

# Facility Requirements FAQs



## Authorized Contractor List

1. How can my company be added to a Texas City Facility's Authorized Contractor List?

**Answer: The Client will need to contact either the Client's Facility Representative or the Facility's Procurement Office.**

- **Ashland:** David Pastalaniec – [Dpastalaniec@ashland.com](mailto:Dpastalaniec@ashland.com)
- **BP Texas City Chemicals:** Wendy Collier – [Wendy.Collier@bp.com](mailto:Wendy.Collier@bp.com)
- **Eastman Chemical:** James Hull - [JHull@eastman.com](mailto:JHull@eastman.com)
- **Galveston Bay Refinery:** Glenda Alaniz - [Gjalaniz@marathonpetroleum.com](mailto:Gjalaniz@marathonpetroleum.com)
- **INEOS Chocolate Bayou Works:** Ricky Bond - [Ricky.bond@ineos.com](mailto:Ricky.bond@ineos.com)
- **INEOS Oligomers:** Adrian Cisneros – [Adrian.Cisneros@ineos.com](mailto:Adrian.Cisneros@ineos.com)
- **Kinder Morgan Texas City:** Bobby Arriola – [Bobby\\_Arriola@kindermorgan.com](mailto:Bobby_Arriola@kindermorgan.com)
- **Marathon Texas City:** Glenda Alaniz - [Gjalaniz@marathonpetroleum.com](mailto:Gjalaniz@marathonpetroleum.com)
- **Styrolution Texas City:** Cindy Bourgeois - [Cindy.Bourgeois@ineos.com](mailto:Cindy.Bourgeois@ineos.com)

## Background Checks

1. Does the Background Check have to be ordered through a Safety Council?

**Answer: Yes, S2Verify and First Advantage Background Checks must be ordered through a Safety Council to obtain the required Background Check Package Type.**

**The S2 Verify "Daikin Package" is not graded, and does not meet requirements for this process.**

**If questions about which Background Check Package to order, please call SCTC at 409-948-9009 ext. 8 before ordering the Background Check.**

2. Does SCTC accept Background Checks ordered through another Safety Council?

**Answer: Yes, as long as the Background Check was ordered through a Reciprocal Safety Council and the Background Vendor who processed the order was S2Verify or First Advantage.**

3. When does a Background Check expire?

**Answer: The Background Check expires after two years.**

4. Does SCTC view or house the Background Reports?

**Answer: No, the Background Reports are viewable to the Client by logging into their Background Vendor's account.**

5. How long does it take for a Background Check to complete?

**Answer: The average length of time for a Background Check to complete is 1 to 3 business days. Please contact the Background Check Vendor for questions of completion times.**

## Drug Testing

1. Who are the vendors for the Pre-Access Hair Test?

**Answer: Psychemedics Corporation.**

- Website: [www.vectorservices.net](http://www.vectorservices.net)
- Contact Number: 800-637-1645
- Email: [VECTOR@Psychemedics.com](mailto:VECTOR@Psychemedics.com)

**Answer: DISA**

- Website: [www.disa.com](http://www.disa.com)
- Contact Number: 281-673-2400

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2. What is the hair test process?

**Answer: For detailed information for the hair test process, you may contact the drug testing vendor that the hair test will be processed through:**

- Psychemedics at (800-637-1645) or go to their website at [www.vectorservices.net](http://www.vectorservices.net)
- DISA at (281-673-2400) or go to their website at [www.disa.com](http://www.disa.com)

3. How can I create/retrieve my company's Psychemedics account login information?

**Answer: You can contact Psychemedics at 800-637-1645 or go to their website [www.vectorservices.net](http://www.vectorservices.net) for detailed information.**

4. When does a Pre-Access Hair Test expire?

**Answer: Once the hair test is completed for an individual, the Client has to complete the following in 30 days:**

**Psychemedics**

- Activate the individual in the Vector System. ([www.vectorservices.net](http://www.vectorservices.net))
- Register the individual for the Site Specific training. ([www.csctc.org](http://www.csctc.org))

**DISA**

- The individual is in the DISA Contractor Consortium Hair Testing (DCCHT) ([www.disa.com](http://www.disa.com))
- Register the individual for the Site Specific training. ([www.csctc.org](http://www.csctc.org))

5. What is NASAP?

**Answer: NASAP stands for North American Substance Abuse Program.**

- Website: [www.hasap.com](http://www.hasap.com)

6. Who are the vendors for the NASAP Program?

**Answer:**

- **ASAP Drug Solutions**  
American Substance Abuse Professional  
Drug Solutions, Inc.  
Phone: (713) 526-2727  
Toll Free: (877) 877-8758  
E-mail: [info@asapdrugsolutions.com](mailto:info@asapdrugsolutions.com)
- **DISA, Inc.**  
Phone: (281) 673-2530  
Toll Free: (800) 752-6432  
E-mail: [sales@disa.com](mailto:sales@disa.com)
- **First Advantage Corporation**  
Phone: (888) 642-1090 ext. 212  
E-mail: [sales@fadv.com](mailto:sales@fadv.com)
- **Forward Edge Inc.**  
Phone: (713) 980-1079  
E-mail: [mgilbert@forwardedgeinc.com](mailto:mgilbert@forwardedgeinc.com)

7. What is the process for the NASAP Program?

**Answer: For detailed information for the NASAP Program, you may contact the drug testing vendor that your company will be processed through for the exact process.**