

Alcohol & Drug Variance Guidance

If requesting or approving A&D variance for immediate access to a CNOOC worksite, or if you are a representative from a contracting company responsible for booking A&D tests for your workers, you must be aware of the following:



Variance Purpose

An A&D variance allows individuals who require **immediate access** to a CNOOC worksite to utilize **Express to Lab** testing as opposed to providing a clearance letter, which is the normal requirement for site access. This means that a **Point of Collection (POCT) drug screen test and breath alcohol test** are conducted with the remaining urine sample being sent to a Substance Abuse and Mental Health Services Administration (SAMHSA) Approved lab for confirmation testing. The POCT is submitted with the variance request as preliminary evidence that the worker is in compliance with CNOOC A&D requirements.



Point of Collection Test Results

If the POCT and breath alcohol tests are *Negative* the worker **will be** granted site access provided the business need is deemed justifiable by CNOOC leadership and the variance is requested based on true unforeseen circumstances rather than as a result of poor planning.

If either the POCT Drug screen test is *Non-negative* or the breath alcohol test is *Positive* or a *Safety Warning* the worker **will not be** granted site access until such time that a Negative result is received from a certified Medical Review Officer (MRO).

A 'chain of custody' or 'custody control' shipping form for the test specimen to the lab is not sufficient if it does not indicate that the POCT result is *Negative*.



Process

Individuals must take an *Express to Lab* test, meaning it is a split sample with a POCT (instant "express" result) followed by a lab test from the same sample, taken on the same day. The lab test on its own is not sufficient as the results will not get back to us immediately. The term *Express to Lab* may vary depending on the test provider.

The CNOOC International *Alcohol and Drug Variance Form* must be submitted and signed by an appropriate CNOOC Supervisor/Manager and sent for approval to the General Manager (Site Leadership), A&D Program Administrator, and North America HSE Leader.

Upon receipt by the contracting company, the clearance letter from the lab must be sent to the CNOOC Supervisor who originally requested the variance, whether or not the worker is still on site. This step is required to close out the request for CNOOC records.



Remember...

The variance will not be considered for approval without proof of BOTH parts of the test (the "instant" express portion and evidence that the secondary sample was sent to the lab). The lab test must follow CNOOC standard requirements for a NON-DOT 5 Panel (Semi-Syn OPI), Split Specimen w/ Breath Alcohol.