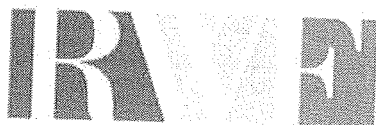


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MEMORANDUM

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TO: HON. GILBERT J. PIAQUADIO, SUPERVISOR
TOWN BOARD MEMBERS

FROM: MARK C. TAYLOR, ATTORNEY FOR THE TOWN

RE: RESOLUTION OF TOWN BOARD APPROVING
UPDATED/AMENDED DIAL-A-BUS DRUG AND ALCOHOL
TESTING POLICY
OUR FILE NO. 800.1(B)() (2025)

DATE: March 10, 2025

Enclosed for the Town Board's consideration please find the above referenced draft resolution

Also enclosed is a copy of the updated amended Dial a Bus Drug and Alcohol Testing Policy. Please note that at Page 3 of the Policy, the current Substance Abuse Professional with whom the Town has contracted will be substituted

Should you have any questions or concerns, please do not hesitate to contact me.

MCT/sel
Enc.

cc: Town Clerk Lisa M. Vance Ayers (via e-mail)
James Presutti, Commissioner of Parks, Recreation and Conservation (via e-mail)
Charlene Black, Personnel Department (via e-mail)
Ronald Clum, Town Accountant (via e-mail)
Hank Chapman, CRIS Haylor Freyer & Coon (via e-mail)
Kathy Fraser, MLIS, Haylor, Freyer & Coon (via e-mail)
Bruce Campbell, Chief of Police (via e-mail)

At a meeting of the Town Board of the
Town of Newburgh, held at the Town Hall
1496 Route 300, in the Town of Newburgh,
Orange County, New York on the th day of
March, 2025 at 7:00 o'clock p.m.

PRESENT:

Gilbert J. Piaquadio, Supervisor

Paul I. Ruggiero, Councilman

Scott M. Manley, Councilman

Anthony R. LoBiondo, Councilman

James Politi, Councilman

RESOLUTION OF TOWN BOARD
APPROVING UPDATED/AMENDED
'DIAL-A-BUS' DRUG AND ALCOHOL
TESTING POLICY

Councilman _____ presented the following resolution which was seconded by
Councilman _____.

WHEREAS, the Town of Newburgh operates a "Dial a Bus" public transportation service pursuant to a Bus Operator Service Agreement with the County of Orange funded in part by the payment of certain transit funding from the County for certain reimbursable operating expenses and other pass-through transit funding as may be provided by Federal or State grants or project applications; and

WHEREAS, the Town of Newburgh has heretofore adopted a Dial a Bus Drug and Alcohol Testing Policy; and

WHEREAS, an updated/amended Dial a Bus Drug and Alcohol Testing Policy has been prepared and the Town Board of the Town of Newburgh has reviewed the aforesaid policy and determined it to be in the best interests of the Town to approve the updates/amendments to the policy

NOW, THEREFORE, BE IT RESOLVED by the Town Board of the Town of Newburgh, Orange County, New York, that the updated/amended Town of Newburgh Dial a Bus Drug and Alcohol Testing Policy is hereby approved and adopted as the Dial A Bus Drug and Alcohol Testing Policy of the Town of Newburgh; and

BE IT FURTHER RESOLVED, that the appropriate notice of the approval and adoption of the updated/amended Town of Newburgh Dial A Bus Drug and Alcohol Testing Policy be given together with copies of the updated/amended policy to all persons required to received such notice; and

BE IT FURTHER RESOLVED, that the Supervisor and other officers and employees of the Town are hereby authorized and empowered to make, execute and deliver, or cause to be made, executed and delivered, in the name of and on behalf of the Town, all such certificates, documents

and papers and to take such actions as may be necessary to effectuate and carry out the contents of the foregoing resolutions; and

BE IT FURTHER RESOLVED that the aforesaid resolutions shall take effect immediately.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call which resulted as follows:

Paul Ruggiero, Councilman voting _____

Scott M. Manley, Councilman voting _____

Anthony R. LoBiondo, Councilman voting _____

James Politi Councilman voting _____

Gilbert J. Piaquadio, Supervisor voting _____

The resolution was thereupon declared duly adopted.

I, Lisa M. Vance Ayers, the duly elected and qualified Town Clerk of the Town of Newburgh, New York, do hereby certify that the following resolution was adopted at a regular meeting of the Town Board held on March __, 2025 and is on file and of record and that said resolution has not been altered, amended or revoked and is in full force and effect.

Lisa M. Vance Ayers, Town Clerk
Town of Newburgh

TOWN OF NEWBURGH DIAL-A-BUS DRUG AND ALCOHOL TESTING POLICY

Reviewed and Updated December 2024

804 Drug-Free Workplace

Statement of Compliance - The Federal Drug-Free Workplace Act of 1988 is applicable to all recipients of Federal grants. In order to receive federal funds, the Town must certify to the granting Federal agency that it will provide a drug-free workplace in accordance with the legislation. As a recipient of Federal grants, the Town hereby complies with the requirements of the Drug-Free Workplace Act by adopting the following policy and drug-free awareness program:

Policy Statement - It is the policy of the Town of Newburgh that the unlawful manufacture, distribution, dispensation, possession, or use of an illegal controlled substance as defined in the Federal Act, is prohibited on the job or at the workplace. This policy applies to all employees and applicants for employment, and applies to all Town property.

Implementation of Policy - This policy will be distributed to all employees and officials of the Town.

Sanctions - The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is strictly prohibited in all workplaces and work-sites. An employee who, after investigation, is found to have violated this prohibition may be referred for counseling or rehabilitation and satisfactory treatment and will be subject to criminal, civil and disciplinary penalties, up to and including dismissal from employment.

Employee Responsibilities - As a condition of the Town receiving Federal grant moneys, each employee must abide by this policy and notify the Department Head of any criminal drug statute conviction for a violation occurring in the workplace within five calendar days of the conviction.

Town Responsibilities - The Town will notify the granting federal agency within ten days after receiving notice from an employee of such a conviction or otherwise receiving actual notice of such conviction. In addition, within thirty calendar days of receiving notice of a conviction, the Town will take disciplinary action against the employee and/or require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program pursuant to Sections 702 and 703 of the Drug-Free Workplace Act.

Contact Information - Any questions regarding this policy or any other aspect of the substance abuse policy should be directed to the following individual(s)

Operator's Drug and Alcohol Manager

Name: Charlene M Black, Personnel
Address: 1496 Rt 300, Newburgh, NY 12550
Telephone: 845-566-7785

Medical Review Officer

Name: Ferdinand Anderson, Jr. MD Emergency One

Address: 40 Hurley Ave, Kingston, NY 12401
Telephone: 845-338-5600

Substance Abuse Professional
Name: Catholic Charities
Telephone: 845-344-5565

DOT SAP: Samantha Ryes (DOT Services / Substance Abuse)
Address: PO Box 793, Pine Bush, NY 12566
Office: 62 Prospect St, Pine Bush, NY 12566
Telephone: 845-258-9483

HHS Certified Laboratory Primary Specimen
E-Screen/Alere Laboratory

All information received by the Town through this policy is confidential. Access will be limited to those who have a legitimate right to know in order to comply with applicable law and Town policies.

Drug-Free Awareness Program - It is the policy of the Town of Newburgh to maintain a drug-free workplace. In accordance with that policy, the Town is providing the following drug-free awareness information to raise employee awareness of the dangers associated with the drug abuse in the workplace. **The Town encourages employees to seek help if they are concerned about drug abuse problems.**

Dangers of Drug Abuse in the Workplace - Employees with chemical dependence problems have a major negative impact on productivity, staff morale, and labor/management relations. Their hidden illness is responsible for:

A. Declining Performance

- poor concentration
- confusion in following directions
- noticeable change in the quality of work
- inability to meet deadlines
- errors in judgment affecting the health and safety of others
- customer complaints and injuries

B. Increased Costs

- five times the average sick and accident benefits
- higher job turnover, replacement and training costs
- greater workers' compensation and health insurance payments
- 3 to 5 times more on-the-job accidents
- unemployment claims

C. Absenteeism and Tardiness

- double the normal rate

- repeatedly being late for work and often leaving early
- extended lunch hours
- frequent illness and accidents both on and off the job

D. Damaged Relationships

- emotional outbursts, over-reaction to criticism, mood swings, complaints from coworkers, associates and the public often leading to damaged relations.

805 Alcohol and Substance Abuse Policy and Testing Procedure

Section I. PURPOSE

The purpose of the Alcohol and Substance Abuse Policy and Testing Procedure is to ensure:

- (A) A work environment where not only the citizens of the Town of Newburgh, but the Town of Newburgh personnel, are free from the risk of personnel who may be under the influence of alcohol while on duty or under the influence of or using illegal substances whether on or off duty;
- (B) The capability of all Town of Newburgh personnel to perform their assigned duties at all times without being under the influence of drugs, alcohol or illegal substances;
- (C) The understanding of the Town personnel of the availability of the Employee Assistance Program in which, under confidentiality, they may request assistance and/or rehabilitation for alcohol or drug use;
- (D) That Town personnel are cognizant of the ramifications of the use of alcohol while on duty or illegal drugs at any time.

Section II. PROHIBITED SUBSTANCES AND CONDUCT

Prohibited substances addressed by this policy include the following:

Illegally Used Controlled Substances or Drugs Under the Drug-Free Workplace Act of 1988 any drug or substance identified in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR 1308.11 through 1308.15 is prohibited at all times in the workplace unless a legal prescription has been written for the substance. This includes, but is not limited to: marijuana, amphetamines, opioids, phencyclidine (PCP) and cocaine, as well as any drug not approved for medical use by the U.S Drug Enforcement Administration or the U.S Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. Also the medical use of marijuana, or the use of hemp related products, which cause drug or drug metabolites to be present in the body above the minimum thresholds is a violation of this policy.

Federal Transit Administration drug testing regulations (49 CFR Part 655) mandates drug testing and alcohol testing for safety-sensitive positions and prohibits performance of safety-sensitive functions when there is a positive test result or a refusal

to submit to a test for drugs or alcohol and also requires that all employees covered under FTA authority be tested for marijuana, cocaine, amphetamines, opioids, and phencyclidine as described in this policy. Employees covered under company authority will also be tested for these same substances. Illegal use of these five drugs is prohibited at all times and thus, covered employees may be tested for these drugs anytime they are on duty. The U.S. Department of Transportation (USDOT) has also published 49 CFR Part 40, as amended, that sets standards for the collection and testing of urine and breath specimens.

Any provisions set forth in this policy that are included under the sole authority of the Town of Newburgh and are not provided under the above-named Federal regulations are underlined.

Legal Drugs: The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to a supervisor and the employee is required to provide a written release from his/her doctor or pharmacist indicating that the employee can perform his/her safety-sensitive functions.

Alcohol: The use of beverages containing alcohol (including any mouthwash, medication, food, candy) or any other substances containing alcohol in a manner which violates this policy is prohibited. A random, reasonable suspicion, or follow up alcohol test can only be performed on a covered employee under 49 CFR Part 655 just before, during or just after the performance of safety-sensitive job functions. A non-DOT alcohol test can be performed any time a covered employee is on duty.

Prohibited conducted includes the following:

- All covered employees are prohibited from reporting for duty or remaining on duty if they have used a prohibited drug as defined in 49 CFR PART 40, as amended.
- Each covered employee is prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report to duty. The covered employee will subsequently be relieved of his/her on-call responsibilities and subject to discipline for not fulfilling his/her on-call responsibilities.
- The Transit Department shall not permit any covered employee to perform or continue to perform safety-sensitive functions if it has actual knowledge that the employee is using alcohol.
- Each covered employee is prohibited from reporting to work or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.4 or greater

regardless of when the alcohol was consumed. Section 655.31 states "Each employer shall prohibit a covered employee, while having an alcohol concentration of 0.04 or greater, from performing or continuing to perform a safety-sensitive function."

- An employee with a breath alcohol concentration which measures 0.02-0.39 is not considered to have violated the USDOT-FTA drug and alcohol regulations, provided the employee has not consumed the alcohol within four (4) hours of performing a safety-sensitive duty. However, if a safety-sensitive employee has a breath alcohol concentration of 0.02-0.039, USDOT-FTA regulations require the employee to be removed from the performance of safety-sensitive duties until:
 - The employee's alcohol concentration measures less than 0.02; or
 - The start of the employee's next regularly scheduled duty period, but not less than eight hours following administration of the test.
- No covered employee shall consume alcohol for eight (8) hours following involvement in an accident or until he/she submits to the post-accident drug/alcohol test, whichever occurs first.
- No covered employee shall consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions. The FTA Rule, Section 655.33 (a) states; Each employer shall prohibit a covered employee from using alcohol within four (4) hours to performing safety-sensitive functions. No employer having actual knowledge that a covered employee has used alcohol within four (4) hours of performing a safety-sensitive function shall permit the employee to perform or continue to perform safety-sensitive functions.
- Town of Newburgh prohibits the consumption of alcohol at all times the employee is on duty or anytime the employee is in uniform.
- Consistent with the Drug-free Workplace Act of 1988, all Town of Newburgh employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the work place including transit system premises and transit vehicles.

Consistent with the Drug Free Workplace Act of 1998, all employees are required to notify management of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. Failure to comply shall result in disciplinary action.

Section III. DEFINITIONS

COVERED EMPLOYEES: All employees of the Town of Newburgh.

MEDICAL REVIEW OFFICER (MRO): A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by an employer's drug, alcohol and substance abuse testing program who has knowledge of the alcohol and/or substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history and any other biomedical information.

SUBSTANCE ABUSE PROFESSIONAL (SAP): A licensed physician (medical doctor or doctor of osteopathy), or a licensed or certified psychologist, social worker, state licensed or certified marriage/family therapist, employee assistance professional, or drug and alcohol counselor (certified by an organization listed at www.transportation.gov/odapc/sap with knowledge of and clinical experience in the diagnosis and treatment of alcohol and/or controlled substances-related disorders.

DESIGNATED EMPLOYER REPRESENTATIVE (DER): The DER for the Town of Newburgh shall be the Personnel Officer. The DER shall be the only representative who is able to receive communications and test results directly from medical review officers, screening test technicians, collectors, and substance abuse professionals, and who is authorized to take immediate actions to remove employees from safety-sensitive duties and to make required decisions in the testing and evaluation processes. Upon administering this policy, the DER may consult with the Town Supervisor.

ADULTERATED SPECIMEN: A specimen that has been altered, as evidenced by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.

DILUTE SPECIMEN: A urine specimen whose creatinine and specific gravity values that are lower than expected for human urine.

SUBSTITUTED SPECIMEN: A specimen not consistent with a normal human specimen, as determined by HHS (e.g., a urine specimen, with creatinine and specific gravity values that are so diminished, or so divergent that they are not consistent with normal human urine).

SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES (SAMHS):

DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS):

Section IV. REQUIRED TESTING

A. Pre-Employment

Conducted before applicants are hired. All pre-employment testing shall be performed at the Town's expense.

B. Random

Conducted on a random unannounced and unpredictable basis. Tests must be unannounced and spread throughout the calendar year and throughout all times of the day when safety-sensitive functions are performed. Random selection could result in an employee being selected for testing more than once in a calendar year. All random testing shall be performed at the Town's expense.

C. Reasonable Suspicion

Conducted when an employee's behavior or appearance is directly observed and that behavior is characteristic of the influence of alcohol and/or controlled substances. The Town will require that a trained supervisor verify and document the behavior before it is brought before the DER. Determination for a suspected employees test based upon direct observations and reasonable suspicion shall rest with the DER.

All reasonable suspicion testing shall be performed at the Town's expense.

D. Post Accident

Conducted following every motor vehicle accident, which results in a fatality, disabling damage to any vehicle involved, or personal injury requiring immediate transportation away from the scene to a medical treatment facility. Should an employee require medical attention then that shall take precedence over the testing. All post-accident testing shall be performed at the Town's expense.

E. Return to Duty

Conducted prior to a return to duty after an individual who has violated controlled substances prohibitions and engaged in prohibited alcohol and/or drug use; the employee shall undergo a "Return to Duty" drug/alcohol test with a verified negative result, after completion of any recommended treatment program or action. All return to duty tests shall be performed at the Town's expense.

F. Follow-Up

Employees returning to safety-sensitive duty following a return-to-duty test will be required to undergo unannounced follow-up alcohol and/or drug testing for a period of one (1) to five (5) years, as directed by the SAP. The duration of testing will be extended to account for any subsequent leaves of absence, as necessary. The type (drug and/or alcohol), number, and frequency of such follow-up testing shall be directed by the SAP.

A covered employee may only be subject to follow-up alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be subject to follow-up drug testing anytime while on duty. All follow-up drug tests will be directly observed. All testing will be conducted in accordance with 49 CFR Part 40, Subpart O.

All follow-up tests shall be performed at the Town's expense with the exception that, if a test results as positive that the employee had again violated the alcohol and substance abuse policy, the cost of that test shall be the responsibility of the tested employee.

Section V. TESTING PROCEDURES

1. Pre-employment Testing

Pre-employment alcohol tests are conducted after making a contingent offer of employment or transfer. All pre-employment alcohol tests will be conducted using the procedures set forth in 49 CFR Part 40. An alcohol test result of less than 0.02 is required before an employee can first perform safety-sensitive functions. If a pre-employment alcohol test is cancelled, the individual will be required to undergo another test with a result of less than 0.02 before performing safety-sensitive functions.

A negative pre-employment drug test result is required before an employee can first perform safety-sensitive functions. If a pre-employment test is cancelled, the individual will be required to undergo another test and successfully pass with a verified negative result before performing safety-sensitive functions.

If a covered employee has not performed a safety-sensitive function for 90 or more consecutive calendar days, and has not been in the random testing pool during that time, the employee must take and pass a pre-employment test before he or she can return to a safety-sensitive function.

A covered employee or applicant who has previously failed or refused a DOT pre-employment drug and/or alcohol test must provide proof of successfully

completing a referral, evaluation, and treatment plan meeting DOT requirements.

2. Random Drug Testing:

- A. All Town of Newburgh employees shall be entered into a database managed by the independent agency administering the testing. The entire list of employees shall be updated and confirmed by the DER prior to each selection. Random selections will be made by a scientifically valid method of randomly generating an employee identified from the appropriate pool of safety-sensitive employees.
- B. Testing shall be conducted on a random unannounced basis. Tests must be unannounced and spread throughout the calendar year, throughout all days of the week of safety-sensitive operation, and throughout all hours of the day that safety-sensitive functions are performed. Random selection could result in an employee being selected for testing more than once in a calendar year.^[s01]
- C. Employees, upon notification that they are being scheduled for random drug testing, will without delay, appear as required at the location specified for testing. Random drug tests shall only be given during an employee's work hours.
- Employees who are off duty on previously scheduled approved vacation, other accrued leave or a day off and are not scheduled for duty within 72 hours shall temporarily be excluded from their selection. Under these circumstances, the employee shall be tested upon his or her return to work. An employee who uses his or her accrued leave at the time of their notification may still be required to attend the random testing.
 - As a covered employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions and referred to a SAP.^[s02]
- D. The number of employees randomly selected for drug/alcohol testing during the calendar year shall be not less than the percentage rates set each year by the FTA administrator. The current year testing rates can be viewed online at <https://www.transportation.gov/odapc/random-testing-rates>
- E. The randomly selected list of employees shall be forwarded to the DER. Upon receipt, the DER shall seal the secret list of those employees selected for unannounced random testing in an envelope. The envelope shall be initialed by the DER and then secured in the DER office. The DER shall notify the selected employees of the random selection and the testing shall proceed without delay.
- F. Pending the results of a random test, the employee shall be allowed to perform their duties and will not suffer any loss of wages or accrued leave. All random drug testing will be performed at the Town's expense and only during work hours. On the occasion

that the random testing is performed during hours that extend beyond the employee's work day, the employee shall be compensated at an overtime rate, if applicable. Selected employees will be tested at a designated testing facility.

Upon receipt of a positive test result from the Medical Review Officer (MRO), the employee will be transported home. Before returning to work the employee must successfully complete the recommended course of treatment. Upon successful completion of this treatment the employee must submit to a "Return to Duty" test with a verified negative result.

The FTA Rule, section 655.45 (i) states: a covered employee shall only be randomly tested for alcohol misuse while the employee is performing safety sensitive functions: just before the employee is to perform safety sensitive functions, or just after the employee has ceased performing such functions.

3. Reasonable Suspicion Testing:

Covered employees will be subject to reasonable suspicion drug and/or alcohol test when the employer has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. Reasonable suspicion shall mean that there is objective evidence, based upon specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odor that are consistent with possible drug use and/or alcohol misuse.

Reasonable suspicion referrals must be made by one or more supervisors who are trained to detect the signs and symptoms of drug and alcohol use, and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse. A reasonable suspicion alcohol test can only be conducted just before, during, or just after the performance of a safety-sensitive job function. However, under the Town of Newburgh authority, a non- DOT reasonable suspicion alcohol test may be performed any time the covered employee is on duty. A reasonable suspicion drug test can be performed any time the covered employee is on duty.

A. The DER shall decide whether there is reason to investigate for purposes of ascertaining if available facts objectively indicate reasonable suspicion exists to pursue the inquiry, which may include meeting with the employee for purposes of providing the employee an opportunity to explain the conduct, performance or behavior. The investigation of the employee's behavior shall be confidential with due consideration for the dignity and privacy of the employee.

B If the DER determines that there is reasonable suspicion and the employee is referred for reasonable suspicion testing, the following procedure shall be followed. The "reasonable suspicion form" shall be completed and signed by the initial reporting supervisor and the DER of which their signatures shall attest to the bases to support the reasonable suspicion that the employee is under the influence of alcohol or prohibited

controlled substances. There must be good cause for the suspicion with the reasons set forth in writing on the "reasonable suspicion form" and provided to the employee, at the time such testing is directed, including the factual basis for the directive. Such factual basis of specific and direct observations and good cause shall be reduced to writing by the DER and initial reporting trained supervisor on the "Reasonable Suspicion Form". The "reasonable suspicion form" to be used is attached hereto as Part A and made a part hereof.

C The following are considered a refusal to test if the employee:

- Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the Company.
- Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused a test.
- Fail to attempt to provide a specimen. An employee who does not provide a specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- Fail to provide a sufficient quantity of specimen without a valid medical explanation.
- Fail or decline to take a second test as directed by the collector or the Company for drug testing.
- Fail to undergo a medical evaluation as required by the MRO or the Company's Designated Employer Representative (DER).
- Fail to cooperate with any part of the testing process.
- Fail to follow an observer's instructions to raise and lower clothing and turn around during directly observed urine test.
- Possess or wear a prosthetic or other device used to tamper with the collection process.
- Admit to the adulteration or substitution of a specimen to their collector or MRO.
- Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF)
- Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

D. Once the DER has determined that a test is required, it shall be the responsibility of the supervisor to provide the employee transportation to and from the testing facility. The supervisor shall remain with the employee until the testing is concluded and upon completion of the testing, shall transport the employee home until the results are received by the (DER).

E. Pending the Town receipt of the test results, the employee may at the discretion of the DER and Department Head, be assigned to modified duty or not be allowed to perform his or her job duties but will not suffer any loss of wages or accrued leave. Upon receipt of a negative reasonable suspicion drug test result from the Medical Review Officer (MRO), the employee will return to work without suffering any loss of wages or benefits and will be granted no less than two (2) additional vacation days to be used at the employee's discretion with no restrictions.

F. Upon the receipt of a positive test result from the Medical Review Officer (MRO), the employee will be evaluated by the Substance Abuse Professional (SAP). The SAP shall provide a recommended course of treatment. Before returning to work, the employee must successfully complete the recommended course of treatment. Upon successful completion of this treatment, the employee must submit to a "Return to Duty" test with a verified negative result. The "Reasonable Suspicion Form," if the test result is positive, will be included in the employee's personnel file. Upon written request, a covered employee may obtain copies of any records pertaining to the covered employee's use of alcohol or controlled substances, including any records pertaining to his/her alcohol/controlled substance tests.

G. Upon the receipt of a positive test result from the Medical Review Officer (MRO), the employee will be evaluated by the Substance Abuse Professional (SAP). The SAP shall provide a recommended course of treatment.

3. Post Accident Drug Testing:

FATAL ACCIDENTS-A covered employee will be required to undergo drug and alcohol testing if they are involved in an accident with a transit vehicle, whether or not the vehicle is in revenue service at the time of the accident, that results in a fatality. This includes all surviving covered employees that are operating the vehicle at the time of the accident and any other whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision.

NON-FATAL ACCIDENTS- A post-accident test of the employee operating the public transportation vehicle will be conducted if an accident occurs and at least one of the following conditions is met:

- The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor at the accident
- One or more vehicles incurs disabling damage as a result of the occurrence and must be transported away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident

In addition, any other covered employee whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the accident, will be tested.

As soon as practicable following an accident, as defined in this policy, the transit supervisor investigating the accident will notify the transit employee operating the transit vehicle and all other covered employees whose performance could have contributed to the accident of the need for the test. The supervisor will make the determination using the best information available at the time of the accident.

The appropriate transit supervisor shall ensure that an employee, required to be tested under this section, is tested as soon as practicable, but no longer than eight (8) hours of the accident for alcohol, and no longer than 32 hours for drugs. If an alcohol test is not performed within two hours of the accident, the Supervisor will document the reason(s) for the delay. If the alcohol test is not conducted within eight (8) hours, or the drug test within 32 hours, attempts to conduct the test must cease and the reasons for the failure to test documented.

Any covered employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident or until he/she undergoes a post-accident alcohol test.

An employee who is subject to post accident testing who fails to remain readily available for such testing, including notifying a supervisor of his or her location if he or she leaves the scene of the accident prior to submission to such test, may be deemed to have refused to submit to testing,

Nothing in this section shall be construed to require delay of necessary medical attention for the injured following an accident, or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

In the rare event that the Town of Newburgh is unable to perform an FTA drug and alcohol test (i.e. employee is unconscious, employee is detained by law enforcement agency), the Town of Newburgh may use drug and alcohol post-accident test results administered by local law enforcement officials in lieu of the FTA test. The local law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with local law.

4. Return To Duty Testing:

All covered employees who previously tested positive on a drug test, 0.04 BAC or higher on an alcohol test, or refused a test, must test negative for drugs, alcohol (below 0.02 for alcohol), or both and be evaluated and released by the Substance Abuse Professional before returning to work. Following the initial assessment, the SAP will recommend a course of rehabilitation unique to the individual. The SAP will recommend the return to duty test only when the employee has successfully completed the treatment requirement and is known to be drug and alcohol free and there are no undue concerns for public safety.

The SAP will determine whether the employee returning to duty will require a return to duty drug test, alcohol test or both.

5. Follow Up Testing:

Covered employees that have returned to duty following a positive or refused test will be required to undergo frequent, unannounced drug and/or alcohol testing following their return to duty test. The follow-up testing will be performed for a period of one to five years with a minimum of six tests to be performed the first year. The frequency and duration of the follow up tests (beyond the minimums) will be determined by the SAP reflecting the SAP's assessment of the employee's unique situation and recovery progress. Follow-up testing should be frequent enough to deter and/or detect a relapse. Follow-up testing is separate and in addition to the random, post-accident, reasonable suspicion and return-to-duty testing.

6. Test Results:

All records considered confidential and will not be shared with other employees. Test results and other confidential information will only be released to the Designated Employer Representative (DER) Medical Review Officer (MRO) and the Substance Abuse Professional (SAP) who evaluates the extent of the problem. However, the employee is entitled, upon written request, to obtain copies of any records concerning his/her use of alcohol or drugs, including any test records. If an employee initiates a grievance, hearing, lawsuit, or other action, the Town may release this information to the relevant parties.

Section VI. VOLUNTARY TREATMENT:

When an employee voluntarily informs the DER that he/she is experiencing problems with alcohol or drug use, who has not previously been the subject of a disciplinary penalty for drug or alcohol use and has not been involved in any conduct which would require the employee to face reasonable suspicion testing pursuant to this policy, that employee will be afforded the opportunity to participate in a rehabilitation program, rather than being subjected to disciplinary action. Enrollment in a program through the EAP in lieu of disciplinary action may only be available where the employee has never previously tested positive for alcohol and/or drug use while employed by the Town.

Section VII. EMPLOYEE ASSISTANCE PROGRAM (EAP):

- A. Personnel of the Town of Newburgh have the availability of the Employee Assistance Program (EAP) to seek assistance and/or rehabilitation in coping with problems of alcohol and/or drug dependency and/or abuse.
- B. Personnel seeking assistance shall notify either the coordinator of the Employee

Assistance Program or contact the designated EAP agency. Contacts to these programs are under strict confidentiality.

- C. Personnel may also be referred by the Town Supervisor of Personnel Office. Any such referral shall CDL confidentiality for the affected member.
- D. The Town of Newburgh will grant a maximum total of two (2) sick leave periods during the employee's career, as prescribed by the EAP Coordinator, a licensed counselor, and/or SAP for an employee to receive treatment for drug or alcohol dependency. A sick leave period will not be granted within twelve (12) months of a previous leave period.
- E. Entry and participation in such treatment and rehabilitation may occur prior to the employee selection for random drug testing or selection for reasonable suspicion or post-incident testing.

Section VIII. CONSEQUENCES FOR REFUSAL OR A POSITIVE TEST RESULT

All covered employees are required to submit to drug and alcohol tests as a condition of employment in accordance with 49 CFR Part 655

1. Refusal To Test:

Refusal to submit to testing is prohibited. The consequences for a refusal are therefore the same as if the person had submitted to testing and had a positive test result.

The following actions shall constitute a refusal:

- Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the Company.
- Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- Fail to attempt to provide a specimen. An employee who does not provide a specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- Fail to provide a sufficient quantity of specimen without a valid medical explanation
- Fail or decline to take a second test as directed by the collector or the Company for drug testing.
- Fail to undergo a medical evaluation as required by the MRO or the Company's DER
- Fail to cooperate with any part of the testing process
- Fail to follow an observers instructions to raise and lower clothing and turn around during a directly-observed urine collection for a drug test.
- Possess or wear a prosthetic or other device used to tamper with the collection

process.

- Admit to the adulteration or substitution of a specimen to the collector or MRO
- Refuse to sign the certification at Step 2 of the Alcohol Testing form (ATF)
- Fail to remain readily available following an accident.
- As a covered employee, if the MRO reports that you have a verified adulterated or substituted result, you have refused to take a drug test.

2. Positive Test Consequences:

An employee who has a confirmed alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy. The consequences of a positive alcohol test are described in this policy. Even though an employee who has a confirmed alcohol concentration of 0.02 to 0.039 is not considered positive, the employee shall still be removed from duty for at least eight hours or for the duration of the work day whichever is longer and will be subject to the consequences described in this policy. An alcohol concentration of less than 0.02 will be considered a negative test.

A. Upon the results of a positive drug test, an alcohol test of 0.04 or above, or a refusal to test, the employee shall be immediately removed from all duties, referred to a USDOT qualified SAP, and, at the Town's discretion, he or she may face suspension without pay for up to thirty (30) calendar days. Depending on the circumstances the employee may still face additional disciplinary action up to and including termination. The Town may reserve the right to suspend any disciplinary action while the employee is undergoing the recommended course of treatment. The suspended disciplinary action will remain pending during the employee's treatment. Upon the employee's successful completion of his or her treatment, accompanied by a "Return to Duty" test with a verified negative result, the suspended disciplinary action shall be withdrawn. At such time the employee may return to full duty. Employees who test positive will be allowed one opportunity for treatment and counseling. At any time during an employee's tenure with the Town of Newburgh a second positive drug test for alcohol use while on duty or a prohibited controlled substance whether on or off duty, which is not subject to a medical exception, may result in immediate and automatic suspension without pay and disciplinary action for termination. "Exempt" employees will be automatically terminated.

B. No return to duty will be permitted until a substance abuse professional "SAP" has evaluated the employee and determined that the employee has complied with treatment recommendations and has been cleared for return to duty. Following the initial assessment, the SAP will recommend a course of rehabilitation unique to the individual. The SAP will recommend the return-to-duty test only when the employee has successfully completed the treatment requirement and is known to be drug and alcohol free and there are no undue concerns for public safety. The SAP will determine whether the employee returning to duty will require a return-to-duty drug test, alcohol test or both.

C. An employee who is referred by the SAP for treatment will be required to sign a Rehabilitation Agreement, and a release permitting the Town to obtain the employee's treatment records. The employee will be expected to comply with all treatment

recommendations set forth in the Rehabilitation Agreement as a condition of further employment. Failure to follow treatment recommendations may result in the employee's termination.

D. During the period of treatment, the employee will be eligible to utilize their accrued sick leave. After utilizing their sick leave, the employee may utilize his or her, other accrued leave including personal, and vacation leave. Thereafter, the member shall not otherwise be compensated during the period of said employee's absence. Employees who test positive will be allowed one opportunity for treatment and counseling.

E. Once the employee returns to duty, unannounced follow-up tests shall be conducted. A minimum of six (6) follow-up drug tests will be administered in the first twelve (12) months. An employee may be subject to follow-up testing for up to sixty (60) months after return to duty upon the recommendation made by the Substance Abuse Professional. All follow-up drug tests shall be given at any time during an employee's work day. Follow-up alcohol tests will only be conducted just before, during or just after the performance of safety sensitive functions. A positive test following the employee's return to work will result in the employee's termination.

Section IX. PENALTY REVIEW

Imposition of discipline for competitive and noncompetitive managers/supervisors shall be in accordance with State Civil Service law.

DRUG AND ALCOHOL POLICY ADDENDUM EFFECTIVE JANUARY 1, 2018

The United States Department of Transportation (USDOT) – Office of Drug and Alcohol Policy and Compliance (ODAPC) has issued an update to the USDOT's drug and alcohol testing regulations (49 CFR Part 40). The new regulation has been revised and the changes (summarized below) will become effective January 1, 2018. Therefore, the Town of Newburgh Dial-A-Bus drug and alcohol testing policy is amended as follows:

1. CHANGES TO THE DRUG TESTING PANEL

- a. Four new opioids added to the drug testing panel-
 - i. The USDOT drug test remains a "5 panel" drug test; however, the list of opioids for which are tested will expand from three to seven opioids.
 - ii. The "opioid" category will continue to test for codeine, morphine, and heroine; however, the "opioid" testing panel will now be expanded to include four new semi-synthetic opioids:
 1. (1) Hydrocodone, (2) Hydromorphone, (3) Oxycodone and (4) Oxymorphone
 2. Common brand names for these semi-synthetic opioids include but may not be limit to: OxyContin, Percodan, Percocet, Vicodin, Lortab, Norco, Dilaudid, Exalgo

- b. 'MDA' will be tested as an initial test analyte
- c. 'MDEA' will no longer be tested for under the "amphetamines" category

2. BLIND SPECIMENT TESTING

- a. The USDOT no longer requires blind specimens to be submitted to laboratories

3. ADDITIONS TO THE LIST OF "FATAL FLAWS"

- a. the following three circumstances have been added to the list of "fatal flaws";
 - a. No CCF received by the laboratory with the urine specimen
 - b. In cases where a specimen has been collected, there was no specimen submitted with the CCF to the laboratory
 - c. Two separate collections are performed using one CCF

4. MRO VERIFICATION OF PRESCRIPTIONS

- a. When a tested employee is taking a prescribed medication, after verifying the prescription and immediately notifying the employer of a verified negative result, the MRO must then (after notifying the employee) wait five (5) business days to be contacted by the employee's prescribing physician before notifying the employer of a medical qualification issue or significant safety risk
 - i. Specifically, in cases where a MRO verifies a prescription is consistent with the Controlled Substances Act, but that the MRO has still made a determination that the prescription may disqualify the employee under other USDOT medical qualification requirements, or that the prescription poses a significant safety-risk, the MRO must advise the employee that they will have five(5) business days from the date the MRO reports the verified negative result to the employer for the employee to have their prescribing physician contact the MRO. The prescribing physician will need to contact the MRO to assist in determining if the medication can be changed to one that does not make the employee medically unqualified or does not pose a significant safety risk. If in the MRO's reasonable judgement, a medical qualification issue or a significant safety risk still remains after the MRO communicates with the employee's prescribing physician, or after five (5) business days, whichever is shorter, the MRO must communicate this issue to the employer consistent with 49 CFR Part 40.327.

5. DEFINITIONS

- a. The term "DOT, the Department, DOT Agency"
 - i. Modified to encompass all DOT agencies, including, but not limited to, FAA, FRA, FMCSA, FTA, PHMSA, NHTSA, Office of the Secretary, (OST), and any designee of a DOT agency

- ii. For the purposes of testing under 49 CFR Part 40, the USCG (in the Department of Homeland Security) is considered to be a DOT agency for drug testing purposes
- b. The term "Opiate" is replaced with the term "Opioid" in all points of reference.
- c. The definition of "Alcohol Screening Device (ASD)" is modified to include reference to the list of approved devices as listed on ODAPC's website.
- d. The definition of "Evidential Breath Testing Device (EBT)" is modified to include reference to the list of approved devices as listed on ODAPC's website.
- e. The definition of "Substance Abuse Professional (SAP)" will be modified to include reference to ODAPC's website. The fully revised definition includes:
 - i. A licensed physician (medical doctor or doctor of osteopathy) or licensed certified psychologist, social worker, employee assistance professional, state-licensed or certified marriage and family therapist, or drug and alcohol counselor (certified by an organization listed at <https://www.transportation.gov/odapc/sap>) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

NOTE: The revisions listed in this addendum include only those revisions to 49 CFR Part 40 which may be referenced in our drug & alcohol testing policy. A list of all the revisions made to 49 CFR Part 40 can be found at <https://www.transportation.gov/odapc>.

Addendum Authorization date: _____

Authorized Official (Printed Name): _____

Signature: _____

#12A

TOWN OF NEWBURGH
TOWN ENGINEER

MEMORANDUM

TO: G. Piaquadio, Supervisor & Town Board

FROM: P. Hines, MHE Rep

DATE: 10 March 2025

RE: **Chadwick Lake Filter Plant Resiliency Project**
Aria Filtra (Formerly Pall)
Amended Change Order #5C & #6

The 13 January 2025 Town Board meeting the Town Board authorized Change Order No. 5. Subsequent to that meeting the undersigned and Project Engineer Amir Mashhad, PE of HDR Engineers requested additional information from Aria Filtra. This office requested that the change order be modified in order to close out the current contract. Air Filtra has identified a 50% reduction in the rental fee for February and March. This equates to \$49,180. Please be advised all items in Change Order No. 5C have been paid to Aria Filtra including the reduced fee for months 8 and 9 fees and the decommissioning fee. Change Order 5C is attached.

Pursuant to our request, Aria Filtra has provided Change Order No. 6, which will be for all activities moving forward since the NYCDEP shut down and removal of the trailer. Change Order 6 is a continuation of the previous contract dated 13 January 2021. Change Order 6 is for the return of the filter currently scheduled in September 2025. This may change based on NYCDEP scheduling. A copy of Change Order 6 is included, which generally include the following:

- Aa monthly reservation fee of 3,650. for each month invoiced between February 2025 and September 1, 2025. This will guarantee that the filter is available for deployment in September 2025.
- A commissioning fee of \$46,000. for delivery of the trailer to the site.
- A revised monthly rental fee of \$49,181.
- Decommissioning at the completion of the rental. (June 30, 2026) \$36,800.
- A cancellation of the rental prior to deployment (project cancellation fee \$40,565).

Change Order 6 provides a new fee for the trailer being available for the 9-month period September 1st through June 30th will be \$550,997.00.

Please be advised this office is tracking all costs regarding the original implementation of the trailer, increased water rates, and decommissioning. These costs are potential back charges to NYCDEP due to the cancellation of the 2024-2025 shut down project.

This memo is intended to supersede the 9 January 2025 memo regarding original Change Order No. 5.

The authorization of the Aria Filtra Change Orders 5C and 6 requires Town Board Approval.

Cc: M. Taylor, Town Attorney
S. Grogran, CAMO
R. Clum, Town Accountant
D. Bertola, CAMO
M. Weeks, MHE
A. Mashhad, PE, HDR Engineers

PJH/kmm/ltn



Project Name: Town of Newburgh		Project WBS: 60.000067 LN-531100008	SO#: 150000012	CO#: 5C
Date*: 2/11/2025	Total Price: <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease <input type="checkbox"/> No Change Value \$ 49,180 USD Taxable: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes: <input type="checkbox"/> Freight included in CO value; or <input type="checkbox"/> will be applied to invoices			
Initiated By: Aria Filtra	Initiator: Mike Carpenter	Reference Documents: Pall proposal 1183635-01122022-01; Equipment Rental Agreement dated January 13, 2021 between Pall and the Town of Newburgh Customer PO No.:		

Change Order Description: (See Referenced Documents Also)

Customer requests early termination of the current rental. Asset has already been decommissioned on 1/27/25.

Changes will be as follows:

Per Current Contract:

- A. Months 8 and 9 rental fee will be reduced by 50% (new amount is \$24,590 x2). Since month 8 has already been invoiced in full at \$49,181, Month 9 rental will be invoiced as zero amount due (No Charge) to show discount for both months 8 and 9.
- B. Decommissioning (\$36,800, already included in current contract) will be invoiced in February 2025 (decommissioning already completed).

Does this Change Order Affect Delivery Schedule? Yes ☐ No ☐

Description of Change to Delivery Schedule:

To be completed by the Customer Representative (Buyer)

Name:		Title:
Address:		Phone:
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	Signature/Date:



Trojan Technologies Corporation
839 NY State Route. 13
Cortland, N.Y. USA 13045
Phone 866-475-0115

REQUEST FOR CHANGE ORDER APPROVAL

Comments:

To be completed by the Aria Filtra Representative (Seller)

Project Manager	Name:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Signature/Date:
Comments:			
<input type="checkbox"/> Project Manager Team Leader	Name: Michael Carpenter	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Not Applicable	Signature/Date:
Comments:			

History Table

Revision No.	Requested By	Revised By	Description of Change	Effective Date (MM/DD/YYYY)	Change Order / Change Plan Number
01-06	NA	NA	History not available	NA	NA
07	Mike Poole	Phil Hamilton	Updated to Pall Water Numbering format	05/18/2022	DIV-CO-57459
8	Mike Poole	Phil Hamilton	Change logo and references from Pall Water to Aria Filtra. Added history table.	09/21/2023	CP-Aria Filtra-2023-00006
9	Florinda Estrada	Florinda Estrada	Removed check box for tax included in change order or will be applied to Invoices Removed Process Engineer and System Engineer rows	10/02/2024	CP-Aria Filtra-2024-00063



Trojan Technologies Corporation
839 NY State Route. 13
Cortland, N.Y. USA 13045
Phone 866-475-0115

REQUEST FOR CHANGE ORDER APPROVAL

Project Name: Town of Newburgh		Project WBS: 60.000067 LN-531100008	SO#: 150000012	CO#: 6
Date*: 2/12/2025	Total Price: <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> No Change Taxable: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes: <input type="checkbox"/> Freight included in CO value; or <input type="checkbox"/> will be applied to invoices			Value \$ 518,722 USD
Initiated By: Aria Filtra	Initiator: Mike Carpenter	Reference Documents: Pall proposal 1183635-01122022-01; Equipment Rental Agreement dated January 13, 2021 between Pall and the Town of Newburgh Customer PO No.:		

***THIS REQUEST FOR CHANGE ORDER APPROVAL EXPIRES 30 DAYS FROM INITIATION DATE ABOVE.**

Change Order Description: (See Referenced Documents Also)

Customer requests early termination of the current rental with a resumption of the rental on September 1, 2025.

New Rental Agreement:

- A. Monthly reservation fee of \$3,650 will be invoiced each month (February 1, 2025, through September 1, 2025) to guarantee an asset is available for deployment on September 1, 2025.
- B. Intended delivery will be Sept. 1, 2025, but due to this being a holiday it will be (August 29th, 2025)

New Lease Term:

- A. Commissioning will be performed in September 2025 (customer to set date). Commissioning fee of \$46,000 will be invoiced after completion of commissioning.
- B. Monthly rental rate (starting September 1, 2025) will be \$49,181. Length of deployment will be nine (9) months.
- C. De-commissioning will be performed at the completion of the rental period (June 30, 2026). De-commissioning fee (\$36,800) will be invoiced at the completion of decommissioning.
- D. If customer decides to cancel the rental prior to deployment, a project cancellation fee of \$40,565 will be invoiced.
- E. If renter opts to deploy a T80 unit in lieu of a T96 unit in October 2025, a \$10,000 discount will be applied to the next invoice.

Total monetary changes to current contract:

- 1. Monthly reservation fee: \$3,650/mo x 7 months = \$25,550
- 2. Re-commissioning fee: \$46,000
- 3. Monthly rental fee: \$49,181/mo x 9 months = \$442,629
- 4. De-commissioning fee (June 2026): \$36,800

TOTAL CONTRACT: \$550,979 USD

REQUEST FOR CHANGE ORDER APPROVAL

Empty space for request details

Does this Change Order Affect Delivery Schedule? Yes ☐ No ☐

Description of Change to Delivery Schedule:

To be completed by the Customer Representative (Buyer)

Name:	Title:	
Address:	Phone:	
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	Signature/Date:
Comments:		

To be completed by the Aria Filtra Representative (Seller)

Project Manager	Name:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Signature/Date:
Comments:			
<input type="checkbox"/> Project Manager Team Leader	Name: Michael Carpenter	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Not Applicable	Signature/Date:
Comments:			

History Table

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839 NY State Route. 13
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REQUEST FOR CHANGE ORDER APPROVAL

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