GHD NA US - Standard Operating Procedure - HSE
U.S. Non-DOT Drug, Alcohol and Contraband Program - 002

Rev. 0 | July 01 2015
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## Attachments

Attachment A  Alcohol and Drug Testing Information
1. **Purpose**

To ensure a safe, healthy, and productive work environment for the employees of GHD, clients and others on GHD or client Property, to protect GHD and client Property and assets and to ensure efficient operations, GHD shall have and enforce a written policy on drugs and alcohol that complies with the federal law and the laws of the states in which GHD performs services for clients.

In addition to GHD’s Non DOT U.S. Drug, Alcohol, and Contraband Policy (hereinafter referred to as "Drug and Alcohol Policy"), employees who are regulated by the US Department of Transportation (DOT) are subject to DOT requirements. All GHD employees may be subject to any additional lawful specific client-related drug and alcohol testing that arises in relation to work performed for that client.

2. **Definitions**

A. **Canadian GHD Employees** - Are subject to the standards under this policy when performing field work in the United States and/or DOT laws and regulations when they work or travel in DOT subject vehicles. For purposes of this policy, they are included in the definition of GHD Employees.

B. **Contraband** - Firearms, including handguns, regardless of any authorized permit, ammunition, explosives, (except where in violation of state law), or any dangerous weapons or objects on GHD premises, or at GHD-sponsored events.

C. **GHD Employee** - Any GHD employee performing work on behalf of or for the benefit of GHD or its client on GHD, GHD client, or subcontractor Property. This includes temporary and part-time personnel as well as GHD Safety-Sensitive Employees.

D. **GHD Safety-Sensitive Employees** - All GHD employees who are required to participate in the US GHD Medical Surveillance program, which includes those who are employed or will be employed in a position with a high exposure to catastrophic operational incident and access to operations where failure could result in serious harm to the public, employees, and the environment.

E. **DOT Covered GHD Employees** - Are subject to this policy and any greater requirements imposed by DOT requirements.

F. **Drug** - (1) Controlled substances (as defined in the United States Code) that cannot be legally obtained or prescribed drugs whose prescription is no longer valid; or (2) Prescribed drugs used in a manner inconsistent with the prescription.

G. **Prescription Drugs or Over-the-Counter Medications** - Any GHD Employee taking prescription drugs or over-the-counter medication should notify their manager if the GHD Employee or his/her doctor feels that the taking any such medication may pose a safety risk to himself/herself or others. Failure to report medications that pose a safety risk may result in discipline.
H. **Property** - All real or tangible personal property, including facilities, buildings, vehicles, products, and equipment, either owned or controlled by GHD, its clients or, in the case of vehicles, GHD Employee vehicles. The term Property includes any activity in GHD, its clients or subcontractor's vehicles or personal vehicles during work hours or while on any GHD-sponsored activity or when performing any service for GHD.

I. **Reasonable Suspicion** - A belief based on objective and articulable facts sufficient to lead a supervisor to suspect use of drugs or alcohol, including, but not limited to, observation of slurred speech, smell of drugs or alcohol, watery or bloodshot eyes, and difficulty with balance or recitation.

J. **Shy Bladder** – A situation when the employee does not provide a sufficient amount of urine (45 mL) for a required drug test.

K. **Under the Influence** - (1) A positive result for the presence of drugs or alcohol or metabolites of same in body fluids established by GHD's Drug, Alcohol and Contraband Policy, other commonly accepted method or as mandated by law; and/or (2) The presence of drugs or alcohol that affects an individual in any detectable manner, including, but not limited to, the following symptoms of influence: slurred speech or difficulty in maintaining balance.

3. **Prohibitions**

GHD prohibits GHD Employees from the following:

A. Using, possessing, selling, manufacturing, distributing, concealing, transporting, or being under the influence on GHD, subcontractor or client Property, of any of the following items:
   i) Any drugs (i.e., synthetic derivative/product) that produces a marijuana-type high and any herbal products not intended for human consumption
   ii) Prescribed drugs used in a manner inconsistent with the prescription
   iii) Alcoholic beverages unless consumed at an official or sanctioned GHD function is strictly prohibited.
   iv) Illicit drug equipment or paraphernalia
   v) Contraband, including firearms, ammunition, explosives, and weapons (except where in violation of state law)

B. While on GHD, client, or subcontractor Property, possessing or using prescription drugs or over-the-counter medication that may cause a safety risk due to impairment, except when all of the following conditions have been met:
   i) Prescription drugs have been prescribed by a licensed physician for the person in possession of the drugs.
   ii) The prescription is not expired and was filled by a licensed pharmacist for the person possessing the drugs.
iii) The individual notifies his/her supervisor that they will be in possession of or using, prescription drugs or over-the-counter medication that may pose a safety risk and appropriate steps are taken to accommodate the use as needed and if not an undue hardship. Such accommodations, if not an undue hardship, may include but not be limited to, removal from work for the period of possible impairment, or reassignment of duties.

C. Being under the influence of drugs or alcohol while performing any work for GHD or clients.

D. Substituting or adulterating any urine, blood, or other sample used for testing.

E. Performing work for GHD or clients when an individual has tested positive or refused testing in any employment-related test. A GHD Employee is deemed to have refused to take a test if the employee fails to report to the designated laboratory with the presentation of the authorization of treatment and billing form no later than 1 hour from the time of the request or the end of the shift, whichever is later. Under extenuating circumstances, Management, in its discretion, can extend the time within which to report.

4. **Searches and Inspections**

GHD or client-authorized personnel, including scent-trained animals, may conduct unannounced searches and inspections of GHD Employees and their property brought onto GHD Property, as well as any subcontractor or client property. For purposes of this section, "property" also includes an employee's personal property brought onto company, client or subcontractor premises including, but not limited to, wallets, purses, lockers, baggage, offices, desks, toolboxes, clothing, and vehicles. GHD Employees have no legitimate expectation of privacy and shall not use personal locks on lockers, tool boxes, and other containers and equipment brought onto GHD Property. Such actions shall constitute a violation of the GHD Drug, Alcohol and Contraband Policy and GHD reserves the right to remove the lock without the employee's consent.

5. **Testing**

GHD utilizes a 13-panel non-DOT drug test and breath alcohol test as its standard non-DOT testing panel. The specific substance and screening level are defined in Attachment A. The 13-panel drug test and breath alcohol tests and the defined frequency meets the requirements of an array of clients at the time of the GHD Drug, Alcohol and Contraband Policy's implementation.

Any GHD Employee testing positive or refusing to submit to a drug and/or alcohol test, as set out below, shall be ineligible to work until the issue is resolved with the assistance of the GHD People Team.

**Hair Testing** – A small segment of U.S. GHD Employees are currently required to submit to a hair analysis test for access to specific client jobsites.
Summary Table – U.S. Drug and Alcohol Testing Requirements

<table>
<thead>
<tr>
<th></th>
<th>Pre-Employment</th>
<th>Pre-Access</th>
<th>Annual Testing</th>
<th>Post-Incident</th>
<th>Reasonable Suspicion</th>
<th>Random</th>
<th>Wall-to-Wall</th>
</tr>
</thead>
<tbody>
<tr>
<td>GHD Employees (All US GHD employees and agency personnel)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GHD Safety Sensitive Employees (Personnel in US medical surveillance program and Canadian staff working on site in US)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

Requirements

A. **Pre-Employment Testing** - Applicable to all prospective U.S. GHD Employees, including Safety-Sensitive Employees. All prospective U.S. GHD Employees, particularly Safety-Sensitive Employees, are required to submit to a drug and alcohol testing. No job applicant will be asked to submit to testing unless he or she has received an offer of employment from GHD. An employment offer from GHD is conditioned on the results of the drug and/or alcohol test. Testing will be given before an initial assignment. Employment contracts through employment agencies acting on behalf of GHD are also contingent on the results of the drug test.

B. **Pre-Access Testing** - All GHD Employees assigned to work at a client's site may be subject to client pre-access testing that may mandate that the employee successfully pass a drug and/or alcohol test within a specific time period preceding the employee's first access to the client. Master Service Agreements with GHD clients state that such tests must be conducted anywhere from 60 days to 6 months or up to 12 months prior to commencement on the project. It is the responsibility of the Project Manager to determine the requirements of the project and to ensure that all staff meets drug testing requirements.

C. **Annual Testing** - Annual drug testing is required as part of the annual physical of all GHD employees for whom an annual physical is required or given. GHD Safety-Sensitive Employees may be subject to annual alcohol testing.

D. **Post-Incident Testing** - Applicable to all U.S. GHD Employees. GHD conducts an immediate preliminary evaluation into the circumstances of all injuries, car accidents, and property damage as part of the GHD incident management system. All US employees involved in a work-related incident will be required to submit to a drug and alcohol test under the following circumstances when the preliminary evaluation indicates appropriate procedures, precautions, work setup, or judgment were not employed:

   i) Serious incident causing injury to self and/or another person requiring professional medical treatment beyond first aid administered at the work site

   ii) Depending on the circumstances and/or client requirements, a motor vehicle accident, whether or not there was significant damage to personal or private property
GHD will meet specific client requirements for post-incident testing, except that all drug and alcohol testing must meet the standards required by applicable law. The Project Manager and the employee's supervisor shall work with the GHD People Team and HSE staff to coordinate post-incident testing. An individual so removed will be allowed to return to work on GHD and/or client property once GHD has conducted drug and alcohol testing, and GHD certifies the following in writing: 1) the test identification number; 2) the test date and time; 3) the last 4 digits of the individual's social security number; and 4) negative test result. The written certification shall also include consent signed by the individual, permitting disclosure of the test result to the client.

E. **Reasonable Suspicion Testing** - If a GHD company official, competent person, and/or a client or subcontractor has determined that there is reasonable cause or suspicion that an individual is performing work under the influence, then that individual will be required to submit to a drug and alcohol test while on GHD and/or client Property or while working for GHD. The employee shall be tested for the presence of drugs and/or alcohol. If on client property, GHD shall remove the individual(s) from the client's property and transport the GHD Employee for an immediate drug and alcohol test. An individual so removed will be allowed to return to work on GHD and/or client property once GHD has conducted drug and alcohol testing, and GHD certifies the following in writing: 1) the test identification number; 2) the test date and time; 3) the last 4 digits of the individual's social security number; and 4) negative test result. The written certification shall also include consent signed by the individual, permitting disclosure of the test result to the client.

GHD will meet specific client requirements for reasonable suspicion testing, except that all drug and alcohol testing must meet the standards required by applicable law. The Project Manager shall work with the GHD People Team and HSE staff to coordinate such testing.

F. **Random Testing** - GHD conducts drug and alcohol testing at unannounced, random times. This random testing consists of GHD Safety-Sensitive Employees employed in field operations and/or those required to participate in a Medical Surveillance Program at an annual testing rate of 25 percent, reasonably spread throughout the year. Employees are chosen through an unbiased selection process by GHD’s Third Party Administrator, WorkCare. Upon notification of a random drug test, the GHD Safety-Sensitive Employee must report to the collection facility no later than 1 hour following the request or the end of the shift, whichever is later. Failure to report to the collection site, refusal to test, or adulterating a specimen is considered the same as a positive test and the GHD Safety-Sensitive Employee shall be ineligible to work in the field until the matter is resolved with the assistance of GHD People Team.

GHD Safety-Sensitive Employees may be subject to random alcohol testing as described in this section.

The GHD HSE staff shall administer the random testing program.

G. **Wall-to-Wall** - On certain client sites, GHD Safety-Sensitive Employees are subject to unannounced en masse drug testing. Such tests are scheduled at the sole discretion of the client, including the determination of the scope and timing of such testing. The scope of such testing will be determined by the client based on the group of GHD Safety-Sensitive
Employees to be tested. Such groups may include, but are not limited to, all GHD Safety-Sensitive Employees on site or by shift, crew, location, craft, company, or other similar category, including a random selection based on site access records and shall not be determined in terms of named individuals.

GHD Safety-Sensitive Employees may be subject to random alcohol testing, as described in this section.

H. **Last Chance Agreement** - If GHD Employees are permitted to remain employed or continue to provide services following a positive result; they may be required to execute a Last Chance Agreement. Such an agreement may require periodic or random drug and/or alcohol tests, as permitted by law.

I. **Laboratory Requirements** - The GHD Drug and Alcohol Policy requires the use of Department of Health and Human Services (DHHS) certified laboratories. All alcohol testing shall be conducted on devices approved by the National Highway Traffic Safety Administration (NHTSA). All non-DOT collection and testing procedures shall mirror DOT 49 CFR Part 40 protocols as closely as possible.

J. **Shy Bladder** – If an employee does not provide a sufficient amount of urine to permit a drug test (45 mL), the employee is urged to drink up to 40 oz. of fluid, distributed over a reasonable period of up to three hours, or until the individual has provided a sufficient urine specimen, whichever occurs first. It is not a refusal to test if the employee declines to drink. If a sufficient amount is not provided, the clinic documents this action appropriately, and forwards this information to the Medical Review Officer (MRO) and Designated Employee Representative (DER). After employer consultation with the MRO, the employee may be directed to obtain, within five days, an evaluation from a licensed physician, acceptable to the MRO, who has expertise in medical issues raised by the employee’s failure to provide a sufficient specimen.

6. **Non-Compliance**

Any GHD Employee found in violation of this policy and/or a client's policy, or who refuses to cooperate with the searches and tests included in this policy and/or a client's policy, shall be removed by GHD from the client property and from performing work for client, and may be permanently removed from client property. Any employee that receives unacceptable drug and alcohol test results will not be allowed to work on a client/host site or facility based on the client/host substance abuse policy, Master Services Agreement, and/or Terms and Conditions of the contract. GHD must immediately notify the client that the individual has been disqualified from performing work for the client. GHD will immediately review with the client the nature of the work previously performed by the individual. At the client's request, GHD shall, at its sole cost and risk, inspect all work in which the individual may have participated and submit a written report to the client that documents the inspection, any findings, and the actions taken to ensure that all deficiencies have been corrected.
Any GHD Employee may be disciplined under this policy, up to and including termination, for the following conduct:

- A positive test
- Refusal to take a test
- Violation of any of the prohibitions in Section 3

7. Substance Abuse Awareness

GHD warrants that GHD Employees performing work have each been fully informed of the requirements of GHD's Drug, Alcohol and Contraband Policy. Before beginning work on GHD and/or client property, each GHD Employee must sign the written certification. Employees acknowledge that they were provided a copy of GHD’s Drug, Alcohol and Contraband policy, have read the requirements, and agree to be bound by them. They understand that disciplinary action, permanent removal from a client’s premises, and up to and including termination will result, if they violate the Policy.

GHD Employees are hereby advised that there are local counseling centers available to provide substance and alcohol abuse counseling. GHD Employees may obtain referrals through the local yellow pages. U.S. GHD Employees may contact GHD's U.S. Employee Assistance Program (Optum) for assistance at 1-800-248-4094 or log onto www.liveandworkwell.com using the access code GHD. Any information voluntarily disclosed by GHD Employees will be considered confidential.

8. Special Provisions – Client Approved Consortium

Enrollment in and maintenance of "active status" in a client-approved consortium that requires pre-enrollment testing and subjects active members to random drug testing (and alcohol testing if lawfully permitted) at an annual effective rate of at least 25 percent (unless otherwise specified by DOT), is recognized by some clients as satisfying pre-access and random testing requirements. All costs associated with implementation and maintenance of this policy are borne by GHD.

9. Applicable Laws

GHD shall comply with all applicable federal, state, and local drug and alcohol related laws and regulations (e.g., DOT regulations, Department of Defense [DOD] Drug-Free Workplace Policy, Drug-Free Workplace Act of 1988, etc.).

In accordance with the federal Drug-Free Workplace Act, any employee who is arrested, indicted, or convicted of a drug or alcohol violation while conducting GHD business or while operating a GHD-owned vehicle, must report this information to GHD People Team no later than 5 days following such arrest, indictment, or conviction.
10. **Supervisor Training**

Company shall provide training regarding this policy to all eligible company personnel. Training on the recognition of performance indicators of probable drug and/or alcohol use and on its effects and consequences to personal health, safety, and the workplace shall be included. It is required that each supervisor who will determine whether an employee must be tested based on reasonable suspicion, receive at least one 60-minute training session of the specific contemporaneous, physical, behavioral, and performance indicators of probable drug and alcohol use. Records of individuals trained (including name and date) must be maintained by the company and made available to clients upon request.

11. **Audit**

   A. GHD shall keep records available for inspection by the client during the period when GHD is performing work for the client and for a period of 3 years after GHD ceases to perform work for that client.

   B. Clients shall have the right, at their discretion, to perform unannounced audits of GHD’s Drug, Alcohol and Contraband Policy to verify that GHD’s policy and its enforcement comply with these guidelines.

   C. At the client's request, GHD will provide separate lists of GHD Employees (including name and the last 4 digits of the social security number) who were eligible for the client’s work on a date specified by the client. Upon further request, GHD will provide the client with the following information on each alcohol and drug test conducted for each GHD Employee identified by the client from those lists:

      i) Date of and type of test (e.g., random, pre-access)

      ii) Laboratory chain-of-custody identification number and/or test number

   D. GHD will obtain an agreement from any consortium, laboratory, and/or Medical Review Officer (MRO) providing drug/alcohol testing services for GHD that, upon submission by clients of a list or lists of the last 4 digits of social security numbers, chain-of-custody ID numbers, and test dates, the following will take place:

      i) The consortium/laboratory will verify that the tests were conducted as represented.

      ii) The consortium/laboratory and/or Contractor MRO will provide a sworn statement that each of the tests identified by the client was confirmed as negative or that it/they cannot so swear.
12. Documentation

All GHD employees covered by this policy are required to return the signed Acknowledgment of Receipt of GHD Drug, Alcohol and Contraband Policy (following) to their People Team Manager.

ACKNOWLEDGMENT OF RECEIPT OF GHD DRUG, ALCOHOL AND CONTRABAND POLICY

I hereby acknowledge that I have been provided a copy of GHD's Drug, Alcohol and Contraband policy. I have read the requirements and agree to be bound by them. I understand that disciplinary action, up to and including termination will result, if I violate this Policy.

I hereby give my consent and authorization for drug and alcohol testing and disclosure to clients of GHD of alcohol and drug test results and related information.

I hereby consent to disclosure by GHD and its agents, including, but not limited to, any collecting and testing agencies, of the test results identified above and any related information to clients of GHD and its authorized agents, assigns, or representatives on an as-needed basis.

________________________________________________________________________

Employee Signature                                                Date

________________________________________________________________________

Employee Printed Name                                                Social Security Number

(Last 4 Digits of Social Security Number)

(XXX-XX-1234)

RETURN SIGNED FORMS TO YOUR PEOPLE TEAM MANAGER
# Attachment A  Alcohol and Drug Testing Information

<table>
<thead>
<tr>
<th>Collection Facility</th>
<th>Name</th>
<th>WorkCare</th>
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<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>Address</strong></td>
<td></td>
<td>300 S. Harbor Blvd. Suite 600</td>
</tr>
<tr>
<td><strong>Phone Number</strong></td>
<td></td>
<td>800/455-6155 ext. 110</td>
</tr>
<tr>
<td><strong>Contact Person</strong></td>
<td></td>
<td>Paula Sandrock</td>
</tr>
<tr>
<td><strong>MRO Name</strong></td>
<td></td>
<td>John Longphre, MD</td>
</tr>
<tr>
<td><strong>MRO Phone</strong></td>
<td></td>
<td>800/455-6155 ext. 447</td>
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### Testing Laboratories

<table>
<thead>
<tr>
<th>Laboratory</th>
<th>Address</th>
<th>Phone Number</th>
<th>Nationally Certified? (Yes/No)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MedTox</td>
<td>402 West County Road D St. Paul, MN 55112</td>
<td>651-636-7466</td>
<td>YES</td>
</tr>
<tr>
<td>Pactox</td>
<td>9348 DeSoto Ave Chatsworth, CA 91311</td>
<td>818-598-3110</td>
<td>YES</td>
</tr>
<tr>
<td>Advanced Toxicology Network</td>
<td>3560 Air Center Cove Ste. 101 Memphis, TN 38118</td>
<td>888-290-1150</td>
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</table>

<table>
<thead>
<tr>
<th>Substance</th>
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<th>Confirmation Level</th>
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<tbody>
<tr>
<td>Amphetamines</td>
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<tr>
<td>Amphetamine</td>
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<td>250 ng/mL</td>
</tr>
<tr>
<td>Methamphetamine</td>
<td></td>
<td>250 ng/mL</td>
</tr>
<tr>
<td>Methyleneedioxyamphetamine</td>
<td>500 ng/mL</td>
<td></td>
</tr>
<tr>
<td>MDMA (Ecstasy)</td>
<td></td>
<td>250 ng/mL</td>
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<tr>
<td>MDA</td>
<td></td>
<td>250 ng/mL</td>
</tr>
<tr>
<td>MDEA</td>
<td></td>
<td>250 ng/mL</td>
</tr>
<tr>
<td>Barbiturates</td>
<td>200 ng/mL</td>
<td>200 ng/mL</td>
</tr>
<tr>
<td>Benzodiazepines</td>
<td>200 ng/mL</td>
<td>200 ng/mL</td>
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<tr>
<td>Cannabinoids</td>
<td>20 ng/mL</td>
<td>15 ng/mL</td>
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<tr>
<td>Cocaine Metabolite (Benzoylecgonine)</td>
<td>150 ng/mL</td>
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<td>Opiates</td>
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<tr>
<td>Morphine</td>
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<td>100 ng/mL</td>
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<tr>
<td>Substance</td>
<td>Screen Level</td>
<td>Confirmation Level</td>
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<tr>
<td>-------------------------------</td>
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</tr>
<tr>
<td>Hydrocodone</td>
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<tr>
<td>Hydromorphone</td>
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<tr>
<td>6-Monoacetylmorphine</td>
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<td>Oxycodone</td>
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<td>100 ng/mL</td>
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<td>PCP (Phencyclidine)</td>
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<tr>
<td>Propoxyphene</td>
<td>300 ng/mL</td>
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<table>
<thead>
<tr>
<th>Alcohol Testing Method Used</th>
<th>Screen Level</th>
<th>Confirmation Level</th>
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<tbody>
<tr>
<td>Evidential Breath Testing Devices</td>
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</tr>
<tr>
<td>1. GHD Safety-Sensitive Employees</td>
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<tr>
<td>2. Other GHD Employees</td>
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