

Pipeline Testing Consortium, Inc.

www.pipelinetesting.com

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TEST KIT USE POLICY

As part of the services that are provided by Pipeline Testing Consortium, Inc. (PTC), drug and alcohol testing kits are supplied to our client's offices via UPS ground shipment (additional charges may apply for overnight or 2nd day service). These testing kits are printed specifically for each PTC client.

All drug and alcohol testing is to be performed using the PTC kit supplied to our client. Pipeline Testing Consortium will not accept tests that are conducted not utilizing the laboratory and Medical Review Officer (MRO) provided by PTC. Qualifying Federal drug testing records may only be accepted from other laboratories and MROs for the purpose of transferring employee records for new clients or acquisitions by existing clients.

PTC discourages the modification of the Custody and Control Form (CCF) by our clients or any collection facility for the purposes of testing, including the use of other laboratory or collection site forms. These modifications frequently result in errors that cause delays in reporting, billing, and may result in cancelled tests. Errors caused by modifications can also result in additional charges, including testing fees to correct the error. PTC must authorize any modifications in advance and permission will be granted only for specific circumstances. PTC cannot guarantee that there will not be any errors as a result of modifying a CCF and our clients are responsible for any tests that are modified.

Each client is responsible for their test kits and is asked to keep an inventory on hand. Kits can be ordered at www.pipelinetesting.com or by faxing in a PTC order form. Testing kits are not to be shipped to or left at PTC collection sites. Doing so creates frequent collector errors that may result in confidential information being sent to the wrong company, misfiled paperwork, billing, and other issues. These errors may result in the client being subject to additional charges.

Thank you,

Pipeline Testing Consortium