

DRUG FREE WORKPLACE TESTING
#350

1.0 POLICY. It is the policy of Davis County to protect the health and safety of employees and the public by providing a work environment where all employees are free from the illegal use or abuse of alcohol, drugs and other substances.

1.1 Davis County recognizes substance abuse in the workplace to be a threat to the safety, health, and job performance of all employees and volunteers. In general, substance abuse in the workplace includes use, possession, manufacturing, distribution, and being under the influence of alcohol, or other drugs, including the inappropriate use/abuse of prescription drugs, over-the-counter drugs, or other substances. Throughout this policy, reference to employee also refers and applies to a prospective employee, a volunteer, and a prospective volunteer. Volunteers serving on boards or committees will not be tested. Volunteers who do not operate vehicles, machinery, or equipment (excluding office equipment) will not be required to submit to a test before being allowed to volunteer. These volunteers shall be required to submit to post-accident testing and reasonable suspicion testing.

1.2 It shall be a condition of employment and continued employment that all employees, volunteers, prospective employees, and prospective volunteers comply with the provisions of this policy whenever working, volunteering or representing the County

1.3 Employees are prohibited from using, purchasing, possessing, manufacturing, or distributing (giving away, or otherwise dispensing) alcohol or drugs in the workplace and are prohibited from reporting to work or being subject to work (ex: on-call, on break) with prohibited drugs or alcohol in their system. Any activity involving an illegal substance will have a direct bearing on an employee's employment status with Davis County. Any conviction in a court of law for illegal drug activity may be cause for dismissal from employment.

1.4 Employees are prohibited from abusing a controlled substance such as prescription, and over-the-counter drugs and medications in the workplace. Prohibited activities, involving legal substances, may include use, possession, distribution, or being impaired as defined herein, that are legally obtainable but have not been obtained legally; and use of a drug or other substance in a manner, or for a purpose other than that for which it was intended or prescribed.

1.5 Use of a prescription drug that has been prescribed by an employee's physician is permissible during work hours, but may require certification by the physician as to the ability of the employee to perform their job in a safe manner. Employees must notify supervisors if use of a properly prescribed drug will affect work performance. No employee will be disciplined for making known the authorized and necessary use of a prescription drug. However, employees

must still perform at acceptable standards and shall not be allowed to work if they are impaired by a prescription drug. Abuse of a prescription drug and unauthorized use without a prescription from a licensed physician are prohibited.

1.6 This policy is intended to conform to the requirements set forth in the Local Governmental Entity Drug-Free Workplace Policies Act, Utah Code Annotated, title 34, Chapter 41, and all other relevant State and Federal statutes including the Americans with Disabilities Act. The provisions of any applicable law, statute, regulation, or ordinance (ex: The Omnibus Transportation and Employee Testing Act of 1991 and the Federal Highway Administration and Department of transportation rules of February 1994) shall prevail in the event of any conflict with the provisions of this policy. When federal requirements are stricter than the requirements of this policy, positions requiring a CDL are subject to federal requirements.

2.0 DEFINITIONS. (See also Policy #100, Definitions)

“Abuse/Misuse” means reporting to work under the influence of or having alcohol or any other drugs present in the body; or the inappropriate use of alcohol, prescription drugs or other substances.

“Alcohol” means ethyl alcohol or ethanol.

“CDL” means Commercial Driver License.

“Controlled Substances” means substances whose sale is controlled by federal or state law including all prescription medications and alcohol.

“Drug” means any substance recognized as a drug in the United States Pharmacopeia, The National Formulary, the Homeopathic Pharmacopeia, or other drug compendia, including Title 58, Chapter 37, Utah Controlled Substances Act, or supplement to any of those compendia.

“Drug Testing” means the scientific analysis for the presence of alcohol, drugs or their metabolites in the human body in accordance with the definitions in this policy or definitions or terms as defined in Title 34, Chapter 41, Utah Code Annotated.

“Employee” means any person in the service of Davis County receiving compensation excluding Elected Officials.

“Illegal Substance” means marijuana, cocaine, heroin, natural and synthetic hallucinogens and other substances whose possession, use or consumption is prohibited by federal or state law as well as “designer drugs” manufactured and used to exploit the psychoactive or other pharmacological properties of recognized drugs of abuse.

“Impaired or Impairment” means a presence of alcohol or drugs or other substances in the body in levels defined in 13.1.

“Medical Review Officer” (MRO) means a licensed physician with knowledge of alcohol and controlled substances related disorders who is certified to act as an MRO.

“Periodic Testing” means pre-selected and pre-announced drug testing of employees or volunteers conducted on a regular schedule.

“Positive test” means the results of any procedure which indicates an employee has a discernable level of alcohol, illegal drugs, or improper level of legal drugs or other substances in his/her body.

“Prospective employee” means any person who has submitted a written or oral application to become an employee of Davis County.

“Random testing” means the unannounced drug testing of an employee or volunteer who has been selected for testing by using a method uninfluenced by any personal characteristic other than job category.

“Reasonable suspicion” means an articulated belief based on pertinent facts that an employee is: under the influence of alcohol, drugs or other substances; or in violation of the Drug-Free Workplace Policy. Circumstances which constitute a basis for determining reasonable suspicion may include, but are not limited to:

A pattern of abnormal, unusual, or erratic behavior; information provided by a credible source; a reportable work-related accident; observation of alcohol, drug or substance use; possession of alcohol or drugs while on County premises or while engaged in County business; physical symptoms such as glassy or bloodshot eyes, alcohol odor on breath, slurred speech, poor coordination or reflexes; possession of, or the discovery of alcohol or drugs or items related to alcohol and drugs in a vehicle or immediate work area.

“Rehabilitation testing” means unannounced but pre-selected drug testing conducted as part of a program of counseling, education or treatment of an employee or volunteer in conjunction with this policy.

“Safety sensitive position” means those positions with duties which have a direct bearing upon the safety of the public, employees, or where there is access to controlled substances. Examples of duties performed by safety sensitive positions are:

- Direct health treatment services
- Services to at-risk individuals (inmates, youth, children, youth, elderly, disabled or similarly situated individuals
- Dispatch
- Law enforcement
- Corrections
- Animal Control
- Support for dispatch, law enforcement, and corrections
- Electrical installation and repair work
- Heavy or dangerous equipment in maintenance, construction, engineering, grounds, golf courses, fairpark, flood control and roads
- Maintenance and custodial for dispatch, law enforcement, and corrections
- Maintenance and repair of equipment and vehicles
- Operation of a motor vehicle to transport passengers
- Operation of equipment or vehicle requiring a CDL
- Operation of watercraft

“Sample” means urine, blood, breath, saliva, or hair.

“Substance Abuse Professional” means a licensed physician, or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol and Controlled Substance related disorders.

“Test” means any procedure used to identify if alcohol or drugs exist in the body. Urine, blood, breath, saliva, hair and other materials may be tested to detect alcohol or drugs. These tests may commonly be referred to as screening tests, confirming tests, alcohol or drug tests, urine tests, chemical tests, or medical examination.

“Under The Influence” means the same as impairment.

“Volunteer” means any person who donates services as authorized by the County without pay or other compensation except incidental payments for expenses.

3.0 ALCOHOL: The consumption of an alcoholic beverage by an employee on duty will result in immediate termination. The possession of an open alcoholic beverage container by an employee on duty shall be cause for disciplinary action which may include termination. An exception to disciplinary action for the possession of an open alcoholic beverage while on duty is

when the handling of an open alcoholic beverage is incidental to the employee's assigned duties. Sworn law enforcement personnel who are working in an undercover capacity and are on duty, working in the legitimate scope of their assignment, are exempt from this paragraph if following established undercover guidelines set forth in the Davis County Sheriff's Office Policy and Procedure Manual.

3.1 An employee will also be subject to disciplinary action when the consumption of alcoholic beverages is at a time proximate to beginning work, has an adverse effect on work performance, causes impairment while on duty or on-call, is present in the body in .02% or greater quantity, or creates a risk of harm to self, others, or County or private property. No employee possessing alcohol shall be allowed to start or remain on duty. No employee shall use alcohol while on duty. No employee shall report to work or be allowed to remain at work if alcohol has been used within four hours. No employee shall be allowed to drive or perform work in a safety sensitive position if they have an alcohol concentration of .02% or greater in their system.

3.2 If an employee who is required to drive as part of assigned duties has his/her driver license suspended or revoked, temporarily or permanently, due to an alcohol related offense, the employee must notify the supervisor of these circumstances when next reporting to duty. Failure to do so shall be cause for disciplinary action which may include termination.

3.3 The felony conviction of an employee as a result of alcohol while off County premises and not on duty shall be cause for disciplinary action which may include termination.

4.0 DRUGS: The unlawful manufacture, distribution, dispensation, possession, or use of an illegal drug or a controlled substance prescribed for another individual by an employee in the workplace or during work hours is prohibited. Discipline for any of these activities will be termination. An exception to disciplinary action for the possession of an illegal drug or controlled substance while on duty is when the handling of the drug or substance is incidental to the employee's assigned duties. Sworn law enforcement personnel who are working in an undercover capacity and are on duty, working in the legitimate scope of their assignment, are exempt from this paragraph if following established undercover guidelines set forth in the Davis County Sheriff's Office Policy and Procedure Manual and in accordance with Utah Code Annotated, Title 58, Chapter 37, Section 8.(9b).

4.1 The use of any drug which negatively affects performance or the ability of an employee to work in a safe manner may be cause for discipline which may include termination where the employee knew or reasonably should have known that the drug would adversely diminish capabilities to perform the job. No employee shall report for duty or remain on any duty while having an illegal substance in their system in quantities equal or greater than listed in Paragraph 13.1. No employee possessing illegal substances will be allowed to start or remain on

duty. No employee shall use drugs while on duty. No employee shall report to work or be allowed to remain at work if illegal drugs have been used.

4.2 Whenever an employee is prescribed a drug by a licensed health care provider or uses over-the-counter medication which may negatively affect performance or ability to perform in a safe manner, the employee shall notify his/her supervisor. An employee who fails to notify his/her supervisor may be subject to disciplinary action.

4.3 The possession or use of illegal drugs while off County premises and while not on duty may be a cause of disciplinary action which may include termination where such conduct can be shown to have an adverse effect on the County's interests including public image.

4.4 If an employee who is required to drive as part of assigned duties has his/her driver license suspended or revoked, temporarily or permanently, due to a drug related offense, the employee must notify his/her supervisor of these circumstances when next reporting to duty. Failure to do so shall be cause for disciplinary action which may include termination.

4.5 The felony conviction of an employee for possession, use, or being under the influence of drugs while off County premises and not on duty shall be cause for disciplinary action which may include termination. Any conviction of an employee for the sale or possession with intent to sell illegal drugs or prescription drugs is cause for immediate termination.

4.6 Employees must notify their immediate supervisor of any illegal or controlled substance criminal conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Failure to notify the immediate supervisor shall be cause for disciplinary action which may include termination.

5.0 RESPONSIBILITIES: The Personnel Director shall implement and administer the policy on alcohol and drug testing. Training shall be provided to Administrative Officers and supervisors which addresses job performance, safety, identifying substance, alcohol and drug abuse problems, and County alcohol and drug policies. The Personnel Director shall coordinate disciplinary actions and rehabilitation efforts.

5.1 Administrative Officers should take actions when circumstances indicate a reasonable suspicion that an employee is impaired; inform supervisors of their responsibilities in operating under this policy; focus concerns on job performance, safety, identifying alcohol and drug problems; prohibit an impaired employee from working or driving; provide a means of transportation for an impaired employee to their home or a medical facility; and inform all employees of the provisions of this policy and their responsibilities.

5.2 Employees shall not use alcohol, drugs, or other substances which affect safety or job performance. Employees shall refrain from the possession of illegal drugs or alcohol in vehicles,

equipment, buildings, or at County sponsored events such as training. Employees shall not use or consume alcohol, illegal or unauthorized drugs while in an on-call status or on break. Employees shall notify their supervisor if their driver license is suspended or revoked due to a drug or alcohol offense before they next report for duty. Employees shall pursue and complete rehabilitation if the employee has an alcohol or drug abuse problem; report to their immediate supervisor any use of prescription medication which may affect the employee's judgment, performance or behavior before beginning the work shift; not refuse to take or tamper with any test; not adulterate any sample which is requested in accordance with this policy; and comply with Personnel Policy #340, Drug Free Workplace.

6.0 TESTING. Testing will occur during or immediately before or after work time of employees and volunteers. Testing time will be deemed work time and employees shall be compensated. All test arrangements will be made by the Personnel Director. All test results will be reported to the Personnel Director who will notify the person tested and Administrative Officers of test results. Urine testing shall be the usual test for drugs and controlled substances. If a urine test is not possible, equivalent Significant Measurable Quantities of the substitute test will be used.

6.1 PRE-EMPLOYMENT TESTING. Davis County requires a test of all final pre-employment applicants to detect the presence of drugs and controlled substances in the body. The Personnel Director may waive this testing requirement for temporary positions lasting fewer than sixty (60) work days per year. Testing shall be done after an offer of employment is communicated. Offers are conditional upon the applicant reporting as directed for testing and successfully passing the test. Two hours will be the usual time allowed for an applicant to report for a pre-employment test. Any applicant who tests positive, tampers with a test, or adulterates a sample will be denied employment with Davis County. Disability laws will be considered for qualified applicants. Administrative Officers shall inform applicants that offers of employment are subject to test results. Administrative Officers shall notify the Personnel Director of the final or top applicant for the position. If a drug screen is positive for a legal and prescribed controlled substance, the applicant or prospective volunteer must provide within 24 hours of request, bona fide verification of a valid current prescription in the individual's name. If the prescription is not in the individual's name or the applicant/prospective volunteer doesn't provide acceptable verification, or if the drug is one that is likely to impair the ability to perform job duties, the applicant will not be hired or the volunteer will not be accepted.

6.2 TESTING IN-HOUSE APPLICANTS. Employees applying for a position in another County department shall submit to a test if they are selected for the position. Employees transferred due to reduction-in-force or for other administrative reasons not related to poor performance shall not be tested.

6.3 REASONABLE SUSPICION TESTING. Employees may be required to undergo testing if there is a reasonable suspicion that the employee is under the influence of alcohol or

drugs while on County premises or while engaged in County business. A supervisor may upon “reasonable suspicion” and after notifying and consulting with the Administrative Officer, ask any employee on-duty or acting in their employment capacity to submit to a test for the presence of alcohol or drugs.

- A. The employee's Administrative Officer shall immediately advise the Personnel Director or a Deputy County Attorney in the Civil Division of the determination of “reasonable suspicion”.
- B. The employee will be taken by the supervisor or another management employee to a location listed in appendix A for testing.
- C. The employee will be immediately removed from duty and assisted in getting home after the test.
- D. The employee will be placed on sick leave, vacation leave, or compensatory time until the test results are available and a preliminary administrative review has been conducted. If the test results are negative, sick, vacation, and compensatory time will be restored.
- E. A “Reasonable Suspicion” test which includes testing for alcohol and drugs will be conducted.

6.4 POST-ACCIDENT TESTING. A work-related accident may be considered as the basis for drug testing. Testing is required for all employees involved in accidents with property damage reasonably appearing to be in excess of \$1,000; physical injury resulting in restricted or lost work time; or when a vehicle (county or private) is towed; or when an employee receives a citation. Davis County may require testing after any accident when there is reasonable suspicion.

- A. The employee's Administrative Officer shall immediately advise the Personnel Director of the work-related accident.
- B. The employee will be taken by the supervisor or another management employee to a location listed in appendix A for testing. Testing must occur within two hours.
- C. The employee will be immediately removed from duty and assisted in getting home after the test.
- D. The employee may be placed on sick or vacation leave until the test results are available and a preliminary administrative review has been conducted. If the test results are negative, sick and vacation will be restored.
- E. A “post-accident” test which includes testing for alcohol and drugs will be conducted.

F. Employees shall not use alcohol for eight hours after being involved in an accident.

6.5 RANDOM TESTING. Employees working in jobs deemed to be “safety sensitive” shall be tested on a random basis. Random selections shall be determined and conducted by a drug testing computer program or vendor selected by the County.

A. The County will determine the number of random tests to be conducted. The Personnel Director shall notify Administrative Officers and make necessary arrangements.

B. Employees selected at random for testing shall be given notice that they will be tested and that testing will occur within two hours. The Administrative Officer shall cause the employee to report to the testing location.

C. A minimum of 50% of the average number of CDL employees will be randomly tested for Controlled Substances use throughout the year.

D. A minimum of 10% of the average number of CDL employees will be randomly tested for alcohol use throughout the year.

7.0 APPLICANT AND VOLUNTEER REFUSAL TO TEST. An applicant's refusal to release test results or submit to a test shall be considered to be the same as a positive test result and disqualify the applicant from further consideration for a period of two years.

8.0 EMPLOYEE REFUSAL TO TEST. An employee's refusal to release test results or submit to a test shall be considered to be the same as a positive test result and the employee will be terminated and not be eligible for rehire.

9.0 CONFIRMATION OF TEST RESULTS. An applicant or employee whose drug test yields a positive preliminary result shall be given a second test using a gas chromatography/mass spectrometry (GC/MS) test. The second test shall use a portion of the same test sample obtained from the employee or applicant for use in the first test.

9.1 If the second test confirms the positive test result, the applicant or employee shall be notified of the results in writing by the Personnel Director. The letter of notification shall identify the particular substance found based upon established cut-off limits.

9.2 An applicant or employee with a confirmed positive test may, at his/her own expense, have a retest conducted on the same sample at a laboratory selected by the County. The cost of this second confirmation test must be paid in advance by the applicant or employee. If the test is negative, the County shall reimburse the applicant or employee for the cost of the test.

Requests for a second confirmation test must be made within 24 hours of notification of the positive test results. Results of these tests will be released to the Personnel Director by the laboratory.

10.0 CONSEQUENCES OF A CONFIRMED POSITIVE TEST RESULT. Outside applicants shall be denied employment with Davis County for confirmed positive test results. Outside applicants shall not be eligible for employment for two years after receiving a positive test result. In-house applicants shall be denied employment in the position for which application was made.

10.1 If an employee's positive test result has been confirmed, the employee is subject to disciplinary action which may include termination in accordance with the Davis County Merit System Ordinance. The employee may also be required to complete an Employee Assistance Program treatment plan which may include counseling and prescribed treatment. The employee shall also be subject to further testing for a period of one year. The Administrative Officer shall determine when these tests shall be given. Factors which may be considered in determining the appropriate disciplinary response include the employee's work history, length of employment, current job performance, and the existence of past disciplinary actions. Failure to satisfactorily meet these requirements will result in termination. Law Enforcement Deputies and Corrections Officers will be dismissed immediately if a test result is positive for illegal drugs.

10.2 No disciplinary action should be taken against employees who voluntarily identify themselves as drug or alcohol users or abusers, prior to the time it is apparent their use has been detected and who obtain counseling and rehabilitation through the County's Employee Assistance Plan. However, this provision shall not restrict the County from taking disciplinary action arising from other violations of County conduct rules and standards, or making job reassignments to reduce the risks of accident or injury that may result from the use of alcohol or drugs.

11.0 EMPLOYEE ASSISTANCE PROGRAM. Davis County believes that it is in the best interest of the County and the public to assist employees who are less than fully productive on the job as a result of personal, financial, substance abuse, or related problems. Davis County has an established Employee Assistance Program that an employee with substance abuse problems may be referred to. If any employee refuses to participate, disciplinary actions including termination may be initiated. Disciplinary action based on a violation of this policy is not automatically suspended by an employee's participation in the assistance plan and may be imposed when warranted.

12.0 CONFIDENTIALITY. All information from an applicant's or employee's test is confidential and classified as protected under the County's Records Access Management Act. Disclosure of test results will be made to appropriate County officials. Disclosure of test results to any other person, agency, or organization is prohibited unless written authorization is obtained

from the applicant or employee or upon court order. Test results will be filed in the Personnel Office apart from the individual's personnel file.

13.0 LABORATORY TESTING REQUIREMENTS. All alcohol and drug testing of applicants and employees shall be conducted at medical facilities or laboratories selected by Davis County and certified by The Substance Abuse and Mental Health Services Administration or the American College of Pathology. Split sample testing shall be conducted.

13.1 Significant Measurable Quantity (SMQ) means the impermissible quantity of a drug, including alcohol, that indicates a positive drug and/or alcohol test in violation of Davis County's written policy. The SMQ for drugs is established by the Federal Department of Health and Human Services and is subject to change. The SMQ for alcohol is based on the Federal Highway Administration (FHWA) and is subject to change.

<u>Drug</u>	<u>Screening (ng/ml)</u>	<u>Confirmation (ng/ml)</u>
Marijuana	50	15
Cocaine	300	150
Meth/Amphetamine	1,000	*500
Opiates	2000	2000
Phencyclidine (PCP)	25	25
Barbiturates	300	300
Benzodiazepines	300	300
Propoxyphene	300	300
Methadone	300	300
Alcohol	0.02%	0.02%

*Amphetamine must be present in a concentration greater than 200 ng/ml to report a specimen positive for methamphetamine. If the amphetamine concentration is less than 200 n/ml, a l-methamphetamine analysis must be performed. When the l-methamphetamine percentage is greater than 80%, the specimen is reported as negative.

14.0 EXPENSES. Davis County will pay the expenses of the initial test and one confirmation test. The expenses for any treatment or rehabilitation shall be the responsibility of the employee.

15.0 RIGHTS OF COUNTY. The terms of this policy do not, explicitly or impliedly, constitute any form of employment contract between an individual and Davis County. Any inconsistency between the provisions of this policy and other Davis County policies shall be resolved by applying the provisions contained herein. All forms and appendices referred to in this policy are a part of this policy and are incorporated by reference.

16.0 EMPLOYEE NOT DISABLED. An employee, volunteer, prospective employee, or prospective volunteer whose drug test results are verified or confirmed as positive shall not, by virtue of those results alone, be considered as disabled for purposes of Title 34A, Chapter 5, of the Utah Anti-Discrimination Act, or the Americans with Disabilities Act.

17.0 NO PHYSICIAN-PATIENT RELATIONSHIP CREATED. A physician-patient relationship is not created between an individual tested and the County or any person performing the test.

Appendix A

Approved Medical Facilities for Tests

1st Med
214 West 1500 South
Bountiful UT 84010

IHC Lab Tech call out: 1-801-543-4089
9:00 p.m. to 9:00 a.m. Monday through Saturday
9:00 p.m. Saturday to 1:00 p.m. Sunday

Approved Laboratory for Tests

LabOne Drug Testing Laboratory
Clinical Reference Laboratory

DAVIS COUNTY
PRE-EMPLOYMENT/PRE-VOLUNTEER
ALCOHOL AND DRUG TESTING NOTICE AND CONSENT FORM

Printed Name _____
Last First Middle

Position applied for _____

As part of the employment/volunteer process, I hereby voluntarily agree to be tested for the presence in my body of controlled substances. I've been given the opportunity to review Davis County's Drug Free Workplace Testing policy. I understand that I must successfully pass a drug test as a condition precedent to my employment/volunteering. Further, I understand that while I am employed/volunteering by Davis County I may be subject to drug testing under certain circumstances specified in the policy.

I hereby acknowledge and agree that my employment/volunteering is conditional upon successfully passing the drug test. I agree to report for a drug test at 1st Med at 214 West 1500 South, Bountiful UT or Work Care at 2084 N 1700 W Suite D, Layton UT within 24 hours of notification to report for drug testing. I understand and agree that if I do not successfully complete the drug test within 24 hours of receiving the authorization that I may lose the position that has been conditionally offered to me. I further agree to authorize the release of the results of these tests to Davis County. This release will expire six (6) months from the date signed below.

Signature

Date

Witness

Date

DAVIS COUNTY
EMPLOYEE/VOLUNTEER
ALCOHOL AND DRUG TESTING NOTICE AND ACKNOWLEDGEMENT

Printed Name _____
Last First Middle

As a condition of my employment or volunteering, I hereby voluntarily agree to be tested for the presence in my body of controlled substances and to comply with the Drug Free Workplace Testing policy. I also agree to report for testing as directed. I've been given the opportunity to review Davis County's Drug Free Workplace Testing policy and request a copy be given to me. I understand this acknowledgement does not create an obligation or contract of employment between Davis County and myself.

I understand that any County employee or volunteer who sells, distributes, or dispenses alcohol or drugs while on County time and/or on County premises, or who refuses to submit to an alcohol or drug test, or who tampers with or adulterates an alcohol or drug test will be terminated.

I further agree to authorize the release of the results of these tests to Davis County. I understand that appropriate disciplinary action may be taken if the test is positive.

This release will stay in effect for the duration of my employment/volunteering.

Signature

Date

Witness

Date