



Drug Programs for the Oil & Gas Industry

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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 and materials are supplied to our client's offices via FedEx. All testing materials and kits are provided at no charge with clients only paying for shipping and handling.

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

PTC discourages the modification of paper Custody and Control Form (CCF) by our clients or any collection facility for the purposes of testing, including the use of other laboratory or 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. 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, Inc. (PTC)