

## MEMORANDUM

Date: 14 April 2011  
From: Education & Volunteer Coordinator  
To: Ship's Company members and prospective members  
Re: **Drug testing for Ship's Company members**

USCG requires the crews of boats that carry passengers to be randomly tested for drugs. This applies to the crew of *Friends Good Will*. Ship's Company members must take a pre-employment drug test and join the Michigan Charter Boat Association (MCBA) in order to enroll in their random drug testing pool (or make arrangements to enter another pool). Here's what you do:

1. Get an MCBA application here:  
<http://www.michigancharterboats.com/application.pdf>
2. Take a drug test. You can arrange that with MCBA for \$55 (they'll tell you where to take it) or shop around and do it on your own (you may be able to find a facility that is cheaper and closer to you). The cost of the test is in addition to the cost of a yearly MCBA membership (\$45). If you want to arrange the drug test with MCBA, contact them for instructions. If you want to take care of it yourself, go someplace that does those tests and ask for a "DOT USCG pre-employment 5-panel drug screen". Have them send the results to you.
3. When you get the results, send the results along with your completed membership application and payment to MCBA. Check the box for "mate" (\$45). Ignore the line items that refer to USCG license and Internet listing. Write "Michigan Maritime Museum" in the space for "Business name".
4. When you get your membership card, show it to the Museum's Education & Volunteer Coordinator (EVC) or send the EVC a photocopy, fax, or digital image of it.

The MCBA will notify the Museum when a Ship's Company member has been selected for a random drug test. The Museum will then notify the member. This will usually happen when the member shows up to work on the boat, but volunteers who serve infrequently may be notified at home. Upon notification, the members must get tested immediately, so volunteers should let the EVC know what times are most convenient for them in case they are selected. The Museum will pay for tests for members who are selected randomly.

Note that MCBA memberships are for a *calendar* year, not for 12 months from dates of acceptance. You will have to renew your membership before December 31. If you let your membership lapse, you will have to take another pre-employment drug test to re-enroll in their pool.