

February 29, 2008

TO: All Participants of the NECA/IBEW Drug-Free Workforce Program

FROM: Board of Trustees

RE: Revised Testing Protocol

Please be advised that effective March 1, 2008 the “Drug Testing Protocols” of the Definitions and Procedures/Drug Alcohol Policy of the NECA/IBEW Drug-Free Workforce Program has been amended to provide that once an employee presents themselves at an authorized collection facility and completes a Chain-of-Custody form, the collection process must be completed before the employee leaves the collection facility.

What this means is that if a donor produces a specimen that, upon visual inspection by the collection attendant, does not meet minimum testing criteria (i.e., color, temperature, odor, floating objects, etc.) that person shall be required to remain at the collection facility until they can produce a testable sample. Further, donors who are caught attempting to dilute or adulterate their specimen at an authorized collection facility shall be required to have a second sample collected under direct observation before they leave the collection facility.

Under any of the above scenarios, if a donor refuses to remain at the collection facility until they provide a testable sample, the original sample will be treated as a positive test in accordance with the applicable Drug Policy Procedures and their Clean-Card will be invalidated until such time as they are authorized to take a “Return to Work” test by the Members’ Assistance Program.

It is very important to understand that even though the Program permits completion of the Birthday Test at any time during the person’s birth month, or within 24 hours of notification of a Random Test selection, that once the chain-of-custody form has been completed at an authorized collection facility the testing process must be completed even if there are days or hours left in the permitted testing period.

Should you have any questions relative to the above please contact the Trust Office (Extension #210).

Thank You.