

ADHD Medication Waiver Letter Procedures for Contractor

1. Have your employee send you or confidential identified risk manager a copy of:
 - their prescription **OR**
 - the label on the bottle for their ADHD medication **OR**
 - information given with prescription that lists employee name, date filled, drug name, how many tablets issued, prescribers name, and name and location prescription filled
2. Verify information
3. Complete waiver letter on your company letterhead
4. Email Waiver letter to:
 - employee via BP email address or personal address
 - Ed Lepre at (el@idd0070.com)
 - Diana Haines at (Diana.haines@bp.com)
6. This letter should be renewed the same way every 12 months. The expiration date should reflect this on the letter. Your employee is responsible to keep the letter with him/her to give to IDD at time of testing. They are also responsible to keep the letter current with you. You will need to keep it current with IDD. Please do not send copies of the prescription or photos of the bottle to IDD or Diana Haines.

Call Diana Haines, RN for any questions - 281-380-8416

(PLACE ON COMPANY LETTERHEAD)

(AMPHETAMINE WAIVER LETTER)

CONTRACTOR EMPLOYER'S DIRECTIONS TO BP HELIPORT

FOR INDIVIDUAL WITH NON-NEGATIVE AMPHETAMINE URINE DRUG TEST

DATE

To Whom It May Concern: **INDIVIDUAL**

If this individual, **INDIVIDUAL**, should be randomly selected to participate in BP's random urine drug screening, this individual, due special circumstances, will need to adhere to the following:

- 1) A rapid screen will be conducted.
- 2) A sample will be processed as a lab-based drug screening.
- 3) If the rapid screen results are "non-negative" for Amphetamine's only, this individual will be allowed offshore.

If the rapid screen results are "non-negative" for any of the other drug categories, then this individual will be deemed a "no fly". A "no fly" offshore traveler is not permitted to go offshore until clearance is completed through the random drug and alcohol screening process.

If the rapid screen results are "non-negative" for Amphetamine's only, working offshore will be permitted while the urine sample is being processed. The MRO must be provided with valid and current contact information, should he/she need to contact individual while offshore. It is recommended that a copy of the prescription be in the individuals possession at all times should the MRO request it.

To expedite the random drug and alcohol process if chosen, a copy of this letter should be carried at all times on the individual when traveling offshore. This letter expires **DATE** (6 months from the issue date of the prescription).

X _____

CONTRACTOR EMPLOYER REPRESENTATIVE (DER OR HR)