more than 8 hours after the casualty occurs. Failure to promptly conduct such testing shall be documented on Form CG-2692B. Drug testing is to be conducted as soon as practicable but not more than 32 hours after the incident, unless precluded by safety concerns directly related to the incident, in which case the testing still must be done as soon as the safety concerns are addressed and if a urine specimen is not collected, then such must be reported on Form CG-2692B.
- D. Reasonable Cause** — Required when there is reasonable cause to believe the employee is using a prohibited drug or alcohol. The determination to test shall be based, where practical, on the judgment of two supervisors who have received the training described in the Employee Assistance Program section. An entry concerning the basis of reasonable cause, the testing instructions given to the employee, and any refusal or other response should be logged.
- E. Periodic Testing** — Required upon application for an original issuance or a renewal of a license or a certificate of registry (COR); a raise in grade of license or COR; original issuance of a merchant mariners document (MMD); first endorsement as an able seaman, lifeboatman, qualified member of the engine department, or tankerman; or reissuance of an MMD with a new expiration date. Also required during annual physical examinations unless the employee has passed a chemical test for drugs within the past six months with no subsequent positive tests, or the employee has been a random testing program for at least 60 of the previous 185 days and has not failed or refused to participate in a chemical test.
- F. Return to Duty** — Before an individual who has failed a required chemical test for dangerous drugs may return to work aboard a vessel, the MRO must determine that the individual is drug-free and the risk of subsequent use of dangerous drugs by that person is sufficiently low to justify his or her return to work. In addition, the individual must agree to be subject to increased unannounced testing. **Individuals who fail a required chemical test for drugs or have a prohibited blood alcohol content while working will be discharged.**
- G. Follow-up Testing** — In addition to random testing, unannounced random follow-up testing for drugs and alcohol will be for a period not to exceed sixty (60) months and the employee will not be given advance warning.
- Each covered employee, who has been identified by a Substance Abuse Professional (SAP) as needing assistance in resolving a problem with substance abuse and/or alcohol misuse and who has returned to duty performing a covered function, will be subject to follow-up controlled substance and alcohol testing.
  - Follow-up tests will be unannounced (with respect to alcohol, at least six tests must be conducted in the first 12 months after the employee is back on the job). Follow-up testing may continue for a period of 60 months.
  - The schedule for follow-up testing is established by the SAP and the Company's Medical Review Officer.

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## **Part VI — Policy Administration**

**The Vice President, Human Resources, has overall responsibility for Policy Administration, in consultation with Law and Health Services.**

### **A. Employee Education**

All crewmembers and the Company's supervisory personnel will receive the following education and training on drug use:

- 1) EAP Education Program: Display and distribution of informational material; display and distribution of a community service hot-line telephone number for crewmember assistance, and display and distribution of the employer's policy regarding drug and alcohol use in the workplace.
- 2) EAP Training Program: Training will include: the effects and consequences of drug and alcohol abuse on the personal health, safety and work environment; the manifestations and behavioral cues that may indicate drug and alcohol use and abuse; and documentation of training given to crewmembers and the employer's supervisory personnel. Supervisory personnel will receive at least 60 minutes of training.
- 3) Mandatory Chemical Testing Following Serious Marine Accidents Involving Vessels in Commercial Service: All individuals engaged or employed aboard a vessel will be fully indoctrinated in these requirements, and appropriate personnel will be trained as necessary in the practical aspects of these requirements.

### **B. Employee Notification**

**Employees will be notified by the Company of the conduct expected of them pursuant to the Policy as well as the provisions for the enforcement of the Policy.**

**All employees will be reminded of the Policy during subsequent education sessions. New employees will be notified of the provisions of the Policy during their orientation sessions.**

### **C. Medication/Substance Reporting**

**It is an employee's responsibility to notify Corporate Health Services in writing when they are taking any prescription or nonprescription medicine or substance which may impair their judgment or performance or otherwise adversely affect the normal functions of their mental faculties or physical abilities.**

### **D. Employee Initiated Rehabilitation**

**Employees are encouraged to volunteer for rehabilitation assistance before their problem leads to a situation which could jeopardize their employment. Employees who volunteer for such rehabilitation either through referral from the Employee Assistance Program or through other means, before they have performance problems or before the Company is aware of a violation of the Policy, will not be subject to discipline solely on the basis of their voluntary request for rehabilitation.**

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Rehabilitation referral assistance is available through the Marathon Petroleum Company LLC Employee Assistance Program, Human Resources, or Health Services to any employee who feels the need for assistance in dealing with a drug or alcohol problem.

**NOTE:** Employees who participate in rehabilitation must notify the Company prior to the commencement of rehabilitation. Any employee diagnosed to have a substance abuse problem or referred to rehabilitation by a counselor, doctor, etc., has an obligation to notify Corporate Health Services of this.

Employees returning to work following participation in employee initiated rehabilitation will be required to sign Return to Work Agreements.

## Part VII — Searches

In enforcing the Policy, searches of employees and their property on Company Premises and work area searches are authorized in accordance with the Policy.

An employee who refuses, when requested, to cooperate with a search or to sign an appropriate consent form shall be deemed to be in violation of the Policy.

### A. Personal Searches

Without limitation, the Company reserves the right to conduct unannounced Personal Searches.

Entry upon the Company's Premises by employees, visitors or contractors will be deemed to constitute consent by such persons to Personal Searches pursuant to this Policy.

### B. Periodic Work Area

Searches of work areas and other Company premises may be conducted without limitation and whenever Management determines such searches are necessary or desirable.

If as a result of a periodic work area search, Unauthorized Drugs, Alcohol or Contraband are discovered in a common area and its ownership or control cannot be determined, employees reasonably considered to have access to such area may be required to submit to a Personal Search and/or Laboratory Testing. The decision as to which employees to search or test, if any, shall be determined by the supervisor of the employees involved in consultation with local Human Resources or the Office of the Vice President, Human Resources & Administrative Services.

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## Part VIII — Policy Enforcement

Supervisors and management personnel must be alert to detect employee violations of the Policy. The physical appearance of the employee, an employee's attendance record, unexplainable accidents, observed inability to perform work in a safe and productive manner, or Unauthorized Drugs, Alcohol, or Contraband found in the workplace are examples of circumstances which will support a reasonable suspicion of a violation of the Policy. The Company expects supervisors and management personnel to enforce the Policy in all cases where a reasonable belief exists that a violation of the Policy may have occurred or is occurring.

It is also the responsibility of each employee to assure his or her own safety by enforcing compliance with this Policy with respect to his or her own conduct, as well as to encourage the appropriate conduct of all other employees.

### A. Criminal Offenses

An employee charged with, convicted or under investigation in connection with a drug-related or alcohol-related criminal offense may be subject to discipline up to and including discharge for the first offense and/or required to submit to drug testing and/or a valuation/rehabilitation as described under VIII B and C. If the employee tests positive for drugs or fails to follow all recommendations arising out of the evaluation, including Unauthorized Drug or Alcohol use, the employee will be discharged.

An employee charged with, convicted or under investigation of a drug-related or alcohol-related criminal offense must report this information to his supervisor or local Human Resources immediately. The Company will notify the appropriate federal agency, within ten days, of any employee convicted of violating a criminal drug statute if the violation occurred in the workplace.

### B. Disciplinary Actions — Positive Drug or Alcohol Tests

Any crew member **and other Marine employees (non-crew members) covered by Coast Guard regulations** of a vessel will have the opportunity to discuss the results of a positive drug test with a Medical Review Officer. If the MRO can discover no reasonable explanation for the positive results (i.e., the employee was taking a legal prescription drug), the crew member will be removed from duty and **discharged**. If licensed, the crew member's positive results will be reported to the Coast Guard Officer, Marine Inspection.

Crew members and other Marine employees (non-crew members) covered by Coast Guard regulations who test positive for alcohol (.04 or greater) while on duty, will be removed from duty, and **discharged**. **All other employees who test positive for unauthorized drugs or who have prohibited blood alcohol content while working will be discharged.**

**In addition to the above, disciplinary measures will be taken against employees who violate the Policy.**

**Nothing contained in this Policy shall be construed as creating or constituting a contract with the employee (whether expressed or implied); nor shall it limit the Company's right to administer other disciplinary measures not specifically referenced herein.**

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**Employees possessing, distributing, selling, purchasing, or using Unauthorized Drugs or Unauthorized Alcohol on Company Premises or while engaged in Company business are in violation of the Policy and will be discharged.**

**Employees who refuse to sign a consent form or refuse to consent to a search and/or laboratory testing will be discharged. Employees involved in conduct or actions that are considered an effort to undermine the integrity of the testing program will be discharged. This includes, but is not limited to, sample adulteration, failure to provide adequate urine/hair sample or breath, having hair removed, cut or otherwise altered after being notified of obligation to be tested (but before submitting to sample collection), giving inadequate or misleading required information, falsification of documents, late arrival at a testing facility or other similar types of activities.**

## Part IX — Substances

Personnel tested under Marathon Petroleum Company LLC's substance abuse program will be screened by urinalysis **and/or hair analyses** for the five classes of drugs required by DOT regulations:

- Cocaine (crack)
- Opioids
- Marijuana (grass, weed)
- Phencyclidine (PCP, angel dust)
- Amphetamines (Dexedrine, speed, ice, crank, uppers)

## Part X — General Information

- Marathon Petroleum Company LLC will notify employees of the coverage and provisions of this Drug and Alcohol Misuse Prevention Program by distributing a summary of the Program to each affected employee, making a copy of the entire program readily available to each affected employee through his/her supervisor, the Designated Employer Representative (Human Resources Representative or Health Services) or the office he/she works out of, and through the Employee Assistance Program.
- Contractors — Contractors are required to have a drug and alcohol testing program of their own that complies with the DOT and Coast Guard regulations. In addition, under those regulations Marathon Petroleum Company LLC must be allowed to certify and randomly audit the contractor's compliance with the regulations. Contractors may only utilize employees covered by a drug and alcohol testing program.**
- Medical Review Officer (MRO) — The MRO for this program is Dr. Matthew Hughes, Marathon Petroleum Company, 539 South Main Street, Findlay, Ohio 45840.



# Drug and Alcohol Misuse Prevention Program



- d. **Testing Laboratory** — Lab Corp and Psychemedics Corp. are the testing laboratories the Company uses for drug testing of urine and hair, respectively. The contractual agreements between Marathon Petroleum Company LLC and Lab Corp and Psychemedics require the labs to maintain test records in confidence and to disclose information relating to the positive test only to the MRO, the individual, the employer, or the decision maker or legal representative in a lawsuit, grievance, or other proceeding initiated by the individual. Lab Corp is certified by the Substance Abuse and Mental Health Services Administration of the Department of Health and Human Services.

The addresses are:

Lab Corp Laboratories, Inc.  
P.O. Box 12652  
3308 Chapel Hill/Nelson Highway  
Research Triangle Park, NC 27709

**Psychemedics Corp.**  
**5832 Uplander Way**  
**Culver City, CA 90230**

- e. **Collection Sites** — Each Company location has a collection site associated with it. These sites are maintained on a master list.
- f. **Employee Assistance Program (EAP)** — The Company provides an Employee Assistance Program to all employees covered by the provisions of this program. The elements of the program are as follows:
- **Education** — Every employee covered by this program will receive the following drug and alcohol misuse education:
    - Drug abuse and alcohol misuse information will be periodically distributed and displayed in the work areas.
    - A summary of this program will be given to each employee and a complete copy will be available through the employee’s supervisor.
    - The hot-line telephone number for employee assistance (1-800-865-1044) will be given to each employee and displayed in the work area.
- g. **Record Keeping — Drug and Alcohol Program** — This program requires the Company to keep the following records pertaining to the **drug and alcohol** testing program for the periods indicated:
- A marine employer must have test records that will permit an individual to obtain confirmation that he/she has passed a pre-employment test and has been subject to random testing.
  - Records to be kept for one (1) year:
    - Records showing an employee passed a drug and/or alcohol test.
  - Records to be kept for five (5) years:
    - Records that show an employee failed a drug and/or alcohol test and the type of test failed.
    - Management Information System annual report data.



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- Records maintained by the MRO will identify the total number of individuals chemically tested annually for dangerous drugs in each of the categories of testing required by the regulation including the annual number of individuals failing chemical tests and the number and types of drugs for which individuals tested positive.

All records are electronically maintained in accordance with 46 CFR Part 16.

- h. Confidentiality — Each individual's record of testing, rehabilitation, and results under this program will be maintained private and confidential. With the exception of the testing laboratory, MRO, supervisors, designated Human Resources Representative or upon request of the Coast Guard or State agency officials as part of an accident investigation, the results of individual drug and/or alcohol tests will not be released to anyone without the expressed written authorization of the individual tested.
- i. Split Samples — Split urine samples are part of the drug program for Marine employees.

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## Acknowledgment and Receipt Notification

I hereby acknowledge that I have received a copy of the Company's Marine Transportation, Drug and Alcohol Misuse Prevention Program Employee Guide. I am aware that this Program and the Company's Drug and Alcohol Policy outline the procedures concerning alcohol and controlled substance required by the U.S. Coast Guard and that the full Plans are available for review through the local Human Resources Department. I am also aware that the Company has a confidential Employee Assistance Program for resolving problems associated with substance abuse that I can access in my local area.

I understand that disciplinary action, up to and including termination, will result if I violate these procedures.

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Employee Name (print)

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Employee Number

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Employee Signature

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Date

***Return to Findlay, Human Resources – Room M-09-029.***