

**POWER SERVICE, INC.
POWER SERVICE OF MONTANA, INC.**

JAN. 1, 2010
(Rev. 09/10/07)

TO: ALL EMPLOYEES OF POWER SERVICE, INC. AND POWER SERVICE OF MONTANA, INC.

Effective August 21, 2000, Power Service, Inc. adopted a revised stringent Substance Abuse Policy. Power Service of Montana, Inc. adopted the same policy upon its creation in 2001. The intent of this policy is to ensure Power Service, Inc. and Power Service of Montana, Inc. have Drug Free work places. It is implemented out of concern for the health, safety, and professional development of all employees.

All affected employees will be given a copy of the Substance Abuse Policy and will be asked to sign the Acknowledgment and Release form that is attached to the back of the Policy. Refusal to sign the form may result in termination of your employment with Power Service, Inc. The Substance Abuse Policy will be explained to new employees by their supervisor during their orientation.

I hope that none of you have a problem with drug or alcohol abuse or misuse; however, for those who may, I extend a sincere helping hand. I encourage you to seek help in your own community and stand ready to assist in any way I can. For help look in your phone book white pages under Drug Abuse or call the number below:

Drug Abuse 24 Hour Hotline 1-800-711-6375

I encourage all employees who use illicit drugs or abuse alcohol and legal drugs to seek treatment and fully recover.

Sincerely,

Tony Cercy
President

**POWER SERVICE, INC.
POWER SERVICE OF MONTANA, INC.**

SUBSTANCE ABUSE POLICY

Effective Date: August 21, 2000

POLICY STATEMENT:

In order to assure a safe, efficient and drug free work place this policy has been adopted for all employees of Power Service, Inc. and Power Service of Montana, Inc. (PSI and PSM) .This policy is to communicate to those employees of PSI and PSM the company's philosophy on any form of alcohol and/or drug abuse or misuse.

USE PROHIBITED:

No employee will use a Schedule I drug of the Schedule of Controlled Substances of the Drug Enforcement Agency or an amphetamine, narcotic or any other habit forming drug except where permitted by the Federal Regulation 49 CFR Part 40 & 199. The schedule of drugs includes opiates, opium derivatives, hallucinogenic substances, depressants and stimulants. This means that the employee shall not consume any of these controlled substances while off duty or on duty. Any violation of the policy may result in discharge.

IMPAIRMENT PROHIBITED:

No employee will report for work impaired by any drug, controlled substance, or alcohol. An employee may use a substance administered by or under the instructions of a physician who has advised the employee that the substance will not affect the employee's ability to safely work or operate a motor vehicle. Impaired means under the influence of a substance such that the employee's motor senses (i.e. sight, hearing, balance, reaction, reflex), or judgment either are or may be presumed affected. Any violation of the policy may result in discipline, up to and including discharge.

POSSESSION PROHIBITED:

No employee at any work site will possess any quantity of any controlled substance or alcohol, lawful or unlawful, with the exception of substances administered by or under the instructions of a physician. "Work site" means any motor vehicle, office, building, yard or other property operated by the employer, or any other location at which the employee is to perform work. "Possess" means to have either in or on the employee's person, personal effects, motor vehicle or areas substantially entrusted to the control of the driver. Any violation of this policy may result in summary discipline, up to and including discharge, and may have legal consequences.

SUBSTANCE SCREENING:

For purposes of assuring compliance with the policy, both employees and new applicants will be subject to drug screening under the circumstances described below. Substance screening means testing of urine to determine use or impairment.

The laboratory for analysis of urine samples for PSI is:

Medtox Laboratories , Inc.
402 W. County Road D
St. Paul, MN 55112

The collection site for the urine samples for PSI is:

Urgent Care NOW
2546 East 2nd Street
Casper, WY 82609

Laboratory and collection site procedures will be as specified by 49 CFR Part 40. Please see the attached sheet titled Information and Instructions for Drug Testing from the Wyoming Medical Center for more information on collection site procedures.

RETESTING OF SAMPLES:

Samples that have confirmed positive test results must be retained by the laboratory for one year in secured frozen storage. Written request may be made within the one year period to the laboratory to retain a sample for a longer period.

If a positive drug test result has been reported for an employee, and if that employee makes a written request to PSI or PSM to have the sample retested within 60 days of the receipt of the final test result, the original sample must be retested. The employee may ask that the retest be done by the original laboratory or another DHHS certified laboratory that the employee specifies. PSI or PSM will require the employee to pay for the second test in advance and reimburse the employee if the test is negative. If the employee specifies a second laboratory, approved chain-of-custody procedures must be followed by the original laboratory in transferring the sample to the second laboratory. The laboratory performing the retest will report the retest results to PSI or PSM.

WHO IS SCREENED:

All employees of Power Service, Inc. covered under the Worker's Compensation Division will be tested. PSI and PSM have chosen to have mechanics that are subject to DOT drug testing requirements be part of the Pipeline Testing Consortium, Inc. consortium. Mechanics fall under the drug and alcohol plans published by Pipeline Testing Consortium, Inc. and are subject to this

plan also. PSI & PSM will post a notice that Substance Abuse Testing is a required condition of employment in the employee's area of work.

PSI AND PSM TESTING PROCEDURES

PSI and PSM will administer drug tests according to the procedure set out in this section to all employees described above. Drug tests will be conducted by a laboratory certified by the National Institute of Drug Abuse (NIDA) for the U.S. Department of Health and Human Services.

The company will test for the use of marijuana, cocaine, opiates, amphetamines, phencyclidine (PCP), barbituates, methylqualone, benzodiazetines and alcohol. In addition, the Company may, as part of its reasonable cause drug testing program, test employees for additional drugs.

A person who refuses to be tested under these procedures shall not be permitted to work and will be treated as having a positive test.

A copy of Power Service, Inc. and Power Service of Montana's policy is always available in the Administrative Coordinators Office.

Applicants:

Prior to assuming a position, any applicant will be subject to substance screening. Refusal to submit to such a screening or a positive test will make it impossible to qualify the applicant and the applicant cannot be hired.

Employees:

The substance screening of employees will be in accordance with the circumstances described below:

Random Testing:

All employees shall be subject on an unannounced and random basis to drug and alcohol testing. Random drug testing will be conducted at a selection rate determined by the employer, with a minimum rate of 20% of the employers annual average number of employees selected for drug testing. Random testing selections will be spread reasonably over a 12 month period.

Reasonable Cause Testing:

An employee will be required to submit a urine sample for drug testing where PSI and PSM believe the actions or appearance or conduct of the employee, while on duty as defined in 49 CFR are indicative of the use of a controlled substance. The conduct must be witnessed by at least two supervisors, if at all feasible. If only one supervisor is available, only that person need witness the conduct. The witnesses must have received training in the detection of probable drug

use by observing a person's behavior. The documentation of the employee's conduct shall be prepared and signed by the witnesses within 24 hours of the observed behavior, or before the results of the tests are released. The employee will submit to testing, upon reasonable cause for the use of controlled substances when requested to do so by PSI or PSM. In addition, the Company may require testing for additional drugs, for which the Department of Health and Human Services has established an approved testing protocol and positive threshold. The Company will ensure that the employee is transported immediately to the designated collection site for the collection of the urine sample.

Post Accident:

Any employee involved in a serious accident, as determined by PSI or PSM management, must submit to substance screening. If a fatal accident is involved, the employee will be terminated following refusal to give a urine sample. The employee shall provide the specimen as soon as possible after the accident but in no case, later than 32 hours after the accident. If the employee is unable to provide a urine sample at the designated collection site, he or she may provide the sample at another facility which follows the DOT procedures. An employee who is seriously injured and cannot provide a specimen at the time of the accident shall provide the necessary authorization for obtaining hospital reports and other documents that would indicate whether there were any controlled substances in his or her system. Authorization for the physician to obtain a urine sample via catheter may be sought.

CONSEQUENCES:

If the test results are positive, or if an employee refuses to take a drug test, the employee will be removed from the work place. The employee shall find professional help to solve the problem.

A Non - DOT employee who has a positive drug test may not return to duty until he or she passes a second drug test administered under this part. The employee may contest or explain the result to Power Service, Inc. within five (5) working days after written notification of the test result. The employee has up to 30 calendar days to take and pass a second test. During that time, the employee will be on leave without pay. Vacation days may be used during this time. If a second test is not passed or not taken during the 30 day period, the employee will be considered to have voluntarily terminated their employment with PSI or PSM

A Non-DOT employee may return to duty after passing a second drug test within 30 days. After returning to duty, he or she will be subject to a reasonable program of unannounced follow-up testing for not more than 60 months following their return to duty.

All DOT employees that are required to be in the DOT Drug & Alcohol testing pool must follow all DOT testing requirements. With a positive result, the employee is to be removed immediately from all safety sensitive work without pay. That employee must meet with a SAP (substance abuse professional) and complete the return to duty instructions given to them by the SAP. For a first time offender, PSI requires 7 working days for that employee to meet with a SAP. A follow up testing plan will be put into place. The employee will be allowed back to work

only when released by the SAP. The employees pay structure may be reduced until all DOT procedures are compliant.

In the case of a positive follow up test or second offence, that employee will be terminated immediately.

A DOT employee who refuses to take a drug test will be treated as if the refused test was positive. The procedures and consequences above for a positive drug test apply.

EMPLOYEE EDUCATION:

PSI & PSM will provide at least one (1) hour of employee substance abuse training per year. Records will be kept to include attendee's signatures, dates and training topics ,to document employee participation in education.

SUPERVISOR TRAINING:

There will be a mandatory 60 minutes of training for supervisors per year on the signs and effects of controlled substances and also a mandatory 60 minutes of training on the signs and effects of alcohol misuse. The Supervisory Personnel will receive two (2) hours of training per year. The supervisor training will include specific, contemporaneous physical, behavioral and performance indicators of probable drug use. All first line supervisors and above will receive the supervisor training.

EMPLOYEE ASSISTANCE:

Community drug treatment programs are available for any employee who has a drug or alcohol problem. PSI and PSM want to be of help to any employee with a substance abuse problem. Within the guidelines of this policy, other company policies and fairness, we will do what we can to assist employees in overcoming these problems. Please contact your supervisor or anyone in authority if you need help.

RECORD KEEPING:

A. PSI and PSM shall keep the following records for the periods specified and permit access to the records as provided by paragraph (B) of this section:

1. Records that demonstrate the collection process conforms to CFR 49 must be kept for at least 3 years.
2. Records of employee drug test results that show the type of test (e.g., post-accident) and results must be kept for at least 3 years.
3. Records confirming that supervisors and employees have been trained as required by this part must be kept

for at least three (2) years.

B. Information regarding an individual's drug testing results may be released only upon the written consent of the tested individual, except that such information must be released to the representative of a state agency upon request as part of an accident investigation.

CONFIDENTIALITY OF TEST RESULTS:

PSI and PSM management will make every reasonable effort to ensure that results of employee drug tests are kept confidential, and that access to such results shall be limited to management personnel with a specific safety-related need to view such results.

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ACKNOWLEDGMENT

I have received, read and understood the Substance Abuse Policy of Power Service, Inc. and Power Service of Montana, Inc. Furthermore, I agree to the terms of this Policy.

NAME

DATE