HILLSBORO AERO ACADEMY
An Academic Unit of Northbridge University

Hillsboro Aero Academy

Drug-Free Workplace Policy

Rev 09/18/2026

Hillsboro Aero Academy
3565 NE CORNELL RD
HILLSBORO OR 97124-6374
503-726-3000

HILLSBORO AERO ACADEMY
An Academic Unit of Northbridge University

STUDENT ACKNOWLEDGEMENT & CERTIFICATION OF RECEIPT

DRUG-FREE POLICY
Hillsboro Aero Academy

Hillsboro Aero Academy (HAA) is committed to setting and maintaining the highest levels of safety in the flight training industry. It is also our goal to model for our students what a professional aviation company looks like on a corporate level through our company culture and on an individual level in the behaviors and practices of each of our employees. In support of our safety goals HAA maintains a "zero tolerance" Drug-Free Policy for its students and employees. A copy of this policy is attached for your review and acknowledgement. The policy is also available in the Policy and Procedure section of the company handbook.

The Academy values the safety of our students and is willing to work with any student who feel they could not pass a drug/alcohol test. In these instances, the student will immediately be grounded from all flight activity. Individuals who have an alcohol or drug problem are encouraged to contact **Human Resources** at **503-726-3000** on a confidential basis for assistance. The Academy will make every effort to work with students during and following treatment, if required.

As of July 1, 2015, Oregon permits the use of recreational marijuana. This does not change or supersede HAA's "zero tolerance" Drug-Free Policy for its students. Because the use of marijuana is still illegal under federal law, any student with a positive drug test, regardless of when they used the drug, is still considered to have violated HAA's policy.

If you have any questions about this information or HAA's Drug-Free Policy, please discuss them with Human Resources

Acknowledgement

I certify that I have been informed of and have received the Hillsboro Aero Academy Drug-Free Workplace Policy with effective date 11/01/17. I understand it is my responsibility to read this document, ask questions about anything I don't understand, and act in accordance with this policy.

_____ _____
Student Name (print) Student Signature

_____
Date

Hillsboro Aero Academy
Drug-Free Workplace

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HILLSBORO AERO ACADEMY
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DRUG-FREE WORKPLACE POLICY

Hillsboro Aero Academy

PURPOSE

Hillsboro Aero Academy (or "the Academy") is strongly committed to providing a safe and productive workplace and training environment. For this reason, effective 11/1/17, Hillsboro Aero Academy implemented this updated Drug-Free Workplace Policy ("Policy") to apply to its employees and students.

This Policy outlines the Academy prohibitions and requirements related to drug and alcohol use and testing. Appendix A is a glossary of terms.

WHO IS TESTED AND WHEN

There are four groups of people subject to drug and alcohol testing under this policy:

1. Safety-sensitive employees-I: mechanics
2. Safety-sensitive employees-II: line service employees, Certified Flight Instructors
3. Non-safety-sensitive employees (administrative and management employees)
4. Students (by agreement)

Each group is subject to drug and/or alcohol testing on certain occasions, as described below (see "Reasons to Test for Drugs and/or Alcohol"). Testing may occur anytime employees are at work and anytime students are on Hillsboro Aero Academy's property.

EDUCATION AND TRAINING

At the time of hire, new employees receive the Academy's Drug-Free Workplace Policy, which describes the consequences of positive drug test results, prohibited alcohol-related conduct, or refusal to cooperate with the Policy. Employees are required to sign a form acknowledging receipt of the Policy and their responsibility to read it. Similarly, students receive a copy of the policy when they begin instruction.

Upon request, the Academy makes information available to employees and students on the effects of substance abuse misuse in the workplace, as well as counseling, rehabilitation, and employee assistance resources. Supervisors and managers who are required to make "reasonable suspicion" determinations receive guidance on recognition of the physical, behavioral, speech and performance indicators of drug use and alcohol misuse.

EMPLOYEE ASSISTANCE PROGRAM AND SELF-REFERRAL

Hillsboro Aero Academy is committed to providing referral resources to assist employees in overcoming substance abuse problems. Employees who consider themselves drug- and/or alcohol-dependent are

encouraged to seek treatment BEFORE their problems affect their jobs. The Academy will provide informational help in locating professional counseling to any employee who requests it.

MEDICATIONS

Applicants and employees have the opportunity to discuss positive drug test results due to prescription medications with the Academy's **Medical Review Officer (MRO)**. Use of prescribed medicine according to the healthcare provider's instructions is not a violation of this Policy. It is a violation of Federal law and of this Policy to use other people's prescription medications.

Employees are prohibited from using prescription or over-the-counter medications while performing Academy business if such use affects workplace safety or job performance. It is the responsibility of each employee to know, after discussion with the employee's healthcare provider as necessary, whether or not a medication is likely to impair job performance. If a medication contains alcohol, it should not be used in such a way that alcohol is present in the employee's system during work hours.

If the use of a medication impair job performance and/or affects workplace safety, the employee must inform the **Designated Employer Representative (DER)** immediately. Employees should not identify the name of the medication or the reason for using it, just that they are taking a medication which may affect safety or job performance. The DER and the employee then discuss the employee's circumstances on an individual and confidential basis.

An employee using performance-impairing medications is placed on appropriate alternative duty, if available, or on leave of absence for a duration determined by the Academy. If the leave qualifies for protection under the law, protected leave standards and policies apply. If the leave qualifies for pay according to the Academy's disability or other programs, such leave may be paid according to the terms of those programs.

Failure to notify the DER of performance-impairing medications may result in disciplinary action.

PROHIBITIONS AND REQUIREMENTS

1. **Employees and students are prohibited from having any evidence of controlled substances in their bodies while on Hillsboro Aero Academy's premises** unless the substance was prescribed by a licensed health care practitioner, is being used according to directions, and does not affect safe job performance.

2. **Employees are prohibited from possessing alcohol while on duty; from using alcohol while at work; and from having measurable alcohol present in their systems while at work**. Employees with alcohol levels of 0.04 or above are subject to disciplinary action, up to and including termination of employment. Drinking alcohol at business meetings and social activities is not prohibited, but employees are responsible for allowing sufficient time after drinking alcohol to ensure that their alcohol levels are below 0.04 before driving away from such meetings or activities.

3. **Cooperation with drug and alcohol testing requirements is a condition of employment with Hillsboro Aero Academy and of enrollment as a student, if permitted by agreement**. Refusal to test results in the immediate removal of the employee from work and disciplinary action, up to and including termination of employment. Refusal to test by a student results in immediate removal of the student from active participation in the training program pending review and resolution of the situation.

All employees and students are prohibited from manufacturing, cultivating, distributing, dispensing, possessing or using controlled substances or other unauthorized or intoxicating substances while on Academy property, or in the case of employees, while otherwise performing their work duties away from Academy premises. This Policy also prohibits employees from reporting for duty or being on duty with evidence of alcohol or controlled substances (without a current and valid prescription) or illegally obtained prescription medications in their systems. Violation of these prohibitions will lead to disciplinary action, up to and including termination of employment. Students subject to testing (by agreement) are also prohibited from having evidence of controlled substances in their systems unless they have a valid prescription for the substance and from having alcohol present at a level equal to or higher than 0.04 g/210 L.

Employees must notify Hillsboro Aero Academy, in writing, of any criminal drug statute conviction for violations occurring in the course of employment with the Academy no later than 5 business days after the conviction.

Marijuana

Marijuana is a Schedule I controlled substance; its use is illegal under federal law. Some states permit marijuana for personal/recreational use or to treat medical conditions when authorized in writing by a licensed medical doctor ("medical marijuana"). These are not valid reasons for the presence of marijuana in employees' systems under this Policy. The presence of marijuana is prohibited regardless of the reason for or method of use (including but not limited to edibles and topical products).

TESTED SUBSTANCES

The following table lists the classes of controlled substances currently subject to testing and the cutoff levels for detection in the initial and confirmatory tests.

Initial test analyte	Initial test cutoff concentration	Confirmatory test analyte	Confirmatory test cutoff concentration
Marijuana metabolites	50 ng/mL	THCA[1]	15 ng/mL
Cocaine metabolites	150 ng/mL	Benzoylecgonine	100 ng/mL
Opiate metabolites			
Codeine/Morphine[2]	2000 ng/mL	Codeine	2000 ng/mL
		Morphine	2000 ng/mL
6–Acetylmorphine	10 ng/mL	6–Acetylmorphine	10 ng/mL
Phencyclidine	25 ng/mL	Phencyclidine	25 ng/mL
Amphetamines[3]			
AMP/MAMP[4]	500 ng/mL	Amphetamine	250 ng/mL
		Methamphetamine[5]	250 ng/mL
MDMA[6]	500 ng/mL	MDMA	250 ng/mL
		MDA[7]	250 ng/mL
		MDEA[8]	250 ng/mL

[1] Delta-9-tetrahydrocannabinol-9-carboxylic acid (THCA).
[2] Morphine is the target analyte for codeine/morphine testing.
[3] Either a single initial test kit or multiple initial test kits may be used provided the single test kit detects each target analyte independently at the specified cutoff.
[4] Methamphetamine is the target analyte for amphetamine/methamphetamine testing.
[5] To be reported positive for methamphetamine, a specimen must also contain amphetamine at a concentration equal to or greater than 100 ng/mL.
[6] Methylenedioxymethamphetamine (MDMA).
[7] Methylenedioxyamphetamine (MDA).
[8] Methylenedioxyethylamphetamine (MDEA).

Detection of any substance listed above the cutoff levels shown will constitute a positive drug test result. Other drugs may be tested for under special circumstances. Specimens may also be tested for

pH, specific gravity, creatinine and/or non-physiological substances to detect attempts to adulterate or substitute the specimen.

Alcohol testing takes place when there are signs or symptoms of possible recent alcohol use, resulting in the presence of alcohol in the body while at work. A breath alcohol test of 0.04 g/210 L or greater constitutes evidence of prohibited alcohol-related conduct.

REASONS FOR TESTING

The following table summarizes the reasons for testing which apply to specific groups of employees and students.

	Reasonable Suspicion	Pre-employment	Post-accident	Random	Return-to-duty/follow-up
Safety-sensitive employees (I) - mechanics	✓	✓	✓	✓	✓
Safety-sensitive employees (II) - line service employees, Certified Flight Instructors	✓		✓	✓	✓
Non-safety-sensitive employees - includes administrative and management employees	✓		✓		✓
Students (by agreement) - certain students from outside the U.S. may not be subject to testing	✓		✓	✓	✓

Pre-Employment Testing: Aviation mechanics are notified by Hillsboro Aero Academy at the time of application that a negative pre-employment drug test is a job requirement. If the result of a pre-employment test is positive, adulterated, or substituted, the mechanic is considered ineligible for employment. The mechanic may re-apply after 90 days with evidence of evaluation by a licensed or certified substance abuse counselor and education or treatment when recommended.

To ensure validity of the test result, the Academy will require prompt re-collection in the case of negative dilute results for pre-employment tests.

Reasonable Suspicion Testing: "Reasonable suspicion" means that an employee or student has given a supervisor, other responsible manager or instructor reason to believe that s/he may be impaired, intoxicated or under the influence of a controlled substance or alcohol.

Any "reasonable suspicion" incident is documented as soon after the incident as possible. Representatives of the Academy will ensure that the employee involved is immediately removed from any hazardous job and is transported to a specimen collection/alcohol testing site. An Academy representative MUST transport the employee to the collection/testing site.

Reasonable suspicion alcohol testing is conducted using a breath specimen. To ensure validity of the test result, the Academy will require prompt re-collection in the case of negative dilute results for reasonable suspicion drug tests.

Post-accident/Post-incident Testing: Involvement of an employee or student in an on-the-job accident or safety-related incident may lead to a requirement for drug testing. Management documents the circumstances of each accident/incident individually. If the employee or student's actions or

inactions can be completely discounted as a contributing factor to the accident/incident, no testing is conducted. When there is a reasonable possibility that drug use may have contributed to the accident/incident, drug testing is conducted. A form is available to assist management in determining whether drug testing should be conducted after a particular accident/incident.

If there is evidence of alcohol misuse which may have contributed to the accident/incident, reasonable suspicion testing is conducted as soon as possible after the accident/incident scene is secured and medical needs have been met.

Random Testing: Random testing is considered a deterrent to use of controlled substances. An objective, outside party (third-party administrator) conducts random selections for students and safety-sensitive employees of Hillsboro Aero Academy. Each student or employee in the random "pool" has the same chance of being selected every time a selection occurs. As a result, students and employees are subject to testing at any time, and may be randomly tested more than once in a calendar year. Random testing is reasonably distributed through the calendar year.

Students and employees who are notified of selection for random testing must proceed immediately to the drug test collection site.

Return-to-Work and Follow-up Testing: Hillsboro Aero Academy will determine whether to offer an employee who has violated the Academy drug/alcohol prohibitions a "return-to-work agreement" at its sole discretion, based on the circumstances of the policy violation and other job-related factors.

If an agreement is offered, a negative return-to-duty drug test and/or an alcohol test of less than 0.02 is required prior to return to work. Follow-up testing will take place at the Academy's discretion for up to two years.

Please refer to "Return to Work Following Prohibited Conduct" below for additional information.

DRUG TEST SPECIMEN COLLECTION AND ANALYSIS; ALCOHOL TESTING

Hillsboro Aero Academy recognizes the importance of drug testing collection and testing procedures that protect the employee's right to dignity, fairness, accuracy, security, and confidentiality.

The Academy's specimen collection protocol generally follows the standards of the US Dept of Health and Human Services (DHHS). "Custody and control" forms and labeled, tamper-evident container seals initialed by the employee at the time of collection prevent mix-ups of specimens and allow re-testing of the same specimen at a later time, if desired.

Once a drug test collection has begun, applicants and employees are required to remain at the collection site until the process is complete. Failure to do so is considered a refusal to test. If an applicant or employee is unable to provide sufficient urine for a test, the collector will provide up to 40 ounces of fluids, spread reasonably over up to three hours, to assist in producing the required volume of urine.

Drug test specimen analysis is performed at a laboratory certified by DHHS. A positive initial screening result automatically triggers confirmatory testing before a final test result is reported.

Breath alcohol testing is conducted only by qualified alcohol technicians, using alcohol testing devices listed on the Conforming Products List of the National Highway Traffic Safety Administration. Alcohol screening tests with results of 0.04 or above are confirmed with a second, evidential breath test after a 15-minute waiting period. The result of the second test is considered definitive.

DRUG TEST RESULTS REVIEW

The testing laboratory reports positive, adulterated, substituted and invalid test results to the Medical Review Officer (MRO). The MRO then calls the applicant, employee or student to discuss the results. A drug test result is considered "positive" only after the result has been reviewed and verified by the MRO.

If the applicant, employee or student has a legitimate explanation for a positive result (eg prescription medicine, medical or dental treatment), and the MRO can confirm the treatment or prescription with the health care practitioner or pharmacist, the MRO will report the test result to the Academy as "negative."

The Designated Employer Representative may be asked to contact the tested individual if the MRO is unable to reach him or her. If the individual does not call the MRO within a reasonable period after being asked to do so, the MRO will make a determination without the individual's input.

Appeals: Re-Testing of Specimens

Applicants and employees who are notified by the MRO of verified positive or adulterated test results will have the option of having a portion of their urine specimens re-tested. The request for re-testing must occur within 72 hours from the time they are informed of the verified test result. The Academy's third party administrator will provide a list of qualified laboratories for re-testing upon request.

Re-testing is at the applicant's or employee's expense, with reimbursement by the Academy if the original test result is found to be erroneous. The request for the re-test must be directed to the MRO, and will be contingent on advance payment to the Academy of the costs associated with the re-test.

The MRO will not delay reporting of a verified test result pending re-testing.

CONFIDENTIALITY & RECORDKEEPING

Drug and alcohol test results are reported ONLY to authorized representatives of Hillsboro Aero Academy by the Academy's service agents. Results will not be released to other parties besides the Academy and its service agents without written authorization from the tested employee, unless required by legal authorities. Test results are stored in a secure area, with access available only to authorized personnel.

The Academy provides a copy of individual test results to the tested individual if a written request is received within 60 days of the test.

REFUSAL TO TEST

Refusal to provide a required breath or urine specimen, or other documented refusal to cooperate with the specimen collection or alcohol testing process, results in disciplinary action, up to and including termination of employment or immediate removal of the student from active participation in the training program pending review and resolution of the situation. Refusal to test includes submission of an invalid specimen without a medical explanation.

INVESTIGATIONS AND SEARCHES

To enforce this policy, the Academy may investigate potential violations and require personnel to undergo drug/alcohol testing, including urine, breath or other appropriate tests. When there is reasonable cause, the Academy may search all areas of the Academy's physical premises, including

vehicles, lockers, work areas, desks, purses, briefcases, and other locations or belongings brought onto Academy work sites.

DISCIPLINARY ACTION AND PROCEDURES

Applicants

If the result of a pre-employment test on a mechanic is positive, adulterated, or substituted, the individual is considered ineligible for employment. The individual may re-apply after 90 days with evidence of evaluation by a licensed or certified substance abuse counselor and education or treatment.

Current Employees

Current employees of Hillsboro Aero Academy who are found to be in violation of the Academy's Drug-Free Workplace Policy are subject to disciplinary action, up to and including prompt termination of employment. Violations include:

1. A verified positive drug test result;
2. A breath alcohol test result of 0.04 or greater; alcohol possession or use in violation of the prohibitions stated in this policy; or
3. Refusal to test or to cooperate with drug test specimen collections or with the alcohol testing process.

Students

Students who have signed an agreement to undergo reasonable suspicion and random testing and who are found to be in violation of the Academy's Drug-Free Workplace Policy are immediately removed from active participation in the training program pending review and resolution of the situation. Violations include:

1. A verified positive drug test result;
2. A breath alcohol test result of 0.04 or greater; alcohol possession or use in violation of the prohibitions stated in this policy; or
3. Refusal to test or to cooperate with drug test specimen collections or with the alcohol testing process.

Students who voluntarily disclose a drug or alcohol problem are also immediately removed from active participation in the training program pending review and resolution of the situation. Ordinarily, the student is provided resources and time to address the problem. After 60 days, with documentation of evaluation by a licensed or certified substance abuse counselor, satisfactory progress in an education or treatment program, and a negative return-to-work test, students are permitted to resume the training program.

RETURN TO WORK FOLLOWING PROHIBITED CONDUCT

Hillsboro Aero Academy will determine whether to offer an employee who has violated Academy drug/alcohol prohibitions a "return-to-work agreement" at its sole discretion, based on the circumstances of the policy violation and other job-related factors. If a return-to-work agreement is offered, the following return-to-duty procedures apply.

1. Employees who have violated Academy drug/alcohol prohibitions must be evaluated by a licensed or certified substance abuse counselor to determine the type of help needed to resolve their problems with substance use; undergo education or treatment, as recommended by the counselor; and undergo “return to duty" testing with a negative drug test result and/or an alcohol test with a result less than 0.02 prior to return to work.
2. Employees who return to work after a policy violation are subject to periodic unannounced follow-up alcohol and/or drug testing, with frequency to be based on the recommendations by the counselor who evaluated the employee. Follow-up testing will take place at the Academy’s discretion for up to two years.

Employees who return to duty under a return-to-work agreement are financially responsible for the costs of evaluation and education or treatment, if required. Hillsboro Aero Academy will pay for return-to-work and follow-up testing.

APPENDIX A

GLOSSARY

For the purposes of this Policy, the following definitions apply.

Accident: An incident in which there is:

a. An injury for which medical treatment is required away from the scene, or

b. Damage to equipment estimated to exceed $500.

Hillsboro Aero Academy management will determine whether drug testing is required for each employee involved in an accident.

Adulterated Specimen: A specimen that contains a substance that is not expected to be present in human urine, or contains a substance expected to be present but is at a concentration so high that it is not consistent with human urine.

Alcohol: Ethyl alcohol or ethanol. Employees are prohibited from having any measurable alcohol in their systems while at work. Under Academy policy, breath alcohol tests must show levels below 0.04.

Alcohol Technician: An individual who has been trained to proficiency in the operation of the alcohol testing device he or she is using according to US Dept of Transportation standards (49 CFR Part 40).

Collection Site: A designated clinic/facility where employees present themselves for the purpose of providing a specimen of their urine to be analyzed for the presence of drugs.

Collector: A person who instructs and assists employees through the urine specimen collection process.

Confirmation Test: A second analytical drug testing procedure to identify the presence of a specific drug or metabolite which is independent of the initial (screening) test and which uses a different technique and chemical principle from that of the initial test in order to ensure reliability and accuracy.

Custody and Control Form (CCF): A form documenting collection of a urine sample for drug testing, shipment to the laboratory, and receipt by the laboratory.

Controlled Substances: Substances listed on Schedules I through V in 21 U.S.C. 802 as they may be revised from time to time (21 CFR 1308). Controlled substances include illicit drugs and drugs which may be authorized for use by a physician or dentist for certain medical uses, but which are subject to misuse or abuse.

Cutoff Level: Level of drug metabolite that must be exceeded to give a positive test result (drug testing) or level of alcohol during breath screening or confirmatory alcohol testing.

Designated Employer Representative (DER): Representative of Hillsboro Aero Academy responsible who receives and securely stores drug and alcohol test results and who oversees the Academy drug and alcohol testing program.

DHHS: U.S. Department of Health and Human Services.

Invalid Test: A result reported by a laboratory for a urine specimen that contains an unidentified adulterant, contains an unidentified interfering substance, has an abnormal physical characteristic, or has an endogenous substance at an abnormal concentration that prevents the laboratory from completing testing or obtaining a valid drug test result.

Initial or Screening Test: An immunoassay screen to eliminate "negative" urine specimens from further consideration.

Medical Review Officer (MRO): A licensed doctor of medicine or osteopathy with knowledge of drug abuse disorders and drug testing who is responsible for reviewing and verifying drug testing results prior to their communication to the Designated Employer Representative.

Negative Drug Test: A test in which initial or confirmation testing did not show evidence of a prohibited drug in an employee's system above established levels OR a test which is verified as negative by the MRO (e.g. review showed positive test was due to prescription medication or other authorized use of controlled substance).

Positive Drug Test: A urine drug test result which indicates the presence of controlled substances beyond the cut-off levels specified by the DHHS-certified laboratory and for which the tested individual does not have a valid prescription.

Reasonable Suspicion: Observations of an employee's condition or performance that indicate possible drug or alcohol use. Examples include deteriorating work performance, poor attendance, tardiness, or appearance, behavior, speech or body odors of the employee which lead a supervisor or manager to believe the employee may have used drugs or alcohol in violation of the prohibitions of this Policy.

Refusal to Test: Refusal by an individual to provide a urine, saliva or breath specimen after receiving notice of the requirement to be tested in accordance with this Policy. The term “refusal” also applies when an individual provides a substituted or adulterated specimen, or fails to cooperate with the specimen collection process.

Screening or Initial Test: An initial immunoassay drug test to eliminate "negative" urine specimens from further consideration.

Shipping Container: A container that can be secured with a tamper-proof seal that is used for transfer of a urine specimen from the collection site to the laboratory.

Specimen: A urine sample, at least 30 mL (approximately 1 oz) in volume, which has been collected for the purpose of controlled substances testing. The volume must be sufficient for additional confirmatory testing to be performed on the same specimen.

Substance Abuse Counselor: For the purposes of this Policy, an individual who is licensed or certified, and has knowledge of and clinical experience in the diagnosis and treatment of alcohol-related disorders as well as dependence on controlled substances; performs evaluations as part of the return-to-work process.

Third-party administrator. A service agent which assists the Academy with its drug and alcohol testing program, including policy development, identification and supervision of collectors and testing laboratory, guidance with regard to reasonable suspicion and post-accident testing, and record-keeping. The Academy’s third-party administrator is authorized to represent the Academy in certain circumstances, and has the same confidentiality requirements as the Academy with regard to drug and alcohol testing matters.

Verified Positive Drug Test: A confirmed positive drug test (see above) after investigation by the MRO, who has determined that no legitimate explanation exists for the presence of the controlled substance that was detected.

APPENDIX B

INFORMATIONAL RESOURCES & SERVICE AGENTS

INFORMATIONAL RESOURCES

Information on this Policy and associated procedures is available during business hours from:

Lavinia Petre	Northwest Drug-Safe
Designated Employer Representative	Third-Party Administrator
503-726-3000	503-297-4113

COLLECTION SITE

Specimen collections/alcohol testing may take place at any facility which has been supplied with Hillsboro Aero Academy's custody and control forms and collection kits and has qualified staff. A list of the collection sites close to Hillsboro Aero Academy's locations is available from the Third-Party-Administrator listed on this page.

DHHS-CERTIFIED LABORATORY

Hillsboro Aero Academy's primary laboratory for drug testing is:

Legacy Lab Services	1225 NE 2ND AVE
503-413-5295	PORTLAND OR 97232-2003

If drug testing is required in remote geographic locations, other laboratories certified by the US Dept of Health & Human Services (DHHS) may be used. Employees with positive or adulterated test results may request shipment of a portion of their urine specimen to a second DHHS-certified laboratory through the Academy's third-party administrator.

MEDICAL REVIEW OFFICER (MRO)

Medical Review Officer services are provided by:

Paragon MRO	9370 SW GREENBURG RD STE 200
503-977-3225	PORTLAND, OR 97223-5421

DRUG/ALCOHOL PROGRAM THIRD-PARTY ADMINISTRATOR

The Academy's third-party administrator for its drug/alcohol testing program is:

Northwest Drug-Safe	1049 SW BASELINE ST STE C325
503-297-4113	HILLSBORO, OR 97123-3848

This organization is responsible for overseeing the activities of other service agents, including specimen collection and alcohol testing agents, designated drug testing laboratories and Medical Review Officers. It also maintains records on behalf of the Academy.

SUBSTANCE ABUSE COUNSELORS

The Academy will help employees locate licensed and/or certified counselors upon self-referral or when an employee is offered an opportunity to return to work after prohibited conduct