

DISA Information

DISA is a drug & alcohol testing program for contractors. Contract Companies and their employees performing **onsite** safety-sensitive work at the MRD are required to be in compliance in order to gain entry into the refinery. A Contract Company **doing onsite safety-sensitive work** must have an account set-up with DISA. In addition, their employees must meet the requirements established by Marathon. The requirements include pre-access breath alcohol, hair and urine testing prior to entry into the MRD as well as participation in the random urine and breath alcohol testing.

To obtain an account, please contact DISA's Sales Department at 281-673-2400 or sales@disa.com. After a Contractor company's account is activated, they will receive information including the necessary chain of custody forms their employees will need to take to the collection facilities as well as instructions on how to manage their program, including a manual. In addition, a DISA representative can provide training over the phone. Any DISA questions you may have after your account is set up should be directed to DISA Client Services at 1-800-752-6432, extension 1 or to our DISA field representative Scott Thompson at 832-452-9832.

When a Contract Employee is required to be enrolled in DISA and has no status or an inactive status in the DISA program, the Contract Employee may be granted a temporary, seven (7) day access to the Marathon Facility by completing a 9-panel urine Quick Test and required DISA hair, urine, and breathe alcohol testing. Please see attachments for additional information.

Area Concentra Collection Locations:

City	Address	Hours	Phone
Allen Park	17500 Federal Drive, Suite 750	Mon-Fri 8am-5pm	313-982-1370
Romulus	11700 Metro Airport Center Drive	24 hours, 7 days	734-955-7000
Detroit	2630 East Jefferson Avenue	24 hours, 7 days	313-259-7990
Woodhaven	19200 West Road	Mon-Fri 7am-9pm, Sat 8am-4pm	734-425-4600

Asset Risk, Inc. of Southfield also performs collections for DISA. For more information, please call 248-569-5042.

If there is a need to drug screen employees in a different town or state, DISA has a list of all DISA approved facilities throughout the United States listed on their website.

What is a Quick Test?

The 'quick test' is a 9-panel urine test that can produce an immediate result providing a high level of assurance that the contract employee is free from drugs. The results from the quick test will need to be shown to the Badge Administration group along with the signed exception form before the badge will be activated for the 7 days.

Quick Test Procedure:

Please follow these steps to complete the Quick Test Procedure.

- 1) The attached Contractor Drug and Alcohol Testing Exception Form must be completed by a Contract Company Representative.
- 2) The Contractor Company should give the Exception Form and the DISA chain of custody forms to the Contract Employee so the enrollment tests can be completed. The Quick Test requires the Exception Form and the Authorization for Treatment Form if using a Concentra clinic.
- 3) The Quick Test and the other required pre-enrollment tests may be completed by Asset Risk, Inc. Concentra, or other DISA approved clinic.
- 4) The collector will report the test results on the Exception Form or use their own form.
- 5) If the Quick Test result is not negative, the Contract Employee will not be allowed to work at the Marathon Facility until a negative result is received from the regular DISA pre-enrollment hair, urine, and breathe tests.
- 6) The Exception Form indicating the test results must be returned to the Marathon Security Office to receive a badge.
- 7) The temporary badge access will be removed at the end of the seven (7) day time period if the Contractor Employee is not compliant with the DISA testing requirements.

Contractor Drug and Alcohol Testing - Exception Form

To: DISA Approved Testing Facility

This contractor employee should complete a 9-panel urine Quick Test and hair, urine and breathe DISA testing. Please complete this form and indicate the results of the Quick Test.

To Be Completed by Contract Company Representative:

Date: _____

Contractor Company: _____

Contract Employee: _____

If the Contractor Employee is going to the Concentra testing facility the Concentra Authorization for Examination or Treatment form must also be completed. The form must indicate the Contractor Company name as the Employer and “**9-panel**” written in next to the rapid drug screen check box. Additional copies of the Authorization for Examination or Treatment form are available at www.concentra.com.

After completing a negative 9-panel urine Quick Test at an approved DISA testing facility **and** having submitted to the required hair, urine and breath DISA testing this contract employee is granted a 7 day exception from having an active status in the DISA Program.

To be Completed by Testing Facility

Testing Company _____

Negative ___ Non-Negative ___

Tester Name and Site Phone Number

Tester Signature

The contract employee should return the Quick Test results to the Security Office for the Contract Employee to obtain a temporary badge. For questions, contact the Security Department at 313-297-6121.

To be Completed by Security

Security: Submit Exception Form and clinic documentation to Human Resources

Security Guard Name, Signature & Date Received
