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MAINE
DEPARTMENT OF
LABOR
Labor Standards



Substance Abuse Testing Report 2002

2002 Substance Abuse Testing Highlights

The *Substance Abuse Testing Report 2002* is produced as a requirement of the Maine Substance Abuse Testing Law of 1989. All companies with approved Substance Abuse Testing Policies are required to provide information for this report (exclusive of any federally mandated testing).

252 companies have approved Maine substance abuse testing policies

- ✓ All are approved to do applicant testing
- ✓ 37 are approved for employee probable cause testing (see Section III, page 2)
- ✓ 24 are approved to do random or arbitrary testing (see Section III, page 2)
- ✓ 22 are approved to do probable cause and random or arbitrary testing

The number of job applicants tested decreased 21.0% from 15,947 in 2001 to 12,595 in 2002. This despite an increase of 5.4% in the number of employers who have approved policies to conduct tests, from 239 in 2001 to 252 in 2002

- ✓ 12,595 job applicant tests were conducted in 2002. Six-hundred twenty-four had positive test results
- ✓ The percentage of applicant positive tests increased from 4.5% in 2001 to 5.0% in 2002
- ✓ The most common controlled substances identified from the tests were cannabinoids (92.6%), cocaine (5.3%), opiates (1.8%), amphetamines (0.6%), benzodiazepines (0.3%), followed by phencyclidine (0.2%), barbiturates (0.2%), and methadone (0.2%)
- ✓ 50 companies included alcohol in their substance abuse testing panel with 2 (0.3%) positive tests

10 employees were given tests for probable cause

- ✓ 0 tested positive

523 employees were given random or arbitrary tests

- ✓ 18 tested positive

Industry breakout with approved substance abuse testing policies

- ✓ Manufacturing – 94
- ✓ Trade (wholesale & retail) – 49
- ✓ Construction - 32
- ✓ Services (healthcare, professional and other services) - 42
- ✓ Transportation and public utilities - 18
- ✓ Other - 16



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March 2003

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The Maine Department of Labor provides equal opportunity employment and programs.
Auxiliary aids and services are available upon request to individuals with disabilities.

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Section I

Background

The Maine Department of Labor (MDOL) is submitting this report to the Joint Standing Committee on Labor in accordance with the Maine Substance Abuse Testing Law, Title 26 M.R.S.A. Section 690. This report pertains only to employer testing activities under Maine law. It is not a comprehensive study of workplace substance abuse testing because it does not include individuals who are tested under federal testing programs.

The Maine Substance Abuse Testing Law is intended to protect the privacy rights of employees, yet allow an employer to administer testing; to ensure proper testing procedures; to ensure that an employee with a substance abuse problem receives an opportunity for rehabilitation and treatment; and to eliminate drug use in the workplace. Regulation of testing for use of controlled substances has been in effect under Maine law since September 30, 1989.

The administration of this law is a collaborative effort of the following agencies:

- ◆ Maine Department of Labor
 - Reviews and approves substance abuse testing policies.
 - Conducts the annual survey of substance abuse testing.
 - Analyzes testing data and publishes the annual report.

Model Policies

A model job applicant testing policy developed by the Maine Department of Labor in 1998 and a model probable cause testing policy developed in 2000 help employers develop substance abuse policies for their workplaces. These model policies have also made it easier for the MDOL to review company policies. (See Appendix 5 for model applicant policy. The model applicant and employee testing policies are on the BLS website, www.maine.gov/labor/bls/ModelDrugTest.htm.)

- ◆ Department of Human Services (DHS) Health and Environmental Testing Laboratory
 - Licenses testing laboratories.

Licenses for Testing Laboratories

The Department of Human Services Health and Environmental Testing Laboratory is responsible for the licensure of laboratories that Maine employers can use for testing of controlled substances. There are 14 laboratories licensed by the State of Maine to do the substance abuse tests for Maine employers with approved testing policies. Sixteen substance abuse testing laboratory licenses that were due for renewal in 2002 were renewed. One previously licensed laboratory closed and one license was not renewed. (see Appendix 3).

- ◆ Department of Behavioral & Developmental Services (formerly the Dept. of Mental Health, Mental Retardation and Substance Abuse Services)
 - Reviews and approves employee assistance programs for employers who do probable cause or random and arbitrary testing.

Employee Assistance Programs (EAP)

Any employer with more than 20 full-time employees must have a functioning EAP as stated in Title 26 Section 683 Paragraph 1 prior to testing their employees. The EAP must be certified by the Office of Substance Abuse and certification must be renewed every two years. Four EAPs were approved in 2002, bringing the total EAPs to 42 for companies with substance abuse testing policies. Some EAPs are certified for parent companies and cover multiple locations that may be listed separately (see Appendix 1).

Section II

Substance Abuse Testing Policy Review and Approval

Department of Labor - Policy Review and Approval

In 2002, the Maine Department of Labor (MDOL) received 55 individual substance abuse testing policy submissions for review. MDOL staff completed 38 reviews. There were 17 policies pending review as of December 31, 2002 (see Table 1).

Any employer desiring to do substance abuse testing, other than federally regulated testing, must submit a substance abuse testing policy to the Department of Labor, Bureau of Labor Standards. Testing shall not be done until the business has been notified the policy has been approved. Title 26 M.R.S.A. Section 689 addresses the penalties that can be assessed if an employer does substance abuse testing without an approved testing policy.

Table 1

Substance Abuse Testing Policies Reviewed Maine, 2002

Reviews Completed	38
Policies Approved	24
Policies Denied	14
Reviews Pending	17

Section III

Types of Testing

Drug testing policies may be approved for one or all of the following types of testing:

- ◆ job applicant testing
- ◆ employee testing
 - probable cause testing - means reasonable grounds exist to believe that an employee may be under the influence of a substance of abuse.
 - random/arbitrary testing - a method of selecting people to be tested where all potential testees have an equal chance of selection by chance or where testing is based on criteria unrelated to substance abuse such as a date of hire anniversary.

Section IV

Survey Results

Each employer with a policy approved by the Maine Department of Labor must participate in a mandatory annual survey. Information gathered in the survey includes the number of tests by type (applicant, probable cause or random/arbitrary), the substances tested for, and the number of positive tests for each substance.

Job Applicant Testing

The number of job applicant tests conducted in 2002 decreased by 21.0% from 2001. In 2002, of all the job applicant tests conducted, 5.0% had positive results, compared to 4.5% in 2001. Cannabinoids (92.6%), cocaine (5.3%), and opiates (1.8%) were the most frequently identified substances. Other identified substances include alcohol (0.3%), amphetamines (0.6%), benzodiazepines (0.3%), phencyclidine, barbiturates and methadone (each at 0.2%) (see Table 2). See Appendix 6 for controlled substances and drug names.

Table 2

Results of Job Applicant Tests Under Approved Policies Maine, 2002

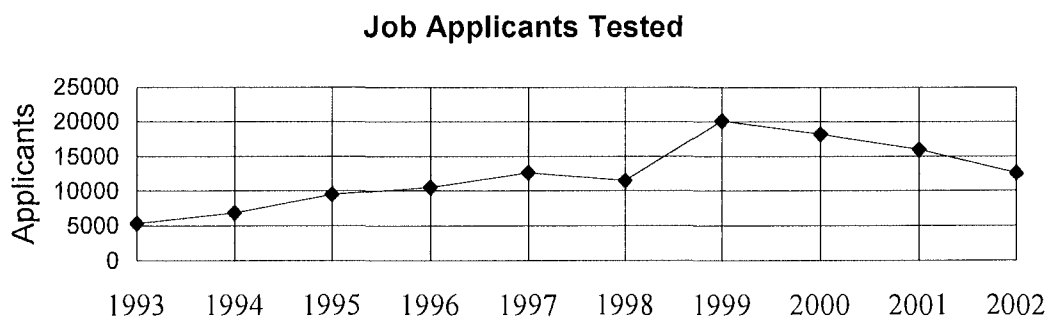
	<u>Tests</u>	<u>As Percent of All Tests</u>	<u>As Percent of Positive Tests</u>
Total Job Applicant Tests	12,595	100.0	
Positive Results*	624	5.0	100.0
Cannabinoids	578	4.6	92.6
Cocaine	33	0.3	5.3
Opiates	11	0.1	1.8
Alcohol	2	-.-	0.3
Amphetamines	4	-.-	0.6
Benzodiazepines	2	-.-	0.3
Phencyclidine	1	-.-	0.2
Barbiturates	1	-.-	0.2
Methadone	1	-.-	0.2
Unknown	0	-.-	0.0
Invalid	6	-.-	1.0

* May be less than total of all substances if one or more applicants tested positive for multiple substances.

-. - Less than 0.05 percent.

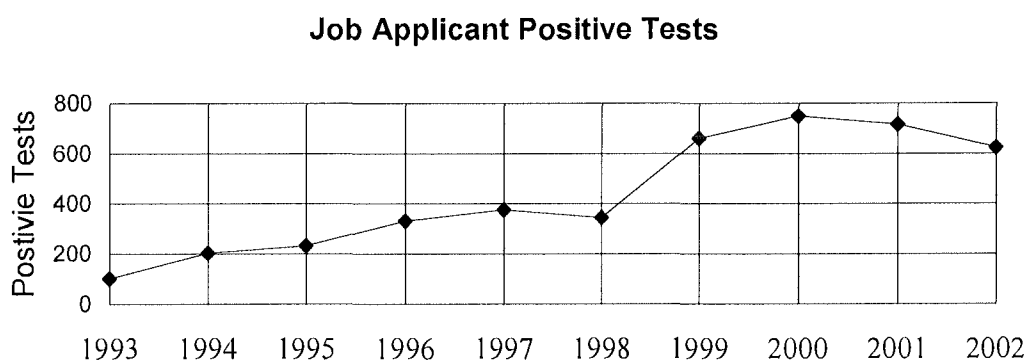
The following graph shows the number of job applicants tested for controlled substances for the years 1993 to 2002.

Figure 1



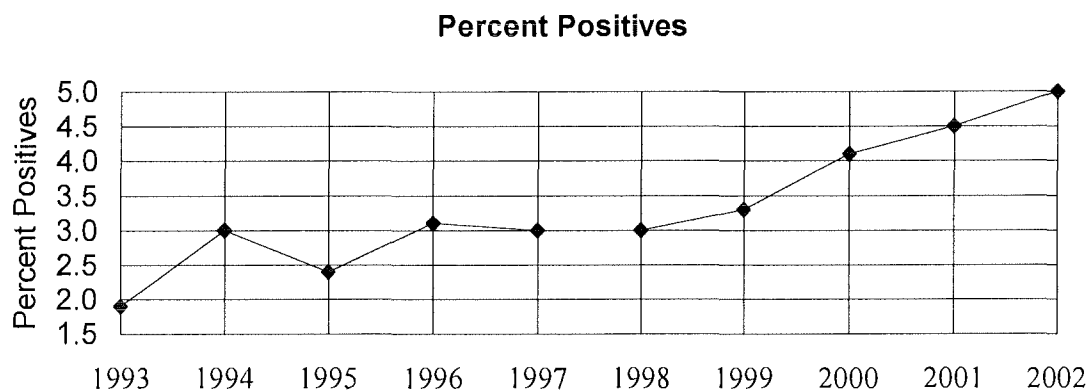
The graph below indicates the number of positive tests for job applicants from 1993 to 2002.

Figure 2



The following graph shows the percentage of positive tests in relation to the number of tests given as shown in Figure 1, above.

Figure 3



Employee Testing

A total of 533 employee tests were conducted, with 18 positive tests. Ten of the tests were for probable cause, for which there were no confirmed positives. Five-hundred twenty-three of the employee tests were random or arbitrary testing. Of these, 18 (3.4%) were confirmed positive: 15 (83.3%) for cannabinoids, two (11.1%) for cocaine and one (5.6%) for benzodiazepines.

Section V

Analysis of All Results (Applicants & Employees)

The Manufacturing Industry had the most substance abuse testing policies, conducted the second highest number of tests (3,947) and had the highest percentage of positives (5.9%). The Services Industry (including Financial) conducted 4,036 tests, with 3.9% positive. The Wholesale and Retail Trade Industry conducted 2,846 tests with 4.7% positive. Transportation and Public Utilities conducted 262 tests with 3.1% positive tests. The Construction Industry conducted 1,819 tests and with 5.6% had the second highest percentage of positives (see Table 3).

Table 3

Results of All Tests Under Approved Policies, by Industry Maine, 2002

<u>Industry</u>	<u>Number of Policies</u>	<u>Number of Tests</u>	<u>Number of Positives</u>	<u>Percent Positive</u>
All Industries	252	13,128	642	4.9
Construction	32	1,819	102	5.6
Heavy Construction	11	1,546	84	5.4
Other Construction	21	273	18	6.6
Manufacturing	94	3,947	234	5.9
Food Products	9	708	44	6.2
Wood Products	16	584	41	7.0
Paper Products	20	892	17	1.9
Plastics/Rubber	6	296	26	8.8
Electronic/Electrical Equipment	10	159	5	3.1
Other Manufacturing	33	1,308	101	7.7
Transportation and Public Utilities	18	262	8	3.1
Trade	49	2,846	134	4.7
Wholesale	29	779	46	5.9
Retail	20	2,067	88	4.3
Services	43	4,036	158	3.9
Healthcare	7	1,178	23	2.0
Professional Services	9	1,575	42	2.7
Other Services	27	1,283	93	7.2
Other	16	218	7	3.2

Analysis of All Results (Applicants & Employees), continued

A drug testing panel consists of the list of substances specified in the employer's policy for which the employer will test. Although there are variations in the drug testing panels used by different employers, nearly all employers test for cannabinoids, cocaine and amphetamines. Among those tested, cannabinoids remain the substance with the highest percentage of positive tests, followed by cocaine and opiates. The substance least tested for is alcohol. Only 50 of the 197 companies who tested in 2002 included alcohol in their drug testing panel. Of all the tests conducted during 2002, 4.9% were positive. The highest percentage of positives for an individual substance was 4.5% (see Table 4).

Table 4

Results of All Tests Under Approved Policies, by Specific Controlled Substance Maine 2002

<u>Substance</u>	<u>Employers Testing During Year</u>	<u>Total Tests</u>	<u>Total Positives</u>	<u>Percent Positives*</u>
All Substances	**197	13,128	642⁺	4.9
Cannabinoids	194	13,089	593	4.5
Cocaine	196	13,128	35	0.3
Opiates	192	13,002	11	0.1
Alcohol	50	2,345	2	-.-
Amphetamines	193	12,994	4	-.-
Benzodiazepines	110	6,930	3	-.-
Phencyclidine	191	13,037	1	-.-
Barbiturates	118	8,473	1	-.-
Methadone	97	6,388	1	-.-
Methaqualone	79	5,867	0	-.-

*Percent positives, including that substance, of all tests conducted.

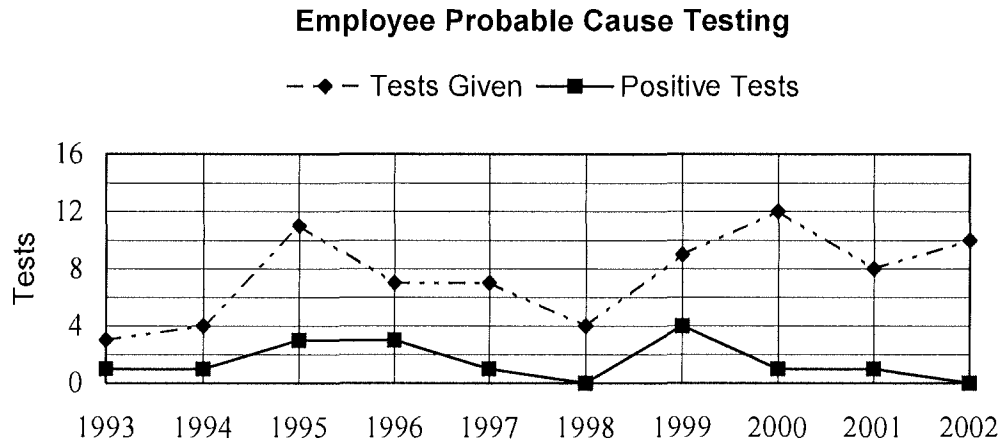
**55 Companies with approved policies did no testing in 2002.

+May be less than total of all substances if one or more persons tested positive for multiple substances.

-. Less than 0.05 percent.

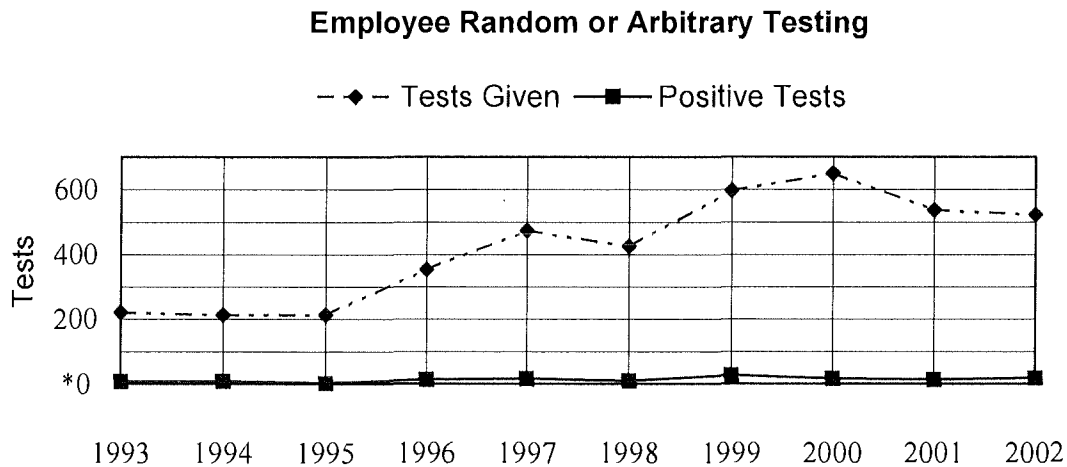
The following graph illustrates the number of probable cause tests done and the number of positives for the years 1993 through 2002.

Figure 4



The following graph shows the trend for random and arbitrary tests for the years 1993 through 2002.

Figure 5



* Range of positive test results is from 2 to 18.

The following table shows the trend of drug testing from 1993 through 2002. The number of employers with approved policies has increased from 107 in 1993 to 252 in 2002. The total number of tests given has decreased 36.7% since the peak of 20,725 in 1999. The percentage of positive tests has fluctuated, with the lowest (2.0%) in 1993 and the highest (4.5%) in 2002. Positive results for job applicant testing were lowest (1.9%) in 1993 and highest (5.0%) in 2002. The highest number of probable cause tests was in 2000. Positive probable cause was lowest (0.0%) in 1998 and 2000, and highest (44.4%) in 1999. Random tests decreased by 19.7% since the high of 651 in 2000. The percentage of positive tests was lowest (0.9%) in 1995 and highest (4.5%) in 1999. Random tests decreased by 19.7% since the high of 651 in 2000. The percentage of positive tests was lowest (0.9%) in 1995 and highest (4.5%) in 1999.

Table 5
Yearly Totals by Type of Test
Applicants/Employees
1993-2002

Year	Number of Employers w/ Policies	Total Tests	Total Positives	Percent Positive	Applicant Tests	Applicant Positives	Percent Positive	Probable Cause Tests	Probable Cause Positives	Percent Positive	Random Tests	Random Positives	Percent Positive
2002	252	13,128	642	4.9	12,595	624	5.0	10	0	--	523	18	3.4
2001	239	16,492	730	4.4	15,947	716	4.5	8	1	12.5	537	13	2.4
2000	226	18,827	765	4.1	18,164	748	4.1	12	1	8.3	651	16	2.5
1999	200	20,725	691	3.3	20,118	660	3.3	9	4	44.4	598	27	4.5
1998	164	11,888	352	3.0	11,459	343	3.0	4	0	--	425	9	2.1
1997	147	13,097	392	3.0	12,616	375	3.0	7	1	14.3	474	16	3.4
1996	134	10,854	346	3.2	10,493	330	3.1	7	3	42.9	354	13	3.7
1995	116	9,708	236	2.4	9,484	231	2.4	11	3	27.3	213	2	0.9
1994	112	7,035	211	3.0	6,818	202	3.0	4	1	25.0	213	8	3.8
1993	107	5,502	109	2.0	5,278	101	1.9	3	1	33.3	221	7	3.2

-- Indicates a value of less than 0.05%

Employers With Approved
Substance Abuse Testing Policies
1993-2002

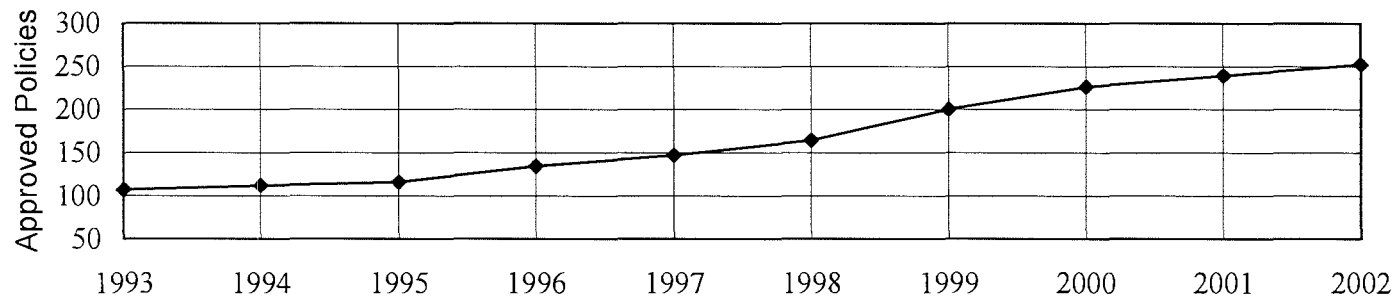


Table 6 shows the cumulative total of tests and positives for job applicants and employees from 1993 through 2002. It also shows the percentage positive for each substance as it relates to the total number of tests and to the total number of positives. The data shows that of the controlled substances tested for, cannabinoids had the highest percentage of positives.

Table 6
**Positives By Substance
1993 - 2002 (Cumulative)**

	Number of Tests	As % of All Tests	As % of Positives
Total Tests	127,256	100.0	*****
Total Positives*	4,474	3.5	100.0
Cannabinoids	3,878	3.0	86.7
Cocaine	271	0.2	6.1
Opiates	174	0.1	3.9
Alcohol	67	0.1	1.5
Barbiturates	45	-.	1.0
Benzodiazepines	40	-.	0.9
Amphetamines	32	-.	0.7
Phencyclidines	12	-.	0.3
Other	15	-.	0.3

*Total of positives by substance exceeds total applicants/employee positives because some individuals tested positive for more than one substance.

-. Indicates a value of less than 0.05%

Section VI

Summary

During 2002, the Maine Department of Labor reviewed 38 substance abuse testing policies. Of the 38 reviewed, 24 new policies were approved, 14 policies were denied pending submission of revisions, and 17 policies were pending at year end.

As of December 31, 2002, a total of 252 approved policies were in force.

The Department of Labor surveys all employers with approved policies for this report. The 2002 survey showed that 12,595 job applicants had been tested, with 624 (5.0%) confirmed positive tests. There were 10 employee probable cause tests, with none reported as positive and 523 employee random or arbitrary tests, with 18 (3.4%) positives reported.

Appendix 1

Employers with Approved Policies

The following is a listing of employers with approved substance abuse testing policies, the date of initial approval and the type of testing allowed.

Company Name	Date Approved	Applicant Testing	Probable Cause	Random or Arbitrary
<hr/>				
AIMCO (Apartment & Investment Management Co.) 2000 So. Colorado Blvd. Denver, CO 80222	04/30/01	X		
A V X Tantalum Corp. 69 Landry St. Biddeford, ME 04005	09/27/00	X		
Adecco (formerly Olsten Staffing Service) 195 Hanover St. Portsmouth, NH 03801-3749	08/12/97	X		
Adelphia (formerly Frontier Vision) 444 Perry Rd. Bangor, ME 04401	04/26/99	X		
Aetna Inc. 151 Farmington Ave. RSAA Hartford, CT 06156	02/16/00	X		
Aldworth Company Inc. 220 Broadway, Suite 404 Lynnfield, MA 01940	06/11/02	X		
Alexander & Associates P.O. Box 1117 Auburn, ME 04211-1117	01/02/01	X		
All Season Services Inc. 1265 Belmont St., Suite 2 Brockton, MA 02301	06/23/00	X		

Appendix 1

Employers with Approved Policies, continued.

Company Name	Date Approved	Applicant Testing	Probable Cause	Random or Arbitrary
Alliance Construction Inc. 160 Pleasant Hill Rd. Scarborough, ME 04074	05/14/01	X		
Allstate Insurance Co. 74 Batterson Park Rd. P.O. Box 4005 Farmington, CT 06034	04/11/91	X		
Alternative Nursing Care, Inc. 570 Brighton Ave. Portland, ME 04102	09/04/02	X		
Alternative Warehouse Services Inc. (AWS) P.O. Box 2519 So. Portland, ME 04116-2519	02/24/99	X		
American Steel & Aluminum Corp. 115 Wallace Ave. So. Portland, ME 04106	04/30/01	X		
American Tissue Mills of Maine (formerly Tree Free Fiber Co.) 54 Maple St. P.O. Box 898 Augusta, ME 04332-0898	05/30/96	X		
Aroostook & Bangor Resources Inc. P.O. Box 229 Mattawamkeag, ME 04459	03/13/01	X		
@WORK Personnel Services P.O. Box 96 Brooks, ME 04921	07/02/96	X		
Atlantic Contracting & Specialties (formerly Eastern Refractories) 15 Lincoln St. Lewiston, ME 04240-7720	07/22/93	X		

Appendix 1

Employers with Approved Policies, continued.

Company Name	Date Approved	Applicant Testing	Probable Cause	Random or Arbitrary
Atlantic Salmon of Maine, LLC HCR 70 Box 325 Machiasport, ME 04655	05/05/00	X		
Auburn, City of 45 Spring St. Auburn, ME 04210	06/09/94	X		
Auburn Motor Sales d/b/a Rowe – Auburn 699 Center St. Auburn, ME 04212-0500	05/05/00	X		
B E & K P.O. Box 358 Jay, ME 04239	06/03/91	X	X	X
B J's Wholesale Club P.O. Box 9601 Natick, MA 01760-9601	06/09/94	X		
Baileyville Police Dept. P.O. Box 637 Baileyville, ME 04694	02/24/99	X		
Bancroft Contracting 23 Phillips Rd. P.O. Box 165 South Paris, ME 04281	02/01/94	X		
Bangor Area Visiting Nurses 268 State St. P.O. Box 2040 Bangor, ME 04402-2040	12/16/92	X		
Bangor & Aroostook R. R. RR 2 Box 45 Bangor, ME 04401-9602	06/19/98	X		
Bangor Gas Company P.O. Box 980 Bangor, ME 04402-0980	06/11/02	X		

Appendix 1

Employers with Approved Policies, continued.

Company Name	Date Approved	Applicant Testing	Probable Cause	Random or Arbitrary
Barber Foods P.O. Box 4821 Portland, ME 04112-4821	09/09/97	X		
Barrett Paving Materials Inc. 3 Becker Farm Rd. Roseland, NJ 07068-1748	04/23/01	X	X	
Bath Iron Works Corp. 700 Washington St. Bath, ME 04530	02/27/90	X	X	X
Best Buy Stores LP P.O. Box 9312 Minneapolis, MN 55440	12/16/98	X		
Bindley Western Drug Co. (J.E. Goold) P.O. Box 920 Portland, ME 04104-0920	05/18/93	X		
Black & Veatch P.O. Box 8405 Kansas City, MO 64114	06/19/98	X		
Blake Equipment 61 West Dudley Town Rd. Bloomfield, CT 06002	12/21/98	X	X	
Boralex Athens Energy (formerly Gorbell/TE Power Co) P.O. Box 170 Athens, ME 04912-0170	10/05/94	X		
Brewer Automotive Components (BAC) 6 Baker Blvd. Brewer, ME 04412	09/17/99	X		
Brewer, City of 80 North Main St. Brewer, ME 04412	12/12/00	X		

Appendix 1

Employers with Approved Policies, continued.

Company Name	Date Approved	Applicant Testing	Probable Cause	Random or Arbitrary
Bridgecorp 319 Water St. P.O. Box 2588 Augusta, ME 04338-2588	08/21/96	X		
Bright Horizons Family Solutions 200 Talcott Ave. S. Watertown, MA 02472	04/30/02	X		
C N Brown P.O. Box 2000 So Paris, ME 04281	06/06/01	X		
Burnham & Morrill P.O. Box 1871 Portland, ME 04103	09/04/02	X		
Cable Constructors Inc. 105 Kent St. Iron Mountain, MI 49801	06/21/02	X	X	X
Calpine Corporation (formerly Energy Mgmt. Inc.) 75 Arlington St., Suite 704 Boston, MA 02116-3936	10/18/99	X		
Carquest Distribution Center P.O. Box 1239 Bangor, ME 04401	11/25/97	X	X	X
Casella Waste Systems, Inc. 358 Emerson Mill Rd. Hampden, ME 04444	12/16/98	X		
Central Maine Power Co. 83 Edison Dr. Augusta, ME 04336	10/18/90	X		
Chadwick-BaRoss Inc. 160 Warren Ave. P.O. Box 4500 Westbrook, ME 04092-4500	07/21/93	X		

Appendix 1

Employers with Approved Policies, continued.

Company Name	Date Approved	Applicant Testing	Probable Cause	Random or Arbitrary
Cianbro Corp. Hunnewell Square P.O. Box 1000 Pittsfield, ME 04967	02/27/90	X	X	X
Circuit City Stores, Inc. 9960 Maryland Dr. Richmond, VA 23233-1464	10/31/96	X		
Cives Steel Co. Riverside Dr. P.O. Box 850 Augusta, ME 04332-0850	10/18/90	X	X	
Clark Builders 505 Washington St. Bath, ME 04530	07/09/99	X	X	
Coca-Cola Bottling Co. of Northern New England, Inc. One Executive Park Dr. Bedford, NH 03110-6913	12/29/92	X	X	
Community Concepts 79 Main St. Auburn, ME 04210	10/24/01	X		
Control Devices, Inc. 228 Northeast Rd. Standish, ME 04084	04/17/96	X		
Cooper Wiring Devices (formerly Arrow Hart) 1 Cressey Rd. Brunswick, ME 04011	07/24/90	X		
Corning Inc., Life Sciences Div. 2 Alfred Rd. Kennebunk, ME 04043	09/19/01	X		

Appendix 1

Employers with Approved Policies, continued.

Company Name	Date Approved	Applicant Testing	Probable Cause	Random or Arbitrary
Cutler – Hammer, Inc. 1000 Cherrington Parkway Moon Township, PA 15108-4312	09/02/99	X		
CYRO Industries Rt. 109 Industrial Park P.O. Box 591 Sanford, ME 04073	07/24/90	X		
D & G Machine Products 50 Eisenhower Dr. Westbrook, ME 04092-2009	07/31/91	X		
Dennis Beverage Co. d/b/a Dennis Paper Co. 1017 School St., Veazie P.O. Box 1452 Bangor, ME 04402-1452	12/24/91	X		
Dielectric P.O. Box 949 Raymond, ME 04071	07/09/99	X		
Diver Down Underwater Services 399 Presumpscot St. Portland, ME 04103	12/04/01	X		
Domtar Industries (formerly Georgia Pacific) 144 Main St. Baileyville, ME 04694	07/31/91	X	X	
Down East Toyota Buick & Down East Auto Body of Brewer 640 Wilson St. Brewer, ME 04412	02/09/00	X		
Ducktrap River Fish Farm, Inc. 57 Little River Dr. Belfast, ME 04915	12/28/98	X		

Appendix 1

Employers with Approved Policies, continued.

Company Name	Date Approved	Applicant Testing	Probable Cause	Random or Arbitrary
E D S Corporate Security 5400 Legacy Dr. Plano, TX 75024	01/24/01	X		
E S B, Inc. Five Star Industrial Park 45 Bradley Westbrook, ME 04092	06/02/98	X		
Eastern Fine Paper, Inc. P.O. Box 129 Brewer, ME 04412	04/23/91	X		
Eastern Maine Health Care 489 State St. P.O. Box 404 Bangor, ME 04402-0404	01/15/91	X		
Ellsworth Builders Supply, Inc. 261 State St. Ellsworth, ME 04605-9407	09/25/90	X		
Emery Waterhouse Rand Rd. P.O. Box 659 Portland, ME 04104	04/08/98	X		
Engineered Materials of Maine LLC 110 Hildreth St. Bangor, ME 04401	09/11/02	X		
Enterprise Engineering Inc. P.O. Box 550 Yarmouth, ME 04096	09/10/02	X	X	X
Equipment Rental Service, Inc. (d/b/a Taylor Rental) P.O. Box 374 Brewer, ME 04412-0374	03/02/99	X		

Appendix 1

Employers with Approved Policies, continued.

Company Name	Date Approved	Applicant Testing	Probable Cause	Random or Arbitrary
ESOCO Orrington, Inc. River Rd. P.O. Box 96 Orrington, ME 04474	06/03/92	X		
FMC Biopolymer Corp. P.O. Box 308 Rockland, ME 04841-0308	03/22/90	X	X	X
F P L Energy Maine Operating 100 Middle St. 2 nd Floor Portland, ME 04101	06/23/00	X		
Fiber Materials, Inc. Biddeford Industrial Park 5 Morin St. Biddeford, ME 04005	06/27/90	X		
Fisher Engineering 12 Water St. P.O. Box 529 Rockland, ME 04841-0529	04/17/96	X	X	
Flatiron Structure Co., LLC P.O. Box 2239 Longmont, CO 80502-2239	04/30/96	X	X	
Flemish Master Weavers (formerly Rainbow Rugs) 96 Gatehouse Rd. Sanford, ME 04073	11/21/90	X		
Fulghum Fibres P.O. Box 15395 Augusta, GA 30919	10/08/97	X		
Garellick Farms of Maine (formerly Grant's Dairy) One Milk St. P.O. Box 1659 Bangor, ME 04402-1659	05/20/98	X		

Appendix 1

Employers with Approved Policies, continued.

Company Name	Date Approved	Applicant Testing	Probable Cause	Random or Arbitrary
Gates Formed-Fibre Products, Inc. 10 Washington St. P.O. Box 1300 Auburn, ME 04211-1300	12/12/00	X		
General Dynamics Armament Systems (formerly Saco Defense) 291 North St. Saco, ME 04072-0890	02/28/90	X	X	X
General Electric Co. 135 Rodman Rd. Auburn, ME 04210	10/18/90	X		
General Electric Co. 534 Griffin Rd. Bangor, ME 04401	05/24/90	X		
Georgia Pacific Corp. Chip N Saw & OSB P.O. Box 849 Baileyville, ME 04694	04/23/91	X	X	X
Georgia Pacific Corp. (formerly James River Corp.) P.O. Box 547 Old Town, ME 04468	04/23/91	X		
Gibbs & Cox, Inc. P.O. Box 1306 Brunswick, ME 04011	08/07/91	X		
G.E. Goding & Son, Inc. RR #1 Box 395 Lincoln, ME 04457	04/20/90	X		
Grainger Industrial Supply W.W. Grainger Inc. 425 Warren Ave. Portland, ME 04103	05/30/00	X		

Appendix 1

Employers with Approved Policies, continued.

Company Name	Date Approved	Applicant Testing	Probable Cause	Random or Arbitrary
Great Northern Paper Bowater, Inc. 1 Katahdin Ave. Millinocket, ME 04462-1398	12/16/92	X		
Guardsmark, Inc. 22 South Second St. Memphis, TN 38103-2695	12/05/96	X		
Hall Security Services, Inc. 6 State St. Suite 301 Bangor, ME 04401	07/31/91	X		
Hampden, Town of 106 Western Ave. Hampden, ME 04444	01/27/99	X		
Hancock Lumber Co. P.O. Box 299 Casco, ME 04015	04/29/91	X		
Hannaford Brothers Co. P.O. Box 1000 Portland, ME 04104-1000	05/18/93	X	X	X
Healthsouth Corp. One Healthsouth Parkway Birmingham, AL 35243	10/20/97	X		
HMS Host Corp. (formerly Host Marriott Services) 6600 Rockledge Dr. Mail Stop #4 – 3 Bethesda, MD 20817	01/05/96	X		
Hertz Corporation, The 450 McClellan Highway East Boston, MA 02128	06/11/02	X		
Hinckley Co. LLC, The P.O. Box 1097 Trenton, ME 04605	09/04/02	X		

Appendix 1

Employers with Approved Policies, continued.

Company Name	Date Approved	Applicant Testing	Probable Cause	Random or Arbitrary
Home Depot 2455 Paces Ferry Rd. NW Atlanta, GA 30339	11/01/96	X		
Huber, J.M. Corp. Easton Department Wood Products Division P.O. Box 69 Easton, ME 04740	04/29/91	X	X	
Huhtamaki Food Services Inc. (formerly Chinet Co.) 242 College Ave. P.O. Box 1016 Waterville, ME 04903-1016	07/24/90	X	X	X
Hussey Seating Co. P.O. Box 459 North Berwick, ME 03906-0459	12/24/90	X		
Ikon Office Solutions 1750 Elm St. Suite 900 Manchester, NH 03104	02/24/99	X		
Imerys Pigments & Additives Group P.O. Box 125 Cockeysville, MD 21030	07/14/00	X		
Immix Technologies, LLC 359 Hill St. Biddeford, ME 04005	10/24/00	X		
Insurer's Computer Services 7111 NW 10 th Pl. Gainesville, FL 32605	07/11/02	X		
Interface Fabrics Group (Guilford of Maine) Oak St. P.O. Box 179 Guilford, ME 04443-0179	01/26/99	X		

Appendix 1

Employers with Approved Policies, continued.

Company Name	Date Approved	Applicant Testing	Probable Cause	Random or Arbitrary
International Paper Co. Androscoggin Mill P.O. Box 20 Jay, ME 04239	11/05/90	X	X	
International Paper Co. (formerly Champion International) P.O. Box 1200 Bucksport, ME 04416-1200	03/23/90	X	X	X
International Paper Co. Woodlands Northeast Region 9 Green St. Augusta, ME 04330-7443	04/23/91	X		
Interstate Brands (formerly J J Nissen) P.O. Box 1158 Portland, ME 04104-1158	01/03/92	X		
Irving Forest Products (Pinkham Lumber) P.O. Box 389 Ashland, ME 04732	07/23/02	X	X	X
Irving Tanning Co. 3 Main St. P.O. Box 400 Hartland, ME 04943-0400	12/27/93	X		
Jagger Bros. P.O. Box 188 Springvale, ME 04083-0188	05/14/01	X		
Johns Manville 51 Lexington St. Lewiston, ME 04240-3513	01/21/97	X		
Johns Manville 27 Pearl St. Portland, ME 04101	01/21/97	X		

Appendix 1

Employers with Approved Policies, continued.

Company Name	Date Approved	Applicant Testing	Probable Cause	Random or Arbitrary
Jordan's Sysco Food Services 38 India St. Portland, ME 04112-0588	04/02/97	X		
Kassbohrer All Terrain Vehicles, Inc. 750 A South Rock Blvd. Reno, NV 89502	10/24/00	X		
KCS, Inc. Five Star Industrial Park 45 Bradley Dr. Westbrook ME 04092	06/02/98	X		
Kennebunkport Police Dept. P.O. Box 2720 Kennebunkport, ME 04046	03/28/02	X		
Kids Peace Graham Lake, Rt. 180 P.O. Box 787 Ellsworth, ME 04605	05/05/00	X		
Kravco Company 358 Broadway Suite 105 Bangor, ME 04401	04/13/95	X		
Lane Construction Corp. P.O. Box 103 Bangor, ME 04402	12/16/92	X		
Lane Construction Corp. Sunquip Division P.O. Box 400 Hampden, ME 04444	12/16/92	X		
Lane Construction Corp. Sunrise Materials Division P.O. Box 250 Orono, ME 04473	12/16/92	X		

Appendix 1

Employers with Approved Policies, continued.

Company Name	Date Approved	Applicant Testing	Probable Cause	Random or Arbitrary
Lemforder Corp. 55 Baker Blvd. P.O. Box 219 Brewer, ME 04412	12/03/91	X		
Lincare Inc. P.O. Box 9004 Clearwater, FL 33758	02/09/00	X		
Lincoln National Life Ins. Co. P.O. Box 9740 Portland, ME 04104-5001	08/01/97	X		
Lincoln Pulp & Paper Co. 50 Katahdin Ave. Lincoln, ME 04457	07/24/90	X		
Lohmann Animal Health P.O. Box 255 Waterville, ME 04903	12/06/01	X		
Longview Inspections NSA Oklahoma 1235 Sovereign Row Oklahoma City, OK 73108	10/06/00	X		
Louisiana-Pacific Corp. P.O. Box 396 Houlton, ME 04730	05/20/98	X	X	X
Lucas Tree Experts 636 Riverside St. P.O. Box 958 Portland, ME 04104	04/29/91	X		
Madison Paper Industries Main St. P.O. Box 129 Madison, ME 04950-0129	04/19/90	X		

Appendix 1

Employers with Approved Policies, continued.

Company Name	Date Approved	Applicant Testing	Probable Cause	Random or Arbitrary
Maine Biological Laboratories P.O. Box 255 Waterville, ME 04903	12/04/01	X		
Maine Business Services d/b/a Manpower 95 Main St. Auburn, ME 04210	04/30/02	X		
Maine Drilling & Blasting Brunswick Rd. P.O. Box 1140 Gardiner, ME 04345	09/09/99	X		
Maine General Health (formerly Kennebec Health Systems) 30 Chase Ave. Waterville, ME 04901	04/30/93	X		
Maine Landworks (formerly Abortech) P.O. Box 126 Hampden, ME 04444	02/22/99	X		
Maine Mack, Inc. P.O. Box 1426 Bangor, ME 04402-1426	01/26/99	X		
Maine Plastics 109 Poland Spring Dr. P. O. Box 576 Poland, ME 04274	07/21/00	X		
Maine Public Service Co. 209 State St. P.O. Box 1209 Presque Isle, ME 04769-1209	06/13/90	X		
Maine Rubber International 21 Saco St. Westbrook, ME 04092	05/15/90	X		

Appendix 1

Employers with Approved Policies, continued.

Company Name	Date Approved	Applicant Testing	Probable Cause	Random or Arbitrary
Maine Staffing Services 85 Stone St. Augusta, ME 04330	05/24/01	X		
Maine Woods Co., LLC P.O. Box 111 Portage Lake, ME 04768	04/21/99	X		
Mainely Vinyl, Inc. Rt. 3 Bar Harbor Rd. P.O. Box 1020 Ellsworth, ME 04605	09/21/98	X		
Marriott International, Inc. Marriott Dr. Dept. 52/931.34 Washington, DC 20058	10/17/95	X		
Masonite Corp. (formerly Wood Fiber Industries) P.O. Box 99 Lisbon Falls, ME 04252-0099	06/09/94	X		
MBNA New England 1 Hatley Rd. Belfast, ME 04915	06/30/93	X	X	
McCain Foods, Inc. P.O. Box 157 Easton, ME 04740-0157	02/24/92	X	X	X
MeadWestvaco Corp. 45 Hartford St. Rumford, ME 04276	03/19/90	X	X	X
Medical Staffing Network 400 Riverside St., Unit A6 Portland, ME 04103-1068	03/28/02	X		

Appendix 1

Employers with Approved Policies, continued.

Company Name	Date Approved	Applicant Testing	Probable Cause	Random or Arbitrary
Merrill Marine Terminal Services (Merrill Companies) 601 A Danforth St. P.O. Box 739 Portland, ME 04104-0739	12/16/92	X		
Mid-State Machine Products 1501 Verti Dr. Winslow, ME 04901	05/15/90	X	X	X
Midwest-Price Co., LLC P.O. Box 536 Monticello, AR 71657	09/27/00	X	X	X
Mount Hope Cemetery Corp. 1038 State St. P.O. Box 663 Bangor, ME 04402-0663	04/13/90	X		
National Semiconductor Corp. 5 Foden Rd. So. Portland, ME 04106	12/22/99	X		
New England Insulation P.O. Box 376 Canton, MA 02021-0376	04/29/99	X		
New Horizons Wilderness Program P.O. Box 186 Orrington, ME 04474	06/01/01	X		
New York Life Insurance Co. 51 Madison Ave., Rm. 14SB New York, NY 10010	03/28/02	X		
Newark Paperboard Products Mercer Division So. Gardiner Facility River Rd. So. Gardiner, ME 04345	08/15/97	X		

Appendix 1

Employers with Approved Policies, continued.

Company Name	Date Approved	Applicant Testing	Probable Cause	Random or Arbitrary
Nexfor Fraser Papers (formerly Fraser Papers) 25 Bridge St. Madawaska, ME 04756	04/15/94	X		X
Nichols - Portland 2400 Congress St. Portland, ME 04102	12/22/98	X		
North Center Foodservice Corp. Dalton Rd. P.O. Box 2628 Augusta, ME 04330-2628	09/19/90	X		
Northeast Airmotive 987 Westbrook St. Portland, ME 04102	09/30/91	X		
Northeast Industrial Service P.O. Box 340 Winthrop, ME 04364	12/16/98	X		
Northeastern Environmental Services P.O. Box 291 Pittsfield, ME 04967	07/21/00	X		
Northeastern Log Homes, Inc. Ames Rd. P.O. Box 46 Kenduskeag, ME 04450-0046	04/21/00	X		
Nortrax 396 County Rd. Westbrook, ME 04092	09/11/02	X		
O'Connor Constructors 45 Industrial Dr. Canton, MA 02021	07/09/99	X		
Oakhurst Dairy 364 Forest Ave. Portland, ME 04101	02/28/90	X		

Appendix 1

Employers with Approved Policies, continued.

Company Name	Date Approved	Applicant Testing	Probable Cause	Random or Arbitrary
Old Town Lumber Co., Inc. Ames Rd. P.O. Box 46 Kenduskeag, ME 04450-0046	04/21/00	X		
Omnicare Pharmacy of Maine Pharm Corp of Maine LLC 99 Enterprise Ave., Suite 3 Gardiner, ME 04345	03/29/02	X		
OSRAM Sylvania, Inc. (formerly GTE Products) 100 Endicott St. Danvers, MA 01923	02/06/91	X		
Parsons Energy & Chemicals Group, Inc. 2675 Morgantown Rd. Reading, PA 19607	07/20/99	X		
Penley Corp. P.O. Box 277 West Paris, ME 04289	04/21/99	X		
Penobscot County Sheriff's 85 Hammond St. Bangor, ME 04401	08/11/98	X		
Penobscot Regional Communications Center 26 Franklin St. Bangor, ME 04401	01/27/99	X		
Permond Solutions Goup Inc. 6805 Capital of Texas Hwy., Suite 210 Austin, TX 78731-2001	04/27/01	X		
Philip Services Corp. (formerly Allwaste) 31 Waldron Way Portland, ME 04103	11/10/93	X		X

Appendix 1

Employers with Approved Policies, continued.

Company Name	Date Approved	Applicant Testing	Probable Cause	Random or Arbitrary
Philips Elmet (formerly North American Phillips) 1560 Lisbon Rd. Lewiston, ME 04240	10/04/90	X		
Pike Industries (formerly Tilcon) 81 Boyd Rd. Wells, ME 04090-7128	10/04/90	X		
Pioneer Plastics Corp. One Pionite Rd. P.O. Box 1014 Auburn, ME 04210-1014	09/19/90	X		
Pizzagalli Const. Co. 50 Joy Dr. P.O. Box 2009 So. Burlington, VT 05407-2009	05/26/98	X		
Pleasants Hardware Co. HCI/Craftsmen 1010 Northwest Blvd. P.O. Box 5258 Winston-Salem, NC 27113-5258	10/20/97	X	X	X
Plum Creek Timber 999 Third Ave. Suite 2300 Seattle, WA 98104	10/15/98	X		
Poland Spring Bottling Co. 109 Poland Spring Dr. Poland Spring, ME 04274	06/08/99	X		
Pollack, G.M. Corp. 600 Roundwood Dr. Scarborough, ME 04074	08/25/92	X		
Portland Water District P.O. Box 3553 Portland, ME 04104-3553	09/04/02	X		

Appendix 1

Employers with Approved Policies, continued.

Company Name	Date Approved	Applicant Testing	Probable Cause	Random or Arbitrary
Pratt & Whitney Wells Rd. North Berwick, ME 03906	06/22/90	X	X	
Prescott, Everett J. 191 Central St. P.O. Box 600 Gardiner, ME 04345	02/25/00	X		
Progressive Distributors P.O. Box 295 Winthrop, ME 04364	05/18/93	X		
Rare Hospitality International, Inc. d/b/a Bugaboo Steak House 264 Gorham Rd. 221 South Portland, ME 04106	09/17/99	X	X	
Redco, Inc. Rte. 9 P.O. Box 245 E. Eddington, ME 04428	10/06/98	X		
Reed & Reed P.O. Box 370 Woolwich, ME 04579-0370	06/25/92	X		
Rentway Inc. One Rent Way Place Erie, PA 16505	09/10/02	X		
Riley Medical, Inc. 27 Wright's Landing L-A Airpark Auburn, ME 04210	08/17/93	X		
R T S Packaging, LLC (formerly Rock-Tenn Co.) 16 Washington Ave. Scarborough, ME 04074	05/28/91	X	X	X

Appendix 1

Employers with Approved Policies, continued.

Company Name	Date Approved	Applicant Testing	Probable Cause	Random or Arbitrary
Saint – Gobain BTI, Inc. (formerly Brunswick Technologies) 43 Bibber Parkway Brunswick, ME 04011	07/09/99	X		
Sappi Fine Paper - Somerset 1329 Waterville Rd. Skowhegan, ME 04976	05/28/91	X	X	
Sappi Fine Paper (formerly S.D. Warren Westbrook) P.O. Box 5000 Westbrook, ME 04098-1597	04/29/91	X	X	
Sargent, H.E., Inc. 101 Bennoch Rd. P.O. Box 435 Stillwater, ME 04489-0435	04/17/96	X		
Scholastic Book Fairs 1080 Greenwood Blvd. Lake Mary, FL 32746	05/02/01	X	X	X
SCI Systems, Inc. (formerly Digital) 500 Civic Center Dr. Augusta, ME 04330	04/27/99	X		
Sears Roebuck & Co. D/707 BEN E2-100B 333 Beverly Rd. Hoffman Estates, IL 60179	07/30/99	X		
Seaward Const. Corp. P.O. Box 1177 Portsmouth, NH 03802-1177	06/18/91	X		
Seltzer & Rydholm, Inc. 191 Merrow Rd. P.O. Box 1090 Auburn, ME 04211-1090	12/29/92	X		

Appendix 1

Employers with Approved Policies, continued.

Company Name	Date Approved	Applicant Testing	Probable Cause	Random or Arbitrary
Shaw's Supermarkets, Inc. Distribution Center P.O. Box 600 East Bridgewater, MA 02333	06/10/00	X		
Sisters of Charity Health System/Workmed 77 Bates St., Suite 101 Lewiston, ME 04240	07/19/95	X		
Skowhegan, Town of Skowhegan, ME 04976	08/28/98	X		
Solon Mfg. Co. P.O. Box 285 Solon, ME 04979-0285	07/19/95	X		
Sonoco Products Co. Pittsfield Plant P.O. Box 486 Pittsfield, ME 04976	07/31/91	X		
Specialty Minerals, Inc. 35 Highland Ave. Bethlehem, PA 18017	04/06/96	X	X	
Speedy Unloading Service (div. of Speedy Warehouse Svs.) P.O. Box 1357 Raymond, ME 04071-1357	09/01/00	X		
Spencer Press Inc. 90 Spencer Dr. Wells, ME 04090	07/21/00	X		
Sprague Energy Corp. One Parade Mall Portsmouth, NH 03801	04/13/95	X		

Appendix 1

Employers with Approved Policies, continued.

Company Name	Date Approved	Applicant Testing	Probable Cause	Random or Arbitrary
St. Paul Companies (formerly United States Fidelity and Guaranty Co.) 385 Washington St. St. Paul, MN 55102	07/24/90	X		
Standard Waterproofing Neck Rd. P.O. Box 380 China, ME 04926-0380	04/13/98	X		
Station Class Constructors 659 Huckle Hill Rd. Bernardston, MA 01337	01/26/01	X	X	X
Sullivan and Merritt, Inc. 25 Freedom Park Bangor, ME 04401	05/18/93	X		
Supervalu, Inc. 56 Milliken St. Portland, ME 04103	03/02/98	X		
S.W. & B. Construction P.O. Box 160888 Mobile, AL 36616-1888	04/29/91	X	X	X
Tambrands 2978 Hotel Rd. P.O. Box 1778 Auburn, ME 04211-1778	01/13/99	X		
TIC - The Industrial Co. P.O. Box 774848 Steamboat Springs, CO 80477	07/20/99	X		
Target Corporation 33 South Sixth St. P.O. Box 1392 Minneapolis, MN 55440	07/09/01	X		

Appendix 1

Employers with Approved Policies, continued.

Company Name	Date Approved	Applicant Testing	Probable Cause	Random or Arbitrary
Thurrott, D.L., Inc. 84 Eastern Ave. Waterville, ME 04901	01/28/02	X		
Trans-Tech Industries, Inc. 42 Coffin Ave. Brewer, ME 04412	09/27/00	X		
U. S. Cellular 8410 West Bryn Mawr Chicago, IL 60631-3486	05/05/00	X		
Unifirst Corp. 68 Jonspin Rd. Wilmington, MA 01887-1086	05/20/93	X		
Union Water Power Co. 526 Western Ave. Augusta, ME 04330	07/21/00	X		
Verizon (formerly Nynex) 600 W. Cummings Park Suite 3400 Woburn, MA 01801-6350	10/05/94	X	X	X
Vescom Corp. 705 Main Rd. North Hampden, ME 04444	05/18/93	X		
Wal-Mart Stores 702 S.W. 8th St. Bentonville, AR 72712-8083	03/31/98	X		
Walpole Woodworkers Inc. 88 Main St. Detroit, ME 04929	02/12/01	X		
Waterville Anesthesia Associates 44 Main St. Waterville, ME 04901	04/30/93	X	X	X

Appendix 1

Employers with Approved Policies, continued.

Company Name	Date Approved	Applicant Testing	Probable Cause	Random or Arbitrary
Watts Fluid Air 9 Cutts Rd. Kittery, ME 03904-0902	06/24/97	X		
Wausau - Mosinee Paper Corp. Otis Division One Mill St. Jay, ME 04239	09/02/99	X		
Webber Oil Co. 700 Main St. P.O. Box 929 Bangor, ME 04402-0929	04/17/96	X		
WestPoint Stevens P.O. Drawer 587 Biddeford, ME 04005	12/22/98	X		
Wheelabrator - Sherman Energy Co. Mill St. & Rt. 11 P.O. Box 189 Sherman Station, ME 04777	08/09/91	X	X	
White, Paul G. Tile Co. 50 Allen Ave. Portland, ME 04103	07/21/93	X		
Willette Welding 80 Prentiss St. Old Town, ME 04408	12/22/99	X		
Wood Structures, Inc. Box 347 Alfred Road Business Park Biddeford, ME 04005	03/25/91	X		
WorkSource Staffing Services P.O. Box 603 Bangor, ME 04402-0603	03/13/01	X		

Appendix 1

Employers with Approved Policies, continued.

Company Name	Date Approved	Applicant Testing	Probable Cause	Random or Arbitrary
Wyman & Simpson, Inc. RR #1, Box 1122B County Rd. Richmond, ME 04357	05/18/93	X		
Xpedx (formerly Resource Net International) 6400 Poplar Ave. Memphis, TN 38197	07/21/93	X		
Zampell Refractories 354 Lincoln St. Lewiston, ME 04240-6551	12/30/93	X	X	X

Appendix 2

Employers with Substance Abuse Testing Policies and Approved Employee Assistance Programs as of the end of 2002.

Employers who do probable cause or random/arbitrary testing and have more than 20 full-time employees must have an employee assistance program (EAP) that has been certified by the Office of Substance Abuse.

Company Name	Location
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B E & K	Jay, ME
Barrett Paving Materials Inc.	Bangor, ME
Bath Iron Works Corp.	Bath, ME
Black & Veatch	Jay, ME
Blake Equipment Co.	Augusta, Bangor, & Gorham, ME
Carquest	Bangor, ME
Cianbro, Inc.	Pittsfield, ME
Cives Steel Co.	Augusta, ME
Clark Builders	Bath, ME
Coca-Cola Bottling Co. of New England	Portland, ME
Domtar Industries	Baileyville, ME
Enterprise Engineering Inc.	Yarmouth, ME
Fisher Engineering	Rockland, ME
FMC Corporation, Marine Colloids Div.	Rockland, ME
General Dynamics Armament System	Saco, ME
Georgia Pacific Corp.	Baileyville, ME
Great Northern Paper Co.	Millinocket, ME
Hannaford Bros. Co.	Portland, ME
Huber, J.M. Corp.	Easton, ME
Huhtamaki Food Services Inc.	Waterville, ME
International Paper Co.	Bucksport, ME
International Paper Co.	Jay, ME
Irving Forest Products	Ashland, ME
Louisiana-Pacific Corp.	Houlton, ME

Appendix 2

Employers with Substance Abuse Testing Policies and Approved Employee Assistance Programs as of the end of 2002, continued.

Company Name	Location
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MBNA	Camden, ME
McCain Foods, Inc.	Easton, ME
MeadWestvaco	Rumford, ME
Mid-State Machine Products, Inc.	Winslow, ME
Midwest Price Co.	West Paris, ME
Nexfor Fraser Papers	Madawaska, ME
Northeastern Environmental Services	Pittsfield, ME
Omnicare – Pharm Corp of Maine	Augusta, ME
Philip Services Corp.	Portland, ME
Pleasants Hardware/HCI Craftsmen	So. Portland & Bangor, ME
Pratt & Whitney	North Berwick, ME
Rare Hospitality	So. Portland, ME
Reed & Reed	Woolwich, ME
RTS Packaging, LLC	Scarborough, ME
Sappi Fine Paper	Skowhegan & Westbrook, ME
Specialty Minerals, Inc.	Jay & Madison, ME
Sprague Energy Corp.	Searsport & Bucksport, ME
SW & B Construction Corp.	Auburn, ME
Union Water Power Co.	Augusta, ME
Verizon	Statewide
Wheelabrator, Inc.	Sherman Station, ME
Zampell Refractories, Inc.	Lewiston, ME

Although 45 employers have approved EAPs, seven of those companies conduct job applicant testing only. See Appendix 1.

Appendix 3

Laboratories Approved to do Substance Abuse Testing, 2002

The following laboratories, none in Maine, were licensed as of the end of 2002 to perform the tests for companies with substance abuse testing policies that have been approved by the Maine Department of Labor.

Laboratory Name	Address	Date Expires
Clinical Reference Laboratory	8433 Quivira Rd. Lenexa, KS 66215	08/20/03
DrugScan, Inc.	1119 Mearns Rd. Warminster, PA 18974	07/10/03
Kroll Laboratory Specialists, Inc.	1111 Newton St. Gretna, LA 70053	05/08/03
Lab One, Inc.	10101 Renner Blvd. Lenexa, KS 66219	07/27/03
Laboratory Corp. of America Holdings	P.O. Box 12652 (renewal in process) 1904 Alexander Dr. Research Triangle Park, N.C. 27709	01/10/03
Laboratory Corp. of America Holdings	69 First Ave. (renewal in process) Raritan, NJ 08869	03/12/03
MAXXAM Analytics, Inc.	5540 McAdam Rd. Mississauga, Ontario Canada L4Z 1p1	05/15/03
Medtox Laboratories, Inc.	402 West County Rd. D (renewal in process) Saint Paul, MN 55112	03/01/03
PharmChem Laboratories - Texas Division	4600 N. Beach St. Haltom City, TX 76137	10/15/03
Psychemedics Corp.	5832 Uplander Way Culver City, CA 90230	12/27/03
Quest Diagnostics	3175 Presidential Dr. (renewal in process) Atlanta, GA 03040	03/12/03

Appendix 3

Laboratories Approved to do Substance Abuse Testing, 2002, continued.

Laboratory Name	Address	Date Expires
Quest Diagnosites	506 E. State Parkway Schaumburg, IL 60173	08/05/03
Quest Diagnostics	400 Egypt Rd. Norristown, PA 19403	06/24/03
Quest Diagnostics (formerly American Medical Labs)	4230 Burnham Ave. Las Vegas, NV 89119	(renewal in process) 08/20/02

Appendix 4

Policy Submission Instructions

These instructions are to assist you in submitting the paperwork for your Substance Abuse Testing Policy approval.

- ✓ You must submit **two (2) copies** of your policy and accompanying forms/certificates.
- ✓ You must have a **signed cover letter** stating that the **policy complies with all applicable statutes and regulations**.
- ✓ Copies of any forms used should be attached, as well as a copy of the Department of **Human Services certification of an Employee Assistance Program** if the policy is for employee testing.
- ✓ If this is an employee policy, you must provide a description of the method used to consult with the employees as to the development of the policy. This should include how input was received from employees, such as employee meetings or written comments. A written description of how employee input may have been used in the development of the policy should also be included. If the description is not a part of the policy, it should be included in the cover letter.
- ✓ If this is an employee policy, you must also describe the method used to notify the employees of the submission of the plan to the Maine Department of Labor (MDOL), to include the manner in which and time limit that the employees have to comment on the policy to MDOL, and you must also provide the employees with the MDOL address.
- ✓ It is important that the policy be written in such a manner that it is likely to be understood by a large majority of the employees.

If you follow these instructions and the Model Policy, the review and approval of your policy will be expedited.

Appendix 5

Following is a Model Substance Abuse Testing Policy for applicant testing. There are also Model Substance Abuse Testing Policies for Applicant with Medical Review Officer and another for employee testing. All of the model substance abuse testing policies can be viewed on the web at www.state.me.us/labor/bls/ModelDrugTest.htm.

Model Substance Abuse Testing Policy Job Applicants

A. Covered Establishment:

Company name: [Provide name, address, etc. of employer]

Street address:

Mailing address:

Phone:

Contact regarding substance abuse testing policy:

[Name & Title of Contact]

[Phone Number of Contact]

Location(s) Covered: [List Location(s) Covered]

This policy complies with the Maine Substance Abuse Testing Law (Title 26 M.R.S.A. Section(s) 681-690) and the Maine Department of Labor Rules relating to Substance Abuse Testing (adopted October 27, 1989).

Applicants will be notified at the time of initial application that they may be tested for Substance Abuse and will be advised where they may review the policy and statute.

Prior to testing, an applicant as defined in this policy, shall be provided with a copy of the policy and statute.

B. Scope of Testing:

Only individuals who are “applicants” as defined by this program and state law will be tested as “applicants.” For the purpose of this program, an “applicant” will not be any person separated from employment by this employer while receiving a mandated benefit from or on account of this employer, including but not limited to Workers’ Compensation, Unemployment Compensation and Family Medical Leave and for a period of 30 days beyond the termination of the benefit, nor will an “applicant” be any

Appendix 5

Model Substance Abuse Testing Policy Job Applicants, continued

person separated from employment by this employer while receiving a benefit not mandated from or on account of this employer for a period of 30 days beyond the separation.

1. Substances to be tested for:

a. test procedure to be used and cutoff limit for positive screening test.

(1) Screening will be the EMIT (Enzyme Multiplied Immunoassay Test) methodology

(2) Substances	Screening Concentration <u>Cutoff (In Urine)</u>
Alcohol	0.02 G/100 ML
Amphetamine/Methamphetamine	1000 NG/ML
Barbiturates	300 NG/ML
Benzodiazepines	300 NG/ML
Cannabinoids	50 NG/ML
Cocaine and/or Metabolites	300 NG/ML
Methadone	300 NG/ML
Methaqualone	300 NG/ML
Opiates	2000 NG/ML
Phencyclidine	25 NG/ML

b. test procedure to be used and cutoff limit for positive confirmation test.

(1) Confirmation test will be by GC/MS (Gas Chromatography Spectrometry) methodology

(2) Substances	Confirmation Concentration <u>Cutoff (In Urine)</u>
6-acetyl morphine (only if morphine >2000)	10 NG/ML
Alcohol	0.02 G/100ML
Amphetamine/Methamphetamine	500 NG/ML
Barbiturates	300 NG/ML
Benzodiazepines	200 NG/ML
Cannabinoids	15 NG/ML
Cocaine and/or Metabolites	150 NG/ML

Appendix 5

Model Substance Abuse Testing Policy Job Applicants, continued

Substances	Confirmation Concentration <u>Cutoff (In Urine)</u>
Methadone	300 NG/ML
Methaqualone	300 NG/ML
Opiates	2000 NG/ML
Phencyclidine	25 NG/ML

2. Testing of Applicants:

Classifications or position titles to be tested:

[List classifications or positions to be tested (may be "All")]

Substance abuse tests will be administered only to those applicants who are in the above classification or position titles who (1) have been offered employment with the Company or who have been offered a position by the Company on a roster of eligibility from which applicants shall be selected for employment.

C. ACTIONS TO BE TAKEN:

Action to be taken for refusal to submit to a test: Applicant will not be hired.

Action to be taken between a test and receipt of test results: Applicant will not be hired.

Action to be taken based on a confirmed positive result from a test of an applicant:
Applicant will not be hired.

D. TESTING PROCEDURES:

1. Identify sample collection facility or facilities

[List name and address of sample collection facility or facilities]

2. Method of sample collection:

a. Procedure to segregate a portion of the sample at applicant's request:

At the request of the applicant, at the time the test sample is taken, a portion of the sample collected, sealed, and labeled according to

Appendix 5

Model Substance Abuse Testing Policy Job Applicants, continued

State regulations and these procedures, will be segregated for that person's own testing. This sample will be stored by the laboratory and chain of custody shall be maintained as provided in this policy. Within five days after notice of the test result is given to the applicant, the applicant shall notify the employer and the facility of the testing laboratory selected for that person's own testing. The laboratory so selected must be licensed by the Maine Department of Human Services. The employer's laboratory shall promptly send the segregated portion of the specimen to the selected laboratory, subject to the same chain of custody and security requirements as observed for the employer's specimen.

The applicant will be required to pay for the segregation of a second sample as well as the expense of said additional testing only if and when the applicant notifies the employer that the applicant actually wishes the test to be made and the applicant notifies the employer of the choice of laboratory to which the second sample is to be sent.

b. Procedure to collect:

The employer will not require an applicant to remove any clothing for the purpose of collecting a urine sample, except that the employer will require that an applicant leave any personal belongings other than clothing and any unnecessary coat, jacket or similar outer garments outside the collection area.

No applicant may be required to provide a urine sample while being observed, directly or indirectly, by another individual.

(If employer's policy calls for specimen assessment) *Each urine specimen will be assessed by the person in charge of collection, in the presence of the applicant by measuring:*

- A. The temperature of the specimen within three minutes of voiding - must be between 97-99 degrees F. (unless the applicant's temperature is higher than 99 degrees or lower than 97 degrees F.)*

Appendix 5

Model Substance Abuse Testing Policy Job Applicants, continued

B. The pH of the specimen - must be between five and eight.

and by evaluating the odor and color of the specimen for other signs of contamination.

If the specimen does not meet any of these assessment standards, the specimen will be rejected and the applicant will be given an opportunity to provide a second specimen. The applicant will remain under observation at the medical facility and may be given liquids until the second specimen is provided. If the second specimen fails to meet any assessment standard, the employer may deny employment to the applicant and neither specimen will be tested for substances of abuse.

3. Storage of Sample:

a. At collection point:

Samples will be collected in new, clean containers manufactured for the purpose of urine collection. Immediately after assessment, the container will be sealed with tamperproof tape and labeled in the presence of the applicant. The seal will cover the cap and extend over the sides of the container. The label will contain the date and time of collection, and the identifying number of the applicant. All information on the label will be written clearly and with indelible ink.

Samples will be transported or shipped promptly to the testing laboratory in a secure fashion, so as to prevent tampering. If shipment or transport is not feasible, the specimen shall be refrigerated within one hour, at less than 6 C for no more than three days, or frozen at -20 C or less, for no more than two weeks before shipment.

b. At laboratory:

All positive specimens will be retained by the laboratory in the original containers in secure storage at freezing temperatures (-20 C or less) for at least six months.

Appendix 5

Model Substance Abuse Testing Policy Job Applicants, continued

Should legal challenge occur, the specimen will be retained throughout the period of resolution of the challenge.

4. Chain of Custody:

a. Labeling and Packaging:

Immediately upon collection of each sample, a chain of custody record will be established for that sample, indicating the identity of each person having control over the sample, and the times and dates of all transfers or other actions pertaining to the sample.

b. Transport:

Samples will be picked up from the facility within 24 hours of collecting the sample and will be transported in a secure fashion, so as to avoid tampering.

Each person who takes custody of the sample in the course of transport will record on the chain of custody log the date, time, transporter's name and employer's name, origin and destination of the sample.

c. At Lab:

When a sample arrives at the lab, the person receiving the sample shall record the time of receipt and the location of each sample in the lab's storage system. Any technician or other person who removes the sample from storage or opens the sample shall record the date, time, their name and the purpose for removal or opening of the sample.

5. Identify testing laboratory:

NAME: [Name and address of testing laboratory or laboratories]
ADDRESS:

6. Procedure for notifying applicant of the result:

The applicant will be notified by personal telephone call and confirmed by mail unless the applicant otherwise instructs.

Appendix 5

Model Substance Abuse Testing Policy Job Applicants, continued

All laboratory reports, including the screening, confirmation and quality control data shall be reviewed by the *[title of employer representative to receive report]* as accurate. The report will identify the name of the laboratory, the drugs and

metabolites tested for, whether the test results were negative or confirmed positive, and the cutoff levels for each substance. The report will include any available information concerning the margin of accuracy and precision of the test methods employed.

- a. Unless agreed upon by the applicant, no report will show the quantity of substance detected, but only the presence or absence of that substance relative to the cutoff level.
- b. No report will show that a substance was detected in a screening test, unless the presence of the substance was confirmed in the confirmatory test. Test results will be randomly delayed from two to five days so that the employer cannot gauge screening test results from the time results are reported. In addition, all testing will be billed to the employer at a single rate per sample tested (which may be periodically adjusted by the laboratory).
- c. No substance may be reported as present if the employer did not request analysis for that substance.
- d. Reports of samples segregated at the applicant's request, for testing by the applicant's choice of laboratory, will be provided to the applicant and to the employer.

Unless the applicant consents, all test results and any information acquired by the employer in the testing process is confidential and

may not be released to anyone except the applicant tested. This requirement applies to the personnel of all laboratories involved and to the employer. However, this does not prevent the disclosure of results or information if:

1. Release of information is required or permitted by state and federal law including release under Title 26 M.R.S.A. Section 683 (8) (D), or
2. The use of this information is part of any grievance procedure, administrative hearing or civil action relating to the imposition of the test or the use of test results.

Appendix 5

Model Substance Abuse Testing Policy Job Applicants, continued

The results of any test may not be required, requested or suggested by the employer to be used in any criminal proceeding as provided by Title 26 M.R.S.A. Section 685 (3) (B).

- e. The laboratory shall retain records of confirmed positive results in a numerical or quantitative form for at least two years.

7. Procedure for an applicant to appeal and contest the accuracy of a confirmed positive result:

If the applicant chooses to segregate a portion of their sample and elects to submit that sample to a laboratory of their choice, the results of the second test will be controlling. To appeal the results of a confirmed positive result in lieu of testing the segregated sample, the applicant must fill out and sign the attached "Substance Abuse Test Appeal" form submitting information explaining or contesting the results, within five working days after notice of a confirmed positive test result. The appeal process will be conducted without cost to the applicant. The applicant will then be scheduled to meet within 14 days with *[list title(s) of person(s) who will review the appeal]*. The applicant will explain the basis for the appeal and may be asked questions. After the meeting concludes, a written report of findings and conclusions will be prepared and a copy sent to the applicant.

Appendix 6

Controlled Substances, Drug Names, and Classifications

Controlled Substances and Drug Names:*

Cannabinoids:

- Hashish
- Marijuana
- Tetrahydrocannabinol

Depressants:

- Barbiturates
- Benzodiazepines
- Glutethimide
- Methaqualone

Hallucinogens:

- Amphetamine Variants
- LSD
- Mescaline and Peyote
- Phencyclidine
- Phencyclidine Analogs

Narcotics:

- Codeine
- Heroin
- Hydromorphone
- Meperidine (Pethidine)
- Methadone
- Morphine
- Opium

Stimulants:

- Amphetamines
- Cocaine
- Methylphenidate
- Phenmetrazine

*This list is of the most common drug names; it is not meant to be all inclusive.