



## LNGC Project Craft Onboarding Requirements

Welcome to the LNGC project and the FCCL team. Please ensure to completely read the below instructions to complete your onboarding requirements.

### BOOKING INFORMATION

CannAmm offers a central booking line for ease of access to all of our collection sites across North America.

For Occupational Health appointments	1.800.440.0023 ext. 5
For Drug and Alcohol Testing appointments	1.800.440.0023 ext. 2
For a Post-Accident or Reasonable Cause testing	1.800.440.0023 ext. 3 (available 24/7)
All of the appointments, aside from Post-Accident and Reasonable Cause, can also be booked online	CannAmm Program Administration Website (PAWS)* (Click <a href="#">here</a> to watch the video on how to complete online bookings)

*\*Your usernames and passwords for the Program Administration site will be sent to you via email once you are setup as a contact, or your account is created.*

You will be asked to provide the following information at the time of booking:

**//IND22498- FLUOR CONSTRUCTORS CANADA LTD- FCCL**

**// Donor's first and last name (and other pertinent information)**

**// Testing date and location**

**// Test to be performed (such as pre-access, post-accident or reasonable cause)**

### REPORTING INFORMATION

CannAmm strives to achieve the best turnaround times in the industry for result reporting.

CannAmm provides an invaluable online reporting method which means you don't have to sit by a telephone, or hope your fax machine isn't acting up that day. Once your result is posted, you will receive an automatic email to notify you to login to PAWS where you can view and/or print the results.



### Online Processing Timeline

Lab-based Results	Posted within 24-48 hours (for negative results - Once received at the laboratory)
Express Test Results	Posted within 3 hours

### For more information:

MROAs can be reached at 1.800.440.0023 ext. 4804

## Once Pre-Access Drug and Alcohol Results Are Received

- Send an email to [LNGC.FCCL.Admin@FluorConstructors.com](mailto:LNGC.FCCL.Admin@FluorConstructors.com) with the follow documents attached (Note: All documentation must be received before any camp, flights or orientations are booked)
    - Drug & Alcohol Result Confirmation Letter
    - Copy of Trade Certification or Apprenticeship
    - Copy of WHIMS 2015 Certification
    - Birth Day & Month
    - Your Legal First and Last Name as shown on government issued photo IDs (This will need to match your ID to allow you one your flight and access to site)
    - Your homebase town and province
    - Cell phone number that you can be reached at before or while traveling
- Note:** All documentation must be received before camp, flight and orientation are booked. Individuals must complete the above within 3 weeks of pulling a slip or the call will be cancelled.

- Individuals will receive an email from LNGC FCCL Travel confirming their start date, camp and flights
- Each individual is required to transport themselves to the confirmed charter hub
- As part of the email confirmation from LNGC FCCL Travel, there will be a list of items that are not allowed to be brought on the charter. Each individual is required to review this list and ensure compliance with this list.
- No tools are allowed on any charter flights. Any tools that are brought to the charter flight centers will be permanently confiscated.
- Personal tool belts are allowed only.
- PPE is provided individuals are not to bring hard hats, gloves, safety glasses, or vests
- Additional personal items recommended to bring are:
  - Sunscreen
  - Insect Repellant
  - Proper Work Clothing (Long sleeved shirts, full length pants, outwear based on current seasonal conditions)
  - Personal water jug/thermos
  - Indoor shoes for camp (work boots are not allowed in the camp)