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Controlled Substances Drug and Alcohol Policy

Royalane Trucking, LLC is dedicated to providing a safe, dependable, and economical transportation services to its customers. It is also our goal to provide a safe, healthy, and satisfying workplace environment to our employees and drivers. To meet these goals, it is our policy to:

- Assure Drivers are not impaired in their ability to perform safety-sensitive duties in accordance to DOT regulations
- Create a work environment free from adverse effects of drug and alcohol abuse or misuse
- Prohibit the unlawful manufacture, distribution, dispensing, possession or use of any illegal controlled substances, including Marijuana even if state laws say otherwise. We are under Federal Laws and must follow all FMCSA rules and regulations.
- Encourage all employees to seek professional assistance when substance abuse adversely affects their ability to perform their assigned duties.

This Substance Abuse Policy implements a drug and alcohol testing program for all safety-sensitive employees. Each employee shall be provided a signed copy of the adopted policy. Policy items implemented under the authority of Royalane Trucking, LLC are italicized throughout this policy. All other policy items are implemented under the authority of the US DOT.

Per Royalane Trucking, LLC authority, violations of this substance abuse policy will result in suspension without pay, termination of employment and/or exclusion from hire.

This updated policy is approved by Royalane Trucking, LLC and is effective on January 1, 2020.

By Bret Findlay

Owner/Member

Royalane Trucking, LLC

DOT# 2309361

MC# 795064

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A Zero Tolerance Company

1. Purpose

The purpose of this policy is to assure safety-sensitive driver fitness for duty and to protect Royalane Trucking, LLC employees, customers, and the public from the safety and health risks posed by misuse of alcohol and use of prohibited drugs. This policy is intended to comply with all applicable federal, state and local legislations and regulations governing workplace anti-drug use and alcohol misuse. These include DOT 49 CRR Part 40; 49 CFR Part 382 as well as the Company Zero Tolerance Policy. This policy incorporates the requirements of the above regulations for safety-sensitive and non-safety-sensitive employees.

Reporting to work in an impaired or unfit condition because of the use of or consumption of controlled substances or alcohol is strictly prohibited. Any employee who uses, possesses, is involved in the sale or purchase of any prohibited drugs, while on Company premises, in Company equipment or while conducting any Company business or operations is considered to be in violation of Company policy.

If any conflict occurs between state and local laws and any requirement of the above-mentioned Federal regulations, the Federal regulations shall prevail. However, Federal regulations do not pre-empt provisions of State criminal laws that impose sanctions for reckless conduct attributed to prohibited drug use or alcohol misuse, whether the provisions apply specifically to transportation employees, employers, or the public in general.

2. Covered Employees

As a condition of employment, all employees are required to submit to drug and alcohol testing as allowed by law. Testing of those in Safety-sensitive positions shall be in accordance with 49 CFR Part 382.

Safety-sensitive

As defined by the FMCSA, and for the purpose of any employee possessing a CDL:

"Commercial Drivers License (CDL) holders who operate Commercial Motor Vehicles, 26001 lbs. GVRW, or greater" and will include any mechanics, dispatchers, and office staff if they may be required to drive a CMV at any time. An employee who is considered to be performing a safety-sensitive function when:

- ✦ All time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include:
 - All time at an employer or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer;
 - All time inspecting equipment as required by 49 CFR Part 392.7 and 392.8 or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;
 - All time spent at the driving controls of a commercial motor vehicle in operation;
 - All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth
 - All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and
 - All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

Non-Safety-sensitive Employees

Employees in non-safety-sensitive positions are subject to the Company's drug and alcohol testing program pursuant to an applicable Collective Bargaining Agreement or State law. All employees not subject to federal drug and alcohol testing will be subject to testing under the Company policy. The same guidelines will be used for non-safety-sensitive testing.

3. Substances DOT Tests For

In accordance with US DOT 49 CFR Parts 382 and 40, the following are prohibited substances:

- Marijuana metabolites
- Cocaine metabolites
- Amphetamines including methamphetamine, MDMA
- Opioids (codeine, heroin (6-AM), morphine, oxycodone, oxymorphone, hydrocodone, hydromorphone)
- Phencyclidine (PCP)
- Alcohol Misuse as defined in Section 23, below

4. Prescription and Over the Counter Medications

Please note, there are risks associated with the use of certain prescription and over the counter medications.

The appropriate use of legally prescribed drugs and non-prescribed medications are not prohibited, however, before the beginning of your work shift, Company employees and drivers must report to his or her supervisor the use of substances that may potentially impair performance or increase the probability of an accident, injury or damage to property. It is the employee's/driver's responsibility to advise their supervisor of over the counter medication and/or prescribed medications taken. It is also the employee's/driver's responsibility to obtain and provide documentation to their supervisor from a certified medical professional confirming the employee's/driver's fitness to safely perform his or her job duties and responsibilities.

A verified positive drug test result whether for illegal substances, illegal use of prescription drugs, or misuse of prescription drugs will result in disciplinary action up to and including immediate termination of employment. A prescription is considered valid only if it is in writing and indicated the employee's/driver's name, date, the name of the substance, quantity, or amount to be taken, and the period of authorization. It is a violation of this policy to use any controlled substance in a manner that is inconsistent with the prescription.

5. Medical/Recreational Marijuana

49 CFR Part 40.151 does not authorize any marijuana use under state law to be a valid medical explanation for a positive drug test result. This can include cannabis oils even if it states there is no THC in the product. Be mindful that many have tested positive while using cannabis oils.

Marijuana remains a schedule 1 drug and the use of any type of cannabis by safety-sensitive employees is prohibited.

Royalane Trucking, LLC will not accept a prescription for medical marijuana as an explanation for a positive drug screen result. A confirmed positive drug screen will result in requirements to complete an approved SPA course. Failure to start or complete the course will result in immediate termination.

Regardless of circumstances, no employee shall possess, use, or be impaired by marijuana while in the workplace or otherwise on duty.

6. Synthetic Cannabinoids and Synthetic Stimulants

Royalane Trucking, LLC prohibits the use and/or possession of synthetic cannabinoids ("K2", "Spice", "herbal incense") and synthetic stimulants ("Bath Salts") while on Company property or otherwise on duty. Violation of this part will result in disciplinary action up to and including termination.

7. Employee Protections

The procedures that will be used to test for the presence of prohibited substances or misuse of alcohol shall be such that they protect the employee's/driver's privacy, the validity of the testing process, and the confidentiality of the test results.

All urine drug testing and breath alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended. All urine specimen collections, analysis and reporting of results shall be in accordance with 9 CFRE Part 40, as amended.

Drug and alcohol testing shall be conducted in a manner that will ensure the highest degree of accuracy and reliability using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Services (HHS).

All drug and alcohol testing will be done off site at a facility approved by the HHS.

1. Except as required by law, or expressly authorized in this section, Royalane Trucking, LLC shall not release employee/driver information that is contained in records maintained per 49 CFR Part 382.
2. An employee/driver may, upon written request, obtain copies of any records pertaining to their use of alcohol or controlled substance, including any records pertaining to his or her alcohol or controlled substances tests.
3. Royalane Trucking, LLC shall release information regarding any employee's/driver's records as directed, by the specific written consent of the employee authorizing release of the information to an identified

person. Release of such information is permitted only in accordance with the terms of the employee's/driver's signed consent.

4. Records pertaining to a Substance Abuse Professional's evaluation, treatment and follow up testing results shall be made available to Royalane Trucking, LLC.

8. Employee Responsibility to Notify of Criminal Drug Conviction

It is a violation of this policy for any employee to fail to immediately notify Royalane Trucking, LLC of any criminal drug statute conviction, or a finding of guilt whether or not adjudication is withheld, or the entry into a diversionary program in lieu of prosecution. Violating employee shall be immediately removed from all safety-sensitive duties.

Per Royalane Trucking, LLC authority, violation of this substance abuse policy will result in immediate termination of employment and/or exclusion from hire.

9. Voluntary Self-Referral

An employee who voluntarily (not in response to a Company request to take a drug or alcohol test or due to the positive result of a drug or alcohol test) admits to management that he or she has a substance abuse or alcohol problem, and who wished to voluntarily submit to a Rehabilitation Program, shall be placed on unpaid medical leave. Any voluntary requests for treatment must be made prior to any pending drug and/or alcohol test or disciplinary related actions.

An appropriate leave of absence may be granted for treatment and rehabilitation. The employee may be permitted to take accrued vacation leave or administrative leave to participate in the Substance Abuse Counselor prescribed treatment program. If the employee has insufficient accrued leave, the employee shall be placed on leave without pay until the Substance Abuse Counselor has determined that the employee has successfully completed the required treatment program and he or she has been released to return to a safety-sensitive duties. Any leave taken, either paid or unpaid, shall be considered leave taken under the Family and Medical Leave Act.

Payment for treatment will be coordinated through the employee's health insurance provider. Employees who do not have health insurance coverage are responsible for the entire cost for any recommended treatment or rehabilitation services. The employee must present evidence of having enrolled in and successfully completed, at his or her own expense, a rehabilitation program approved by Royalane Trucking, LLC. The employee must submit to a non-DOT pre-employment drug and alcohol test, at his or her own expense, which produces a negative result. The employee must sign Royalane Trucking, LLC Post-Rehabilitation Return to Work Agreement. If a test result is canceled by the lab, the individual will be required to undergo another test and successfully pass the test with a verified negative result before performing safety-sensitive duties.

An employee placed on unpaid leave as provided IN THIS SECTION MUST SATISFY THE PORVISIONS OF THE ITEMS ABOVE NOT LATER THAN 12 WEEKS FROM THE COMMENCEMENT FO THIS LEAVE. An employee failing to do so shall be deemed to have abandoned his or her job. Any employee who is returning to work as provided in this section of the policy and who fails to comply with any of the terms of the Post-Rehabilitation Return to Work Agreement will be discharged. Employees will not be disciplined for requesting treatment but will be expected to observe job performance standards and work rules as they apply to every employee. Any decision to seek help will not interfere with an employee's eligibility for promotional opportunities. Confidentiality of information will be maintained at all times before, during and after.

10. Employee Training

Information concerning the general effects of alcohol and controlled substances is available in section 28 of this policy.

11. Pre-employment Drug and Alcohol Background Checks

In compliance with 49 CFR Part 40.25, Royalane Trucking, LLC must make a good faith effort to obtain drug and alcohol testing records from prior DOT covered employer(s) for the previous three years for all applicants applying for safety-sensitive positions and all current employees transferring into any safety-sensitive position. Royalane Trucking, LLC will require each applicant/transferee to complete a written consent to allow the release of drug and alcohol testing information from previous DOT covered employers. An applicant/transferee who refuses to provide written consent will not be permitted to perform safety-sensitive functions and may not be hired if a non-safety-sensitive position is not available.

12. Pre-Employment Testing

All safety-sensitive position applicants shall undergo a urine drug test prior to placement in a safety-sensitive position. Royalane Trucking, LLC must be in receipt of a negative result prior to the applicant's performance of any safety-sensitive duty. A cancelled test result will require an applicant to undergo a subsequent pre-employment urine drug test, until a negative test result can be obtained.

If an applicant's pre-employment urine drug test result is verified as positive, the applicant will be excluded from consideration for employment per Royalane Trucking, LLC authority. Applicants are aware that all test results will be reportable to the Clearinghouse per 49 CFR Part 382 Subpart G, as amended. Applicants will receive a list of approved SAP providers that meet the required qualifications per 49 CFR Part 40.281, as amended.

Any employee returning from an extended leave period of 30 consecutive days or more, and whose name was removed from the random testing selection pool, will be subject to a pre-employment urine drug test prior to returning to any safety-sensitive duty position.

13. Random Testing

Employees in safety-sensitive positions shall be subject to random, unannounced testing. The minimum annual percentage rate for random alcohol testing and the minimum annual percentage rate for random controlled substance testing shall be in accordance with 49 CFR Part 382, as amended. The percentages of testing shall be based on the average number of safety-sensitive employees per calendar year.

Random alcohol testing shall be conducted on a safety-sensitive employee during, just before or just after the performance of a safety-sensitive function.

Random urine drug testing may be conducted anytime while an employee is on duty or on call, or on standby duty.

This selection of employees for random alcohol and drug testing shall be made by a scientifically valid method. The selection process shall provide each covered employee an equal chance of being tested each time selections are made. A computer based random number generator that is fair and equitable for the covered employees shall derive the list if available.

14. Reasonable Suspicion Testing

All safety-sensitive employees are subject to reasonable suspicion urine drug testing and/or breath alcohol testing. Reasonable suspicion testing is required when one or more trained company officials can articulate and substantiate physical, behavioral, and performance indicators of probable drug use or alcohol misuse by observing the appearance, behavior, speech, or body odors of the employee. Reasonable suspicion testing for alcohol misuse can only be made when observations leading to that testing occur during, just preceding, or just after the period of the workday that the employee is required to be in compliance with FMCSA regulations. Reasonable suspicion testing for prohibited drugs may be conducted anytime an employee is on duty. *On Duty includes any employee under a dispatched load who has not made delivery of that load per dispatch instruction whether or not the safety-sensitive employee's logs say otherwise.*

Royalane Trucking, LLC employees are subject to reasonable suspicion testing when one or more trained company officials can articulate and substantiate physical, behavioral, and performance indicators of probable drug use or alcohol misuse by observing the appearance, behavior, body odors or speech of the employee.

15. Post-Accident Testing

Any safety-sensitive employee involved in an accident that meets the criteria below shall be required to submit to drug and/or alcohol tests as soon as practicable after the accident.

FMCSA thresholds for post-accident testing:

FATALITY: If the accident involved the loss of human life, any surviving covered employee will be required to submit to drug and alcohol tests.

CITATION: If the employee receives a citation within eight (8) hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:

- Bodily injury to any person whom as a result of the injury, immediately receives medical treatment away from the scene of the accident

- One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

The following chart may be used to determine if drug and alcohol tests are required.

Type of accident involved	Citation issued to the CMV Driver	Test must be performed by employer
i. Human Fatality	YES	YES
	NO	YES
ii. Bodily injury with immediate medical treatment away from the scene	YES	YES
	NO	NO
iii. Disabling damage to any motor Vehicle requiring tow away	YES	YES
	NO	NO

At Royalane Trucking, LLC, for all FMCSA related accidents, we use the Post Accident Testing Chart to aid in our decision to test or not to test.

Covered employees are prohibited from using alcohol for eight (8) hours following any accident or until the required post-accident test is administered, whichever comes first. Every effort will be made to conduct a post-accident drug and alcohol test as soon as possible following an accident. Covered employees involved in accidents must remain readily available for testing, including notifying the Company of their location if they leave the scene of the accident before testing, and will be considered to have refused to submit to testing if they fail to do so. This requirement will not require the delay of necessary medical attention for injured people following an accident, or prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or obtaining necessary emergency medical care.

Royalane Trucking, LLC's policy is such that following a post-accident test, the employee is not allowed to perform any safety-sensitive functions until the Company has received a negative test result. So long as they are not subject to any disciplinary action related to the accident, any employee whose drug test and/or alcohol test produces a negative result shall be promptly returned to his or her safety-sensitive duties and be made whole for any lost wages, unless the employee is suspended for any additional reasons related to the accident he or she was involved with/in.

16. Refusal to Submit to Urine Drug Testing

All employees will be subject to urine drug testing and breath alcohol testing as described in sections 12-15. An employee who fails to cooperate with the testing process or attempts to thwart the testing process will be considered to have "refused testing". Refusal to submit to required testing is a violation of the substance abuse policy and is reportable to the Clearinghouse per 49 CFR Part 382 Subpart G, as amended and any future employers of safety-sensitive work for a period of three years.

Per Royalane Trucking, LLC authority, violation of this substance abuse policy will result in immediate resignation of employment without a 2-week notice with pay per contractual agreement, and/or exclusion from hire.

The following actions constitute a "refusal to test" in accordance with 49 CFR Part 40, as amended:

- 1) Failure to appear for any test within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer (pre-employment testing not applicable).
- 2) Failure to remain at the testing site until the testing process is completed (after the process has been started).
- 3) Failure to provide a urine specimen for any drug test required by this part of DOT agency regulations.
- 4) In the case of a directly observed or monitored collection in a drug test, fail to permit the observation or monitoring of your provision of a specimen.
- 5) Failure to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure.
- 6) Failure to decline to take an additional drug test the employer or collector has directed you to take.
- 7) Failure to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by Royalane Trucking, LLC.
- 8) Failure to cooperate with any part of the testing process (e.g., refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, fail to wash hands after being directed to do so by the collector).

- 9) For an observed collection, failure to follow the observer's instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.
- 10) Possessing or wearing a prosthetic or other device that could be used to interfere with the collection process.
- 11) Admitting to the collector or MRO that you adulterated or substituted the specimen.
- 12) When the MRO verifies your drug test result as adulterated or substituted.
- 13) *Failure to retake a test as a result of inconclusive or questionable test results.*

17. Shy Bladder Situations

Urine is collected at a DOT approved collection site and is sent to a DHHS certified laboratory for testing. The employee must provide at least 45 ml. of urine or they are considered to have "shy bladder".

If the employee cannot produce the required quantity of urine (shy bladder), the collection site will offer employee the opportunity to consume up to 40 oz. of water within a three (3) hour time frame in order to produce the required 45 ml. of urine. The employee may NOT exit the premises of the testing facility for any reason during this time, or until testing is over, whichever comes first. If employee leaves the testing facility, the test will be considered a refusal subjecting the employee to immediate suspensions and corrective action up to and including termination.

In the event of a "shy bladder", employee must undergo a medical review. The Company will refer the employee to a physician acceptable to the MRO and employee will be required to provide evidence of a medical condition hindering the production of urine. The employee has five (5) days to get a medical evaluation at his or her own expense once a shy bladder situation occurs. If the medical review proves that there is a valid medical condition, the employee shall be reimbursed and returned to duty with full pay or placed back into the recruiting process. If no valid medical condition is found, the test will be considered a refusal.

18. Observed Urine Drug Collections

During an observed collection, the employee who is being observed will be required to raise his or her shirt, blouse, or dress/skirt, as appropriate, above the waist; and lower clothing and underpants to show the collector/observing, by turning around, that they do not have a prosthetic device. The collector/observer must witness the employee's urine leave the body and enter into the collection cup. The collector/observer must be the same gender as the employee being observed.

Observed collections are required in the following circumstances:

- ☛ Anytime the employee is directed to provide another specimen because the temperature on the original specimen was out of the accepted temperature range of 90° F - 100°F;
- ☛ Anytime the employee is directed to provide another specimen because the original specimen appeared to have been tampered with;
- ☛ Anytime a collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen;
- ☛ Anytime the employee is directed to provide another specimen because the laboratory reported to the MRO that the original specimen was invalid and the MRO determined that there was not an adequate medical explanation for the result;
- ☛ Anytime the employee is directed to provide another specimen because the MRO determined that the original specimen was positive, adulterated or substituted, but had to be cancelled because the test of the split specimen could not be performed.
- ☛ Anytime a follow up or return to duty test is required.

19. Specimen Analysis

All specimens will be analyzed in accordance with the procedures set forth in 49 CFR Part 40, as amended. Specimen validity testing will be conducted on all urine specimens provided for testing under DOT authority. Specimen validity testing is the evaluation of the specimen to determine if it is consistent with normal human urine. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

20. Dilute Test Results

Upon receipt of MRO verified dilute drug test results with creatinine levels greater than 5 mg/DL and less than 2 mg/DL, Royalane Trucking, LLC will accept the result and there will be no retest.

Upon receipt of a MRO verified dilute drug test result with creatine levels greater than or equal to 2 mg/DL but less than or equal to 5 mg/DL, Royalane Trucking, LLC will conduct a recollection under direct observation.

21. Medical Review Officer's Role and Responsibilities

The designated Medical Review Officer (MRO) shall be a licensed physician registered with the Clearinghouse per 49 CFR Part 382 Subpart G, as amended. This can be a Doctor of Medicine or Osteopathy with a knowledge of drug disorders. Royalane Trucking, LLC shall use the following Medical Review Officer:

Name of Facility: Intermountain WorkMed Name of MRO: Michael C. Housley, MD

Location 1: 412 N 200 E Phone#: 435-713-2850
Logan, UT 84321

Location 2: 1355 W Hinkley Dr. Phone#: 801-387-6150
Ogden, UT 84401

The role of the MRO is to review and interpret confirmed positive test results obtained through the employer's testing program. In carrying out the responsibility, the MRO shall examine alternate medical explanations for any positive test result. This action may include conducting a medical interview and review of the individual's medical history, or review of any other relevant biomedical factors. The MRO shall review all medical records made available by the tested individual when a confirmed positive test could have resulted from legally prescribed medication.

Additionally, the MRO cannot accept an assertion of consumption of a hemp food product as a bases for verifying a confirmed marijuana (THC) test result as a negative. Consumption of a hemp food product is not to be considered a legitimate medical explanation for a prohibited substance or metabolite in an individual's specimen.

An employee shall be notified by the MRO of a laboratory confirmed positive test and a verification interview will be conducted with the employee by the MRO, in accordance with 49 CFR Parts 30.131 through 40.141.

22. Verified Positive Results

MRO verified positive urine drug tests will result in immediate removal from safety sensitive duties and a referral to a Substance Abuse Professional (SAP) that has knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related-disorders, and who meets the qualifications outlined in 49 CFR Part 40.281 Subpart O, will be provided to the employee.

Per Royalane Trucking, LLC authority, violators of this substance abuse policy will result in immediate termination of employment and/or exclusion from hire.

23. Cancelled/Invalid Test Results

A drug test that has been declared cancelled by the MRO, because the specimen was invalid, or for other reasons, shall be considered neither positive nor negative. Additionally, a specimen that has been rejected for testing by the laboratory is reported by the MRO as a cancelled test.

When a negative urine drug test result is required (as in the case of pre-employment, return to duty, and follow up test types) the employer must conduct another drug test on the individual. For some categories of cancelled drug tests, the MRO will indicate that a re-collection of a specimen using direct observation specimen collection procedures is required, regardless of test type. Direct observation collection procedures will be in accordance with 49 CFR Part 40.67 as amended. The MRO may also direct an employee to undergo a medical evaluation to determine whether or not clinical evidence of drug use exists when there are documented medical explanations for an individual producing invalid specimens and a negative result is needed for a pre-employment, return to duty or follow-up test. For alcohol testing, a test that is deemed to be invalid per 49 CFR Part 40.267, shall be cancelled and therefore considered neither positive or negative.

24. Split Specimen Testing

Split specimen collection procedures will be followed in obtaining specimens. An employee is entitled to request, within 72 hours of learning of a verified positive test result, that the split specimen be tested at a different DHHS certified laboratory than that which conducted the test of the primary specimen. If the test result of the split specimen fails to reconfirm the presence of the drug or drug metabolite, the test result shall be ruled "Canceled". The procedures for canceled tests, as outlined in 49 CFR Part 40.187, will be followed. If the test result of the split specimen is positive, the test results shall be deemed positive. If the laboratory's test of the primary specimen is positive, adulterated or substituted and the split specimen is unavailable for testing, a recollection under direct observation is required. Direct observation collection procedures will be in accordance with 49 CFR Part 40 as amended.

Split Specimen Testing is not authorized for test results reported by the MRO as "Invalid".

Payment of Split Specimen Testing:

When an employee has made a request to the MRO for a test of the split specimen, Royalane Trucking, LLC is required to ensure that the cost for a split specimen testing is covered, in order for a timely analysis of the sample. Royalane Trucking, LLC will seek reimbursement from the employee requesting the split specimen testing for the entire cost if the results reconfirm the original positive findings.

25. Alcohol

Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol. Alcohol use means the drinking or swallowing of any beverage, liquid mixture or preparation (including any medication), containing alcohol. 49 CFR Part 382 authorizes alcohol testing and requires Royalane Trucking, LLC to take action on the findings, regardless of whether it was ingested as a beverage, medicinal form or other preparation.

26. Alcohol Use and Breath Alcohol Testing

Performing (a safety-sensitive function) means a driver is considered to be performing a safety-sensitive function during any period in which he or she is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions. No safety-sensitive employee shall report for duty or remain on duty to perform any safety-sensitive functions while having an alcohol concentration of 0.02 or greater. If there is actual knowledge that an employee may be under the influence of alcohol while performing any safety-sensitive functions, the employee shall not be permitted to continue his or her duties pending a reasonable suspicion interview, conducted per Section 12.

No safety-sensitive employee shall not use alcohol while performing safety-sensitive functions within four (4) hours prior to performing a safety-sensitive function.

A Breath Alcohol Technician (BAT) qualified to conduct DOT breath alcohol testing shall conduct all DOT required alcohol screening tests.

In accordance with the provisions of 49 CFR Part 40, as amended, the results of both the screening and confirmation of breath alcohol tests, as applicable, shall be displayed to the individual being tested immediately following the test(s). The results of breath alcohol testing will be transmitted by the BAT to Royalane Trucking, LLC in a confidential manner, in writing, in person, by telephone or electronic means in accordance with 49 CFR Part 40, as amended. All testing will be conducted consistent with the procedures set forth in 49 CFR Part 40, as amended.

If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. An alcohol concentration of 0.04 or greater will be considered a DOT positive alcohol test and a violation of this policy. An employee testing positive for alcohol will be immediately removed from any and all safety-sensitive functions and/or duties and will be provided with a referral to a DOT qualified SAP, in accordance with 49 CFR Part 40, as amended.

Royalane Trucking, LLC considers a confirmation test that indicates an alcohol concentration of 0.02 or higher to be a positive test and a violation of this substance abuse policy. Per Royalane Trucking, LLC authority, violations of this substance abuse policy will result in immediate termination of employment and/or exclusion from hire.

Royalane Trucking, LLC requires a 24 hour stand down for any completed alcohol tests confirming results greater than 0.00 and below 0.02 for all safety-sensitive employees from performing or conducting safety-sensitive duties.

27. Refusal to Submit to Alcohol Testing

The following actions constitute a refusal to submit to Alcohol Testing:

- 1.) Fail to appear for any test within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer.
- 2.) Failure to remain at the testing site until the testing process is complete.
- 3.) Fail to provide an adequate amount of saliva or breath for any alcohol test required by this part or DOT agency regulations.
- 4.) Fail to provide a sufficient breath specimen, and the physician has determined, through a required medical evaluation, that there was no adequate medical explanation for the failure.
- 5.) Fail to undergo a medical examination or evaluation, as directed by Royalane Trucking, LLC.
- 6.) Fail to sign the certification as Step 2 of the ATF.
- 7.) Fail to cooperate with any part of the testing process.

A referral to a SAP that has knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders, and who meets the qualifications outlined in 49 CFR Part 40.281 Subpart O will be provided. *Per Royalane Trucking, LLC's authority, violation of this substance abuse policy will result in immediate termination of employment and/or exclusion from hire.*

28. General Effects of Controlled Substances and Alcohol

Alcohol

Alcohol is the most commonly abused substance in the United States. It is a depressant and it slows down physical responses and progressively impairs mental functions. Signs and symptoms of use include:

- Dulled mental processes
- Lack of coordination
- Odor of alcohol on breath
- Possible constricted pupils
- Sleepy reaction rate
- Slurred speech

Chronic consumption of alcohol (average of three servings per day of beer [12 oz], whisky [1 oz], or wine [6 oz]) over time may result in the following health hazards:

- Neurological problems, including dementia and stroke.
- Cardiovascular problems.
- Cancer of the mouth, throat, esophagus, liver, and colon. In general, the risk of cancer increases with increasing amount of alcohol.
- Liver diseases, including alcohol hepatitis and cirrhosis.
- Gastrointestinal problems, including pancreatitis and gastritis.
- Psychiatric problems, including depression, anxiety and suicide.

Cannabinoids/Marijuana

Marijuana is a solid form made of THC. THC binds to certain nerve cells and kicks off a series of cellular reactions that ultimately lead to the high by affecting other chemical processes. Within a few minutes of inhaling marijuana smoke, a person will experience one or more of the following:

- Dreamy relaxation
- An increased or vivid sense of smell, taste, and hearing
- Dry mouth
- Rapid heartbeat
- Some loss of coordination
- Poor sense of balance
- A diminished sense of time
- Slower muscular reaction times
- A general feeling of intoxication

Use of marijuana has both short term and long term health effects such as:

- Problems with the transfer of information from short to long term memory, and thus difficulty learning/remembering
- Distorted visual perception
- Difficulty thinking clearly
- Decreased ability to solve problems
- Loss of muscular coordination
- Increased heart rate
- Lung and other cancers, decreased immune responses and a significant decrease in the ability to learn new information
- A stronger tolerance for the drug, which requires increased dosage
- Increased risk of heart attacks
- Increased difficulty sustaining and shifting attention even in emergency situations
- Increased difficulty registering, organizing, and applying information which at first lasts several days after the "high", and can continue for many weeks
- Brain cell damages
- Mood swings as the drug ebbs and flows in the body
- Altered psycho-social behavior which
- The development of an entire new set of friends who "use"

Cocaine and Crack Cocaine

Cocaine is a powerfully addictive central nervous stimulant that directly affects the brain but is also a topical deadening agent. Cocaine closes down the blood vessels that supply blood to the body. Ingestion of cocaine results in the user feeling:

- Euphoric
- Energetic
- Talkative
- Mentally alert, especially to the sensations of sight, sound and touch
- Without appetite
- With little need for sleep

Use of cocaine has both short term and long term health effects such as:

- Bizarre, erratic, and violent behavior
- Tremors
- Nose bleeds
- Paranoia
- Restlessness
- Irritability
- Anxiety
- Sudden death
- Constricted blood vessels
- Increased temperature
- Increased heart rate
- Dilated pupils
- Increased blood pressure

Amphetamines/Methamphetamines

Amphetamines/Methamphetamines is a highly altered chemical mixture that releases a large amounts of neurotransmitter dopamine and has a stimulant-like effect. Use of Amphetamines/Methamphetamines has both short term and long term effects to your health such as:

- A "rush"
- Increased activity levels
- Decreased appetite
- Heightened sense of well-being
- Increased respiration

- Increased body temperature
- Insomnia
- Compulsive drug-seeking and drug use
- Functional and molecular changes in the brain
- Violent behavior
- Anxiety
- Confusion
- Mood disturbances and delusions
- Pain and withdrawal
- Homicidal and/or suicidal thoughts

Opiates

Opiates are a broad family derived from the processing of opium, which is extracted from the seed pod of certain varieties of poppy plants. The morphine derived from this process is one of the most powerful painkillers known. Heroin is the more famous of the opiates and is highly addictive. Use of opiates has both short term and long term effects on your health such as:

- Drowsiness lasting for several hours
- Clouded mental function
- Slower heart rate
- Severely slowed breathing
- A warm flushing of the skin
- Dry mouth
- Heavy feeling in the arms and legs which may be accompanied by nausea, vomiting and severe itching
- Suppression of pain
- Addiction
- Infectious diseases (i.e., HIV/AIDS and hepatitis B and C)
- Collapsed veins
- Bacterial infections
- Abscesses
- Infection of heart lining and valves
- Arthritis and other rheumatological problems

Phencyclidine (PCP)

PCP is classified as a dissociative anesthetic and effects are unpredictable and often times trance-like. When PCP is snorted or smoked, PCP rapidly moves from the blood to the brain to disrupt the functioning of sites known as NMDA (N-methyl-D-aspartate) receptor complexes. Use of PCP has both short term and long term effects on your health such as:

- Shallow, rapid breathing
- Increased blood pressure
- Increased heart rate
- Elevated temperature
- Feelings of detachment from reality
- Distortions of space, time, and how the user perceives his/her body
- Hallucinations
- Panic
- Fear
- Feelings of invulnerability and exaggerated strength
- Severe disorientation
- Violence
- Suicidal tendencies
- Memory loss
- Addiction

Methylenedioxymethamphetamine (MDMA, Ecstasy)

The user of Ecstasy will feel a euphoria which takes effect 15 – 60 minutes after beginning use and lasts for many hours. Other effects include:

- Mild intoxication
- Relaxation
- Euphoria
- Discomfort
- Disorientation
- Elevated blood pressure and heart rate
- Irritation and nervousness
- Optical and acoustic hallucinations
- An excited calm or peace
- Lack of appetite
- Feelings of well-being
- Increase in physical and emotional energy
- Increased sociability and closeness
- Heightened sensitivity
- Increased responsiveness to touch
- Changes in perception
- Empathy

At higher doses and long term use:

- Agitation
- Panic attacks
- Illusory or hallucinatory experiences may occur
- Cerebral hemorrhage
- Frequent bouts of dysphoria
- Heart and circulatory failure
- Neurotoxicity
- Paranoid psychoses
- Stroke
- Users develop a strong psychological dependence on the drug. Chronic users develop increasing tolerance as they increase their doses. Those undergoing withdrawal will suffer bouts of depression and headaches.

Kratom (aka: Biak, Ketum, Kakuam, Ithang, Thom)

Kratom is not currently an illegal substance as of this publication and is not tested for by FMCSA DOT drug testing as of the date of this publication, however, Royalane Trucking, LLC prohibits the use of this substance for any safety-sensitive employee due to its affects closely related to opioids and stimulants. Use of Kratom has both short term and long term effects on your health such as:

- Increased energy
- Increased heartrate
- Increased sociability
- Increased alertness
- Dependence with increased use. Chronic users develop increasing tolerance as they increase their dosed.

At higher doses and long term use:

- Drowsiness lasting for several hours
- Clouded mental function
- Slower heartrate
- Heightened sensitivity
- Decreased pain
- Severely slowed breathing
- A warm flushing of the skin
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- Heightened sensitivity
- Decreased pain
- Severely slowed breathing
- A warm flushing of the skin
- Dry mouth
- Nausea, vomiting and severe itching
- Sweating
- Constipation
- Increased urination

- Loss of appetite
- Seizures
- Hallucinations
- Psychosis
- Death

Withdrawal symptoms include:

- Muscle aches
- Insomnia
- Irritability
- Hostility
- Aggression
- Emotional changes
- Runny nose
- Jerky muscle movements

29. Reporting to the Clearinghouse

Per 49 CFR Part 382.705 in Subpart G, as amended, states the following:

MRO's

- 1.) Within 2 business days of making a determination or verification, MROs must report the following information about a driver to the Clearinghouse:
 - (i) Verified positive, adulterated, or substituted controlled substances test results;
 - (ii) Refusal-to-test determination by the MRO in accordance with 49 CFR 40.191(a)(5), (7), and (11), (b), and (d)(2).
- 2.) MROs must provide the following information for each controlled substances test result specified in paragraph (a)(1) of this section:
 - (i) Reason for the test;
 - (ii) Federal Drug Testing Custody and Control Form specimen ID number;
 - (iii) Driver's name, date of birth, and CDL number and State of issuance;
 - (iv) Employer's name, address, and USDOT number, if applicable;
 - (v) Date of the test;
 - (vi) Date of the verified result; and
 - (vii) Test result. The test result must be one of the following:
 - (A) Positive (including the controlled substance(s) identified);
 - (B) Refusal to test: Adulterated;
 - (C) Refusal to test: Substituted; or
 - (D) Refusal to provide a sufficient specimen after the MRO makes a determination, in accordance with § 40.193 of this title, that the employee does not have a medical condition that has, or with a high degree of probability could have, precluded the employee from providing a sufficient amount of urine. Under this subpart a refusal would also include a refusal to undergo a medical examination or evaluation to substantiate a qualifying medical condition.
- 3.) Within 1 business day of making any change to the results report in accordance with paragraph (a)(1) of this section, a MRO must report that changed result to the Clearinghouse.

Employers

- 1.) Employers must report the following information about a driver to the Clearinghouse by the close of the third business day following the date on which they obtained that information:
 - (i) An alcohol confirmation test result with an alcohol concentration of 0.04 or greater;
 - (ii) A negative return-to-duty test result;
 - (iii) A refusal to take an alcohol test pursuant to 49 CFR 40.261;
 - (iv) A refusal to test determination made in accordance with 49 CFR 40.191(a)(1) through (4), (a)(6), (a)(8) through (11), or (d)(1), but in the case of a refusal to test under (a)(11), the employer may report only those admissions made to the specimen collector; and

FUEL STOPS: FLYING J and PILOT LOCATIONS

I-15 Corridor UT to CA and back

Ogden, UT Flying J exit 343

Willard Bay, UT Flying J Exit 357

Salt Lake, UT Flying J exit 27 off the I-215 West from I-15

Saint George, UT Pilot Exit 4

Littlefield, AZ exit 9

North Las Vegas, NV Pilot exit 48

Primm, NV exit 1

I-15 TO 93 (318, 6, 93) CA to ID and back

NEVER TAKE THE 95 ROUTE, return to Twin Falls for Western Idaho loads.

Primm, NV exit 1

North Las Vegas, NV Pilot exit 48

Jerome, ID off 93 (just past I-84 overpass)

West Idaho locations (Fruitland, Payette) Ontario, OR Pilot exit 376B

Other Oregon Locations are in:

La Grande, OR

Pendleton, OR

UT to WA, ID to WA, WA back

Stanfield, OR Pilot Exit 188

NEVER FUEL AT:

SNOWVILLE, UT

NEPHI, UT

MESQUITE, NV

ALL OF CALIFORNIA WITHOUT PRIOR CONCENT

ALL OF WASHINGTON WITHOUT PRIOR CONCENT



Greenland

Canada

United States of America

Mexico

Guatemala

St. Lucia

Venezuela

Ecuador

Peru

Marshall Islands