



Health, Safety & Environmental
Substance Abuse & Testing Standard

Approved By M. Miller	Issue Date 03/01/2016	Revision Date 07/01/2022	Revision Number 5	Document Number SED-CORP-HSE-2-005
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1 Purpose.

To define the expectations and prohibitions of Silver Eagle Distributors Houston, LLC (“Silver Eagle Houston”) regarding the use of Prohibited Substances (as defined below) by its employees and the circumstances and procedures pursuant to which the employees of Silver Eagle Houston will be tested for Prohibited Substances, in alignment with Federal Motor Carrier Safety Regulations (FMCSR) and other applicable regulations.

2 Definitions.

As used in this Standard, the following terms shall have the meanings set forth below:

“**Company Premises**” means all property owned, leased, used or under the control of Silver Eagle Houston, including, but not limited to, the offices, facilities, parking areas, land, buildings, structures, work locations, vehicles and equipment of Silver Eagle Houston.

“**Level 1 Alcohol Test Result**” means a Positive Test Result for alcohol with a breath alcohol level equal to or greater than 0.020 up to 0.039.

“**Level 2 Alcohol Test Result**” means a Positive Test Result for alcohol with a breath alcohol level equal to or greater than 0.040.

“**On Duty**” for purposes of the FMCSRs means 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.

“**Paraphernalia**” means any item used or intended for use in making, packaging, concealing, injecting, inhaling or consuming any Prohibited Substances.


“**Positive Test Result**” means that a measurable amount of a Prohibited Substance or its metabolites was present in a drug test sample provided by an employee. For additional details, see the Testing Procedures.

“**Prohibited Substances**” means (i) alcohol, (ii) illegal or unlawfully obtained drugs or controlled substances, (iii) designer or synthetic drugs, (iv) inhalants, (v) over the counter or prescribed medications not being used in accordance with this Standard (*see* Prescription Drugs below), and (vi) any substance subject to FMCSR testing requirements.

“**Reasonable Suspicion**” means a suspicion of a Supervisor or other member of management that a violation of the prohibitions regarding Prohibited Substances contained in this Standard has occurred (i) based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee, and (ii) such observations are made during, just preceding or just after the period of the work day that such employee is required to be in compliance with the Federal Motor Carrier Safety Regulations and/or this Standard.

Commercial Driver means a commercial driver subject to the FMCSRs and who performs safety-sensitive functions as defined in those regulations. Safety-sensitive functions include:

- All time at an employer or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty;
- All time inspecting equipment as required by FMCSR or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;

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- 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.

“**Safety-Sensitive Non-Commercial Driver**” means a position in which the employee is directly responsible for his or own safety or the safety of other people, or where an impairment, such as drug or alcohol use, can put a worker or others at risk of harm. Purely administrative functions are not considered safety-sensitive positions. Examples of safety-sensitive positions include, but are not limited to:

- Operating a non-commercial vehicle on behalf of Silver Eagle Houston, including a personal vehicle subject to mileage reimbursement (Note: This does not include operation of a personal motor vehicle solely for commuting to and from work.);
- Operating a forklift, other motorized mobile equipment, or machinery;
- Spray painting, chemical handling or disposal, hot work, or using compressed gases;
- Vehicle maintenance or fueling operations;
- Manual loading or unloading of materials or equipment, or operating lifting equipment; and
- Facility maintenance, electrical work, work on elevated surfaces, or work in confined spaces.

“**Testing Procedures**” means the Substance Abuse and Testing Procedures – SED-CORP-HSE-3-001.

3 General Provisions


3.1 Compliance with this Standard will be required by Silver Eagle Houston as a condition of employment for qualified applicants or for the continued employment of current employees.

3.2 Pre-Employment Screening for Prohibited Substances.

All offers of employment with Silver Eagle Houston, including administrative, safety-sensitive, or commercial driver positions, are conditioned on proper cooperation with and participation in a screening test for Prohibited Substances. Applicants who receive a Positive Test Result will be denied employment and their conditional offer revoked. In appropriate circumstances, Silver Eagle Houston may, in its sole discretion, authorize a retest and/or reasonable accommodations.

3.3 Prohibited Substance Possession and Use Prohibited.

Silver Eagle Houston is a drug-free workplace and accordingly prohibits the use, possession, sale, manufacture, and/or distribution of all Prohibited Substances (excluding any alcohol distributed as part of an employee’s work for Silver Eagle Houston) or Paraphernalia on Company Premises or while performing duties for Silver Eagle Houston while away from Company Premises. The only exception to the foregoing will be the occasional permission to possess and responsibly consume alcohol at company-sponsored events and only when expressly authorized by an officer of Silver Eagle Houston holding the position of Vice President or higher. Silver Eagle Houston prohibits the

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unlawful involvement with drugs or narcotics off Company Premises, regardless of whether such involvement is done in the course of the employee’s work for Silver Eagle Houston.

3.4 Prescription Drugs.


Certain legal and prescription drugs can produce changes in persons that might indicate impairment and pose a safety risk. Employees may continue to work for Silver Eagle Houston while taking prescription drugs at the direction of a licensed health care provider for the treatment of an illness or non-prescription drugs used for the purposes and in the manner intended, provided the medication does not impair the employee’s ability to safely perform the essential functions of his or her position. Note that commercial drivers are prohibited from performing regulated safety-sensitive roles while they use any medication, even by prescription, that may impair their ability to work safely and that drivers must consult with their licensed health care provider to determine if the use of the medication may pose any safety risk before operating a commercial motor vehicle. Each employee is responsible for being aware of and following all cautions associated with the use of prescription or non-prescription drugs. If any prescription or non-prescription drugs being taken by an employee could have side effects which could affect the employee’s job performance, the employee must advise the HSE Department and Human Resources Department of any recommended work restrictions or safety precautions while the employee uses the medication. Silver Eagle Houston will determine whether an employee who is using legal medication will be permitted to continue working during his or her treatment, with or without accommodations, to ensure the individual does not pose a direct threat to themselves or others.

3.5 Searches for Prohibited Substances.

- 3.5.1 Silver Eagle Houston may from time to time and without prior notice, conduct searches for Prohibited Substances on Company Premises and property, including, but not limited to, building equipment, desks, field areas, lockers, toolboxes and vehicles. All employees are required to cooperate in the conducting of such searches.
- 3.5.2 Silver Eagle Houston reserves the right to search employees and their personal property for Prohibited Substances, including but not limited to purses, briefcases, lunch boxes, employee vehicles located on Company Premises and packages and containers brought onto or removed from Company Premises. All employees are required to consent to such searches as a condition of continued employment and any employee’s refusal to consent will result in disciplinary action, up to and including immediate involuntary termination.
- 3.5.3 Silver Eagle Houston also reserves the right to use professional investigators and trained search dogs to conduct searches.

3.6 Reporting Violations of this Standard.

If an employee comes to know of a violation of this Standard by another employee of Silver Eagle Houston, including the possession or use of any Prohibited Substances, such employee is encouraged to report such violation to their immediate supervisor. If such course of action is imprudent because the immediate supervisor is the employee violating this Standard, condones the violation, or ignores the violation, report the violation to the HSE Department and/or the Human Resources Department. Under no circumstances should the reporting employee directly confront the violating employee; such

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matters should be left to the appropriate persons in the HSE Department and the Human Resources Department.

3.7 Injury Benefit Plan.

Employees found to be in violation of this Standard may be ineligible for benefits under Silver Eagle Houston’s Texas Injury Benefit Plan.

3.8 Effects of Alcohol and Controlled Substances Use

The illegal, improper or excessive use of alcohol or controlled substances can have significant effects on short-term and long-term physical health, mental health, social and family relationships, safety and employment of the user. Information on these effects can be found in the Alcohol and Controlled Substances Reference Sheets - *SED-CORP-HSE-4-028*.

3.9 Employee Assistance Program.

Employees needing assistance in dealing with substance abuse problems are encouraged to seek medical treatment and rehabilitation before performance issues or a violation of this Standard or other Silver Eagle Houston policies occurs. Any employee who, *before* being found to be in violation of the terms of this or other Policies, advises Silver Eagle Houston that he or she has a substance abuse problem, will be permitted time off to obtain necessary treatment in accordance with Silver Eagle Houston’s disability or leave policies, where applicable. (Note that a commercial driver must make such a disclosure before performing safety-sensitive work for the day in order to avoid mandatory evaluation and return to duty requirements per the FMCSRs.) The employee may contact the Human Resources Department to obtain detailed information on options available for dealing with substance abuse problems or disabilities. Treatment is confidential (unless the Silver Eagle Houston is otherwise required by law to disclose such information).

3.10 Administration of the Standard.


Silver Eagle Houston expressly reserves the right to change, modify, or delete the provisions of this Substance Abuse and Testing Standard without notice. The HSE Department is responsible for the administration of this Standard. If you have any questions regarding this Standard or if you have questions about drug testing in the workplace that are not addressed in this Standard, please contact the HSE Department.

4 Administrative Positions

Any position that does not fall under the category of “Safety-Sensitive – Non-Commercial Driver” or “Commercial Driver” (e.g., an administrative position) is subject to the same testing requirements as those for Safety-Sensitive Positions – Non-Commercial Drivers **except** alcohol testing for administrative positions will only occur in Reasonable Suspicion and post-incident situations.

5 Safety-Sensitive - Non-Commercial Drivers

This section applies to Safety Sensitive Positions – Non-Commercial Driver, as defined in this Standard.

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5.1 Testing of Current Employees.

Silver Eagle Houston reserves the right to require that current employees in Safety-Sensitive – Non-Commercial Driver positions submit to testing for Prohibited Substances in accordance with Testing Procedures under the following circumstances:

- As part of Silver Eagle Houston’s random testing of current employees for Prohibited Substances.
- After a work-related injury or incident, where an investigation determines that there is Reasonable Suspicion that an employee is in violation of this standard, such employee shall be subject to testing for Prohibited Substances.
- Where Reasonable Suspicion exists that an employee has engaged in conduct prohibited by this Standard; and
- Where in the sole opinion of Silver Eagle Houston, circumstances or conditions justify such testing.

All employees are required to submit to such testing as a condition of continued employment, and any employee’s refusal to submit to such testing will result in immediate involuntary termination.

6 Commercial Drivers


6.1 This Section 6 shall apply to any Silver Eagle Houston employee who operates a commercial motor vehicle (Commercial Driver), the operation of which requires a Commercial Driver’s License (CDL) in accordance with 49 CFR Part 383, Subpart F, while engaged in a Safety-Specific Function, as defined herein.

Every commercial driver hired or internally transferred by Silver Eagle Houston will be provided a copy of the FMCSR Pocketbook, covering FMCSA drug and alcohol testing requirements, and access to this Standard prior to being subjected to the testing requirements covered herein. Questions regarding the requirements of this Standard may be addressed to the Director of HSE.

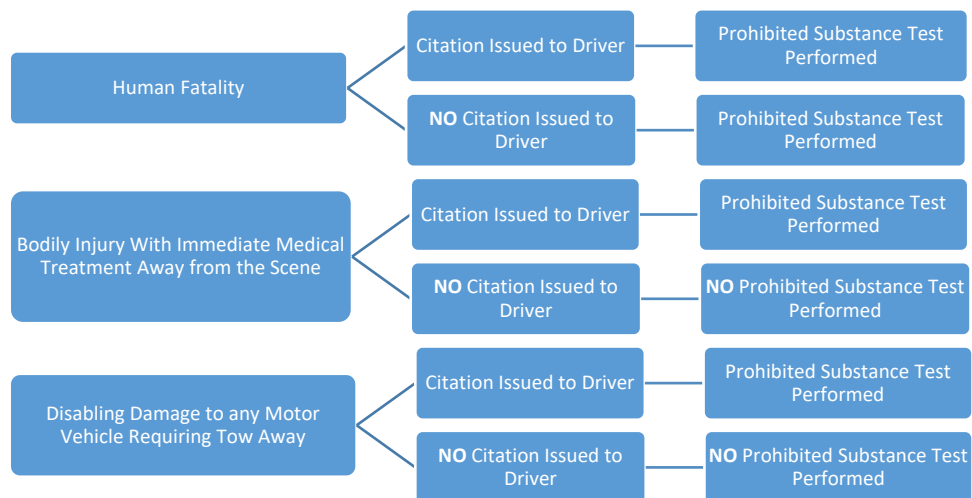
6.2 Testing under the Federal Motor Carrier Safety Regulations.

Silver Eagle Houston places the utmost emphasis on the safety of its employees and compliance with all applicable laws, including the FMSCR, and accordingly requires that employees who are operators of commercial motor vehicles to submit to testing for Prohibited Substances in accordance with the FMCSR under the following conditions:


- As part of the pre-hire screening process or prior to a current employee transferring into a commercial motor vehicle driver position.
- On a random basis, using an anonymous random number generator to select a percentage of drivers throughout the year (such percentage not to be below the required minimum percentage issued by the FMCSA each year) for **drugs**;
- On a random basis, using an anonymous random number generator to select a percentage of drivers throughout the year (such percentage not to be below the required minimum percentage issued by the FMCSA each year) for **alcohol** immediately prior to, while or immediately after operating a commercial vehicle;
- As part of a return-to-duty process in accordance with 49 CFR part 40, subpart O.

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- As follow-up testing performed in accordance with 49 CFR part 40, subpart O.
- Where Reasonable Suspicion exists that the employee is in violation of the FMCSR (*see* Reasonable Suspicion Substance Testing in the Substance Abuse and Testing Procedure – SED-CORP-HSE-3-001;
- After an incident that does *not* trigger FMCSA testing requirements, Silver Eagle Houston may require a standard (non-DOT) test in accordance with Section 5.1 above; and
- After a vehicular incident in a commercial vehicle in the circumstances described in the chart below, with such testing to be performed immediately, and in no event longer than twenty-four (24) hours after the incident with respect to all Prohibited Substances other than alcohol and alcohol testing to be performed within eight (8) hours after the incident, (*see* Post-Incident Testing in the Testing Procedures). Commercial vehicle drivers are not allowed to return to a driving status until the results of post-incident tests have been received. Every effort will be made by Silver Eagle Houston to expedite the results of post-incident testing, as to not unnecessarily interrupt operations. Drivers must remain available for post-accident testing for up to 8 hours following an accident or until an FMCSR post-accident drug test is completed, whichever occurs first. A failure to remain available for testing following an accident may be deemed a refusal to test, per FMCSRs.



6.2.1 A Positive Test Result for any Prohibited Substance shall be a violation of this Standard, regardless of when or where the Prohibited Substance entered the employee’s system, and following the Medical Review Procedures set forth on the Testing Procedures, if applicable, shall result in disciplinary action up to and including termination of employment; *provided, however,* that a Level 1 Alcohol Test Result shall not result in immediate involuntary termination and instead shall subject such employee to the process set forth below. Drivers who test positive on a DOT-mandated test (except for a Level 1 Alcohol Test Result) are prohibited from performing safety-sensitive work for any employer until the driver has completed the return-to-duty requirements imposed by the FMCSR.


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6.2.2 In the event that an employee has a Level 1 Alcohol Test Result, such employee will not be permitted to report to work, and will be removed from a Department of Transportation regulated safety-sensitive position, if applicable, and will not be permitted to return to work in a safety-sensitive position or otherwise until they either: (1) have been out of work for 24 hours; or (2) the employee takes, and passes, another alcohol test with a negative result. Continued employment may be dependent on the individual's (i) prompt evaluation by a substance abuse professional acceptable to the Human Resources department; (ii) successful completion of any education, counseling or treatment prescribed by such substance abuse professional (at the employee's cost), and (iii) provide a negative test result for Prohibited Substances. Upon returning to work following completion of the foregoing requirements, the employee will be required to complete any additional education, counseling or treatment prescribed by the substance abuse professional, including unannounced testing for Prohibited Substances. Failure to comply with the requirements of this section following a Level 1 Alcohol Test Result will result in immediate involuntary termination.

6.3 All employees who are operators of commercial motor vehicles are required to submit to the testing described above as a condition of continued employment, and any employee's refusal to submit to such testing will result in the driver being ineligible to operate a commercial motor vehicle for any employer and may also result in immediate involuntary termination.

6.3.1 For purposes of this Section, refusal to submit will include:

- Failure to appear for any test (except a pre-hire test) as soon as possible and in any event within two (2) hours after being directed to do so by Silver Eagle Houston or its TPA;
- Failure to remain at the testing site until the testing process is complete. Provided, that an employee who leaves the testing site before the testing process commences a pre-hire test is not deemed to have refused to test;
- Failure to provide or attempt to provide a urine specimen for any drug test required by this Standard. Provided, that an employee who does not provide a urine specimen because he or she has left the testing site before the testing process commences for a pre-hire test is not deemed to have refused to test;
- In the case of a directly observed or monitored collection in a drug test, failure to permit the observation or monitoring of the driver's provision of a specimen;
- 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;
- Failure or refusal to take a second test Silver Eagle Houston or the collector has directed the driver to take;
- Failure to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process. In the case of a pre-hire drug test, the employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment;

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- Failure to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process); or
- A verified adulterated or substituted test result reported by the MRO.

6.4 At the sole discretion of the Silver Eagle Houston hiring manager and the Human Resources Department, employees that are involuntary terminated pursuant to the provisions of this Standard may be eligible for rehire after 120 days following their date of termination. Prior to being rehired under this provision, the terminated employee must have completed the FMCSR return to work requirements, which include:

- 1) An evaluation, at the employee's expense, by a Substance Abuse Professional (SAP) approved by the Human Resources Department,
- 2) Any education, counseling or treatment prescribed by such SAP at the employee's expense, and
- 3) An observed return-to-duty test with a negative test result for Prohibited Substances.

Upon returning to work following completion of the foregoing requirements, the employee will be required to complete any additional education, counseling or treatment prescribed by the substance abuse professional, including unannounced testing for Prohibited Substances.

6.5 FMCSA Drug and Alcohol Clearinghouse


6.5.1 Pre-Hire

Silver Eagle Houston will not employ a driver subject to FMCSA controlled substances and alcohol testing without first conducting a pre-employment query of the FMCSA Drug and Alcohol Clearinghouse to obtain information about whether the driver has a verified positive, adulterated, or substituted controlled substances test result; has an alcohol confirmation test with a concentration of 0.04 or higher; has refused to submit to a test; or that an employer has reported actual knowledge that the driver used alcohol on duty, used alcohol before duty, used alcohol following an accident, or used a controlled substance, and if so, whether the driver has completed the return-to-duty requirements imposed by the Clearinghouse. Consistent with Section 6.4 above, commercial drivers will not be eligible for hire until a year has passed since their violation of the FMCSRs.

6.5.2 Annual Query

Silver Eagle Houston will conduct a query of the Clearinghouse at least once per year for information for all employees subject to FMCSA controlled substance and alcohol testing to determine whether information exists in the Clearinghouse about those employees.

Silver Eagle Houston will obtain the individual driver's consent to conduct a limited query to satisfy the annual query requirement. The limited query will tell Silver Eagle Houston whether there is information about the individual driver in the Clearinghouse but will not release that information to the company.

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If the limited query shows that information exists in the Clearinghouse about the individual driver, Silver Eagle Houston will conduct a full query within 24 hours of conducting the limited query. If Silver Eagle Houston fails to conduct a full query within 24 hours, the driver will not be allowed to continue to perform any safety-sensitive driving function until the full query is conducted and the results confirm that the driver is cleared to operate a commercial motor vehicle.

6.5.3 Prohibition

Silver Eagle Houston will not allow a driver to perform any safety-sensitive driving function if the results of a Clearinghouse query demonstrate that the driver has a verified positive, adulterated, or substituted controlled substances test result; has an alcohol confirmation test with a concentration of 0.04 or higher; has refused to submit to a test; or that an employer has reported actual knowledge that the driver used alcohol on duty, used alcohol before duty, used alcohol following an accident, or used a controlled substance, except where a query of the Clearinghouse demonstrates:


- That the driver has successfully completed Substance Abuse Professional (SAP) evaluation, referral, and education/treatment process set forth in FMCSR; achieves a negative return-to-duty test result; and completes the follow-up testing plan prescribed by the SAP; or
- That, if the driver has not completed all follow-up tests as prescribed by the SAP, the driver has completed the SAP evaluation, referral, and education/treatment process and achieves a negative return-to-duty test result, and Silver Eagle Houston assumes the responsibility for managing the follow-up testing process associated with the testing violation.
- Silver Eagle Houston will provide any commercial driver who violates the FMCSR with a referral to a Substance Abuse Professional, so the driver can begin the return to duty process. Silver Eagle Houston provides this reference in accordance with the FMCSR and no driver should assume that Silver Eagle will retain or rehire any such driver.

6.5.4 Recordkeeping - Silver Eagle Houston, through the Third-Party Administrator (TPA), will retain a record of each query and all information received in response to each Clearinghouse query for three years.

6.5.5 Driver Consent to Access Clearinghouse Information

Silver Eagle Houston will not query the Clearinghouse to determine whether a record exists for any particular driver without first obtaining that driver's written or electronic consent. Silver Eagle Houston will retain the consent for 3 years from the date of the last query. The driver must submit electronic consent through the Clearinghouse granting Silver Eagle Houston access to the following specific records:

- A verified positive, adulterated, or substituted controlled substances test result;

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- An alcohol confirmation test with a concentration of 0.04 or higher;
- A refusal to submit to a test;
- An employer's report of actual knowledge of:
 - On duty alcohol use;
 - Pre-duty alcohol use;
 - Alcohol use following an accident; and
 - Controlled substance use;
- A SAP report of the successful completion of the return-to-duty process;
- A negative return-to-duty test; and
- An employer's report of completion of follow-up testing.

Silver Eagle Houston will not permit a driver to perform a safety-sensitive driving function if the driver refuses to grant the consent described above. A driver granting consent must provide it electronically to the FMCSA through the Clearinghouse prior to release of information to Silver Eagle Houston.

6.5.6 Driver's Right to Correct Clearinghouse Data

Drivers who believe that information recorded in the Clearinghouse is incorrect have the right to challenge only the accuracy of information reporting, not the accuracy of test results or refusals, except that a driver may request that FMCSA remove from the Clearinghouse an employer's report of actual knowledge that the driver received a traffic citation for driving a commercial motor vehicle while under the influence of alcohol or controlled substances if the citation did not result in a conviction; may ask that FMCSA remove from the Clearinghouse an employer's report of actual knowledge (other than as provided for in paragraph (a)(2)(i) of this section) if that report does not comply with the reporting requirements in §382.705(b)(5); and may request that FMCSA remove from the Clearinghouse an employer's report of a violation under 49 CFR 40.261(a)(1) or 40.191(a)(1) if that report does not comply with the reporting requirements in §382.705(b)(3). In order to challenge the Clearinghouse's data, the driver or the driver's authorized representative may submit a petition to the FMCSA contesting the accuracy of information in the Clearinghouse. The petition must include: (1) The petitioner's name, address, telephone number, and CDL number and State of issuance; (2) a detailed description of the basis for the allegation that the information is not accurate; and (3) evidence supporting the allegation that the information is not accurate. Failure to submit evidence is cause for dismissing the petition. The driver can the petition electronically through the Clearinghouse or in writing to: Federal Motor Carrier Safety Administration, Office of Enforcement and Compliance, Attention: Drug and Alcohol Program Manager, 1200 New Jersey Avenue SE., Washington, DC 20590.

6.5.7 Reporting to the Clearinghouse


In accordance with the requirements of 49 CFR, Subtitle B, Chapter III, Subchapter B, Section 382.705, the following driver information will be reported to the Clearinghouse withing the regulatory time periods specified:



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Reporting Entity	Information to be reported to Clearinghouse
Silver Eagle Houston	<ul style="list-style-type: none"> • An alcohol confirmation test with a concentration of 0.04 or higher. Refusal to test (alcohol) as specified in 49 CFR 40.261. • Refusal to test (drug) not requiring a determination by the MRO as specified in 49 CFR 40.191. • Actual knowledge, as defined in 49 CFR 382.107, that a driver has used alcohol on duty, used alcohol within four hours of coming on duty, used alcohol prior to post-accident testing, or has used a controlled substance. • Negative return-to-duty test results (drug and alcohol testing, as applicable) • Completion of follow-up testing.
TPA acting on behalf of Silver Eagle Houston	<ul style="list-style-type: none"> • An alcohol confirmation test with a concentration of 0.04 or higher. Refusal to test (alcohol) as specified in 49 CFR 40.261. • Refusal to test (drug) not requiring a determination by the MRO as specified in 49 CFR 40.191. • Actual knowledge, as defined in 49 CFR 382.107, that a driver has used alcohol on duty, used alcohol within four hours of coming on duty, used alcohol prior to post-accident testing, or has used a controlled substance. • Negative return-to-duty test results (drug and alcohol testing, as applicable) • Completion of follow-up testing.
MRO	<ul style="list-style-type: none"> • Verified positive, adulterated, or substituted drug test result. • Refusal to test (drug) requiring a determination by the MRO as specified in 49 CFR 40.191.
SAP	<ul style="list-style-type: none"> • Identification of driver and date the initial assessment was initiated. • Successful completion of treatment and/or education and the determination of eligibility for return-to-duty testing.

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7 Training

In accordance with FMCSR requirements (49 CFR 382.603) and industry best practices, supervisors and managers, along with HSE and Human Resources business partners, must receive training on alcohol and drug use symptom recognition initially and then every two years.

8 References

SED-CORP-HSE-3-001 - Substance Abuse and Testing Procedures

SED-CORP-HSE-4-028 - Alcohol and Controlled Substances Reference Sheets

Silver Eagle Distributor Houston, LLC Texas Injury Benefit Plan

49 CFR, Subtitle B, Chapter III, Subchapter B, Part 382



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9 Document Revision Register

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1	Entire	7/1/2019	<ul style="list-style-type: none"> • Replaces Substance Abuse & Testing policy dated 3/1/16
2	All	1/10/2020	<ul style="list-style-type: none"> • Branding – replaced “Silver Eagle” with “Silver Eagle Houston”
3	2 / 3	2/7/2020	<ul style="list-style-type: none"> • Section 2 – changed definitions from “blood” to “breath” • Section 3 – changed references from 3(c) to 3.1.3
4	Multiple	05/17/21	<ul style="list-style-type: none"> • Revised layout to separate FMCSA requirements from non-FMCSA • Definitions - Added definitions for Safety-Sensitive Function (Commercial Driver) and Safety-Sensitive Position (non-commercial driver) • Removed “Driving Under the Influence (DUI) & Driving While Intoxicated (DWI)” section (originally 3.7) • Section 6 – Amended to align with 49 CFR, Subtitle B, Chapter III, Subchapter B, Section 382.601 • Section 6 – Added section on Clearinghouse
5	Multiple	7/1/22	<ul style="list-style-type: none"> • Updated verbiage in sections 6.5.4 and 6.5.7 to include Third Party Administrator • Updated Section 7 (Training requirements) to include refresher requirements • Revised Section 6.2.1 to reflect disciplinary action post-violation • Revised Section 6.4 to reflect 120 days (previously 1 year)