

Quality Physicals LLC

## DOT Consortium Policies

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The Consortium Service (CTPA) will be operated within the confines of the responsibilities mentioned in 49 CFR Part 40 and 382 (FMCSA), 219 (FRA), 655 (FTA), 199 (PHMSA), 14 & 120 (FAA), 46 CFR Parts 4 & 16 (USCG).

The CTPA will not provide services to employers unless the employer's business has its own written policy concerning workplace drug and alcohol testing.

Quality Physicals will require members to prepay the annual membership fee before any consortium services are rendered. Annual membership fees will automatically renew unless written notice is given to cancel. No partial refunds are given.

Only scientific means as random number generating software or database will be used for random selection of employees.

The CTPA will never combine DOT and NON DOT testing pools.

All information will be treated in a confidential manner by the CTPA and employer / DER.

The CTPA requires the DER of a company to set up means for the CTPA to be able to deliver test results to the DER in a confidential manner; and, that the DER will be the person at the company to receive the results or an alternate will be specified in their absence.

The CTPA will not convey any personal medical information to the Medical Review Officer (MRO).

If the employer chooses to use a collection site other than Quality Physicals, or one of its affiliates, it is up to the company to ensure the collection site and lab follow DOT guidelines as set forth in 49 CFR Part 40.

It is the responsibility of the Company to ensure that employees in safety sensitive positions have a negative DOT Pre-Employment drug test on file prior to engaging in safety sensitive activities. Company may elect to send such records to Quality Physicals for record management. If Company elects not to send such records to CTPA, they must maintain evidence of such records for compliance.

Company is required to have copies of Pre-Employment DOT drug tests on file for every employee in a safety sensitive role.

Company must update CTPA with any changes to their employee testing pool prior to the start of every testing quarter.

Company must maintain copies of all test results performed on their employees.

Company is required to complete random selection testing during selection period.

Company's failure to comply with regulations will result in immediate termination from the Quality Physicals Consortium program.