

Important Notice Regarding Federal Drug Testing

To: All Active Participants Employed With Employers Participating in the
Federal Drug Testing Program
From: Allen R. Szymczak, Administrator
Re: Pre-Employment Drug Testing Procedures
Date: July 20, 2001

In conjunction with pending changes in the Federal Drug Testing Program, effective August 1, 2001, please be advised of the following:

1. Federal Drug Testing Custody and Control Forms have been revised. Collection sites will no longer maintain a supply of preprinted District No. 1-PCD, MEBA forms. Three (3) of the revised forms are being mailed to all eligible participants. Supplies of forms are also available at District No.1-PCD, MEBA Branch offices. When you require a Drug Test, simply take one of your forms to an authorized Collection Site. Having these forms in your possession has several advantages: (1) you no longer risk going to a collection site that does not have the correct paperwork; (2) it is no longer necessary for the Plan Office to rush forms to you or to a collection site; and (3) it should eliminate repeat visits to the collection sites.
2. We have also mailed a list of designated collection sites. You may use any of these sites, provided that you are eligible (as discussed below), and you have the proper Federal Drug Testing Custody and Control Form in your possession. The listing of sites will also be maintained on the Plan Office website (www.mebaplans.org) and District No.1-PCD, MEBA Branch offices and will be updated periodically as changes in the list are made.
3. As before, the Plan Office will mail your Drug Free Certificate to you promptly after receiving the results of your drug test. A new Federal Drug Testing Custody and Control Form will be mailed to you with your Certificate for use in your next test.
4. **Eligibility requirements have not changed.** You must (1) have worked in Covered Employment for at least 30 days in the prior six consecutive month period, and (2) such Covered Employment must be with Employers that

participate in the Federal Drug Testing Program. Note that, as before, if you are not working for one of these Employers, or if you are not eligible for any other reason, you may nevertheless obtain a Drug-Free Certificate by paying \$55.00 to the Plan. Your Drug Free Certificate cannot be released to you until this fee has been paid.

Also note that repeat testing cannot take place more than 30 days before the expiration of your current Drug Free Certificate.

Please feel free to contact the Member Services Unit at the Plan Office in Baltimore if you have any questions regarding this information. The toll-free telephone number is 1-800-811-MEBA. You may also contact the Plan via email at mservices@mebaplans.org