

NCMS

NATIONAL COMPLIANCE
Management Service, Inc.

www.nationalcompliance.com



Services

- NCMS was established to assist oil & gas operators with the contractor pre-qualification process. The services provided by NCMS concentrate on standardization and centralization of multiple operator requirements. By combining the requirements of multiple operators, an NCMS evaluation of one contractors alcohol and drug testing information for one operator is actually being performed for all member operators. This consolidation of operator requirements is aimed at reducing the administrative burden on contractors as well as the member operators.



Services (con't)

Some of the benefits to standardization & centralization:

- Eliminates repeated audits for contractors.
- Timely evaluations performed including emergency situations.
- Thorough, accurate record keeping in one central location.
- Easy, timely access to necessary information for DOT inspections or state audits.
- Contractor status report provided via the NCMS website.
- Member operators share the contractor listing. Broader contractor base.
- Contractor status information is provided to ISNetwork.



Audit Information

The contractor submits the following information:

- Contractor Audit Request Form (DER & TPA Information)
- Copy of DOT Anti-Drug Plan & Alcohol Misuse Prevention Plan.
- Statistical Data (MIS) Reports
- Current DOT-Covered Employee List
- Chain-of Custody Form
- MRO, Lab & Collection Site Verification
- Supervisor Training Verification
- Background Check Affidavit & Form



Contractor Roles & Responsibilities

- Semi-Annual Reporting
 - All contractors are required to submit a statistical data (MIS) report every July and January to ensure compliance with Federal testing requirements.
 - Any issues are discussed with contractors, warnings or retesting issued and corrective actions created.
- Update of Employee List
 - At a minimum each contractor is required to submit an updated covered employee list online every 6 months. Contractors can be required to submit at higher intervals if needed.
- Respond to Requests
 - Provide timely responses to update audit requests, specific operator requests such as post-accident requests or update company contact information.



Operator Roles & Responsibilities

- Contractor Identification
 - Determine which contractors perform DOT work regulated by PHMSA.
 - Communicate with Internal Regulatory Compliance Department.
 - Track Sub-Contractors.
 - Maintain/Update Contractor lists and information.
- Contractor Tracking
 - Track which contractors are actively performing DOT regulated work within calendar year for MIS reporting.
- Field Verifications
 - Have a process to ensure contractors performing work are covered by a compliant DOT testing program prior to performing DOT regulated work.
- Taking Action
 - Take necessary action(s) when notified of status changes
- NCMS Annual Operator Meeting



NCMS Roles & Responsibilities

- Audits & Review
 - Review and audit alcohol & drug programs.
 - Communicate with the operator regarding compliance issues
 - Develop and maintain website/database for contractor and sub-contractor monitoring.
 - Work with third parties like ISN to provide data feeds.
- Regulations
 - Stay up-to-date on regulatory changes (NPRM & Final Rules).
 - Maintain alcohol/drug plan templates
 - Educate operator and contractor reps on DOT regulations and Best Practices
 - Employ key staff with previous DOT experience and foster relationships with DOT and Modal representatives.
- Federal Reporting
 - Submit annual contractor MIS reports to PHMSA
 - Communicate with State and Federal representatives on behalf of an operator.



Contact Information

- Questions or comments please direct them to:

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