

Kinder Morgan

Candidate/Employee Drug and Alcohol Testing Instructions

1. Upon being instructed to take a drug or alcohol test you must proceed immediately to the testing facility. You are not to administer the drug test on yourself. Instead take it to an approved drug test collection site.
 - Approved testing sites are found here: <https://access.pipelinetesting.com/all/collsitesearch.aspx>
2. You must bring:
 - a current valid photo ID (i.e. driver's license, passport, employer issued picture ID, etc.),
 - drug testing kit to the collection facility **and**
 - the authorization forms explaining the type of test you will be taking.
3. You will be required to remain in the testing area until the collection process is complete.
 - **IMPORTANT:** Leaving the testing area without authorization will be considered a refusal to test and will result in:
 - your job offer being rescinded, if you are a candidate or,
 - termination, if you are a current employee.
4. It is not necessary to list the prescription drugs that you are taking on the chain of custody form. If a medication is detected on the drug screen, you will be contacted by the Medical Review Officer (MRO) and asked to provide a copy of the prescription or a picture of the prescription bottle.
5. You will be provided with a copy of the chain of custody form for your records. Keep a copy in the event that it is requested by Human Resources or the MRO.
6. You must follow all instructions provided by the collector.
7. **Remember: You must not leave the collection facility after the test has begun.**

If any issues arise at the collection facility, you may contact your Hiring Manager or HR Representative at the numbers provided below.

Hiring Manager Name (Printed) _____

Hiring Manager Phone # _____

HR Representative Name (Printed) _____

HR Representative Phone # _____