

CONTRACTOR BACKGROUND SCREENING FREQUENTLY ASKED QUESTIONS (FAQ)

- 1. What TRMA member companies are participating in this program?**
AkzoNobel, Americas Styrenics, CITGO Petroleum Corporation, Dow Chemical, Flint Hills Resources, INEOS Styrolution America, IOI Loders Croklaan, Solvay and Stepan Company.
- 2. What company will conduct the background check?**
First Advantage Corporation has been selected by the manufacturers in this area to perform the background checks.
- 3. My employees underwent a background check when they were hired. Will this background check meet the requirements?**
No. The background check must be performed by First Advantage.
- 4. What are the elements of the background check?**
A background search consists of the following elements:
 - a. Social Security Number Verification
 - b. Motor Vehicle Report
 - c. Prohibited Parties Database Search
 - d. County Criminal History Search for the previous seven (7) years in each county where the applicant resided during the seven (7) years.
- 5. How often does a background check need to be requested?**
Each worker needs to have a background check every two (2) years
- 6. What do Contractor Companies need to do prior to requesting background checks?**
Each contractor company will have to set up an account with First Advantage before they can request background checks for their workers. The necessary forms and instructions are available on the TRMA website at http://www.trma.org/pdf/bkg-checks-File_1.pdf. You can also request the forms by contacting TRMA at kathleen.ament@trma.org or jerry.caamano@trma.org
- 7. When does a Contractor Company need to request a background check?**
A background check needs to be ordered prior to registering for safety training to work at one of the manufacturers that require background checks.
- 8. How do I know if I need to request a background check on a worker?**
The training registration system will prompt the contractor to request a background check if the worker has not had one in the previous two (2) years and a background check is required to work at the plant.
- 9. How do I request background check?**
Background checks are requested by logging on to the TRMA website as if you were going to register a worker for training. Select Background Screenings.

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10. Who can request the background check?

The background check must be requested by the Contractor (employer). The manufacturer and/or TRMA will not request background checks for Contractor employees.

11. What information do I need to request a background check?

The Contractor (employer) must have authorization from the worker to request a background check. A sample Consent Form is provided by First Advantage at the time the Contractor account user ID and password are sent by First Advantage to the Contractor. A sample Consent form is also available on the TRMA website at http://www.trma.org/pdf/FCRA_procedures_&_consent_form.pdf . The worker must complete and sign the Consent form prior to the employer ordering the background check. The Contractor is required to keep the Consent form for five (5) years.

The following worker information is needed to request a background check:

- Full legal name
- Social Security Number
- Driver's License Number & State of Issue
- Current Address (street, city, state and zip code)
- Date of birth (month, day and year)
- Gender

12. How long does it take to get the results of the background check?

It typically takes three (3) to four (4) business days. Contractor companies must monitor the results of each element of the background check. For instance, the results of the Social Security Verification (SSV) usually come back within minutes. If the SSN and the worker's name are not matched, the Contractor Company will have to resubmit the background check order with the correct information. The worker will not be admitted to class if the SSN cannot be verified.

13. Can the Contractor send the worker to the worksite before the results of the background check are known?

The worker can report to work after the background check has been ordered. It is not necessary to wait for the results of the background search before reporting to work.

14. What happens if the background screen report shows the worker does not meet the owner's criteria and the worker is already at the site?

The Contractor is responsible for reviewing the results of the background check for each worker. If a worker does not meet the owner's criteria, the Contractor is responsible for removing the worker from the worksite immediately.

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15. What is the procedure to order background checks for non U.S. resident workers?

The worker must have a U.S. issued social security number in order to have a background check ordered. For non U.S. resident workers, the employer needs to contact the manufacturer to discuss this situation.

16. How do I get the results of the background checks?

The results of the background check will be posted to the Contractor's account on the First Advantage website. The Contractor must log on to the First Advantage website using the user ID and password provided by First Advantage.

17. Who has access to the results of the background checks?

Only the Contractor (employer) will have access to the results of the background checks. Each employer decides what employees will be authorized to see the results of the background checks.

18. How do I know if the worker meets the manufacturer's criteria?

First Advantage will assign a graded score to the background check report to make it easier for the Contractor to interpret the results. Each TRMA manufacturer will determine the acceptable graded score to work at their site and will communicate this score to each Contractor. The worker meets the manufacturer's criteria if the worker's score is at or below the owner's criteria.

For example, if Plant A selects a graded score of 02 and the worker report grades at a 0, 01 or a 02 – then the worker meets the criteria to work at Plant A. If the worker's score is a 03 or higher, then the worker does not meet the owner's criteria. The employer will also have access to the full background check report.

19. What are the Graded Scores for the participating plants?

Facility	Graded Score
AkzoNobel – Morris Plant	06
Americas Styrenics	01
CITGO Petroleum - Lemont	01
Dow Chemical	01
Flint Hills Resources	00
IOI Lodders Croklaan	01
INEOS Styrolution America	01
Solvay	02
Stepan Company	01

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20. Does the Contractor need to tell the plant owner the results of the background check for a worker?

No. The plant owner does not need to know the results. The Contractor is responsible to ensure every worker working at the plant owner's site meets the owner's criteria.

21. What if a worker thinks his/her background screen information is incorrect?

Workers have the right to see the results of their background check and can appeal the findings on the report. The Contractor (employer) and/or the worker should contact First Advantage by calling Team Petro 877-247-0262 to discuss.

22. Do Contractors have any compliance responsibilities when they start ordering background screens?

The Contractors, in ordering and using Background Check Reports for employment purposes, shall comply with its obligations under the applicable federal laws, including but not limited to: the Fair Credit Reporting Act (FCRA), the American With Disabilities Act (ADA), the Drivers Privacy Protection Act (DPPA); and the applicable state laws. Contractors should contact First Advantage for specific guidance.

23. What is the cost of a Background Check?

The fee for the Background Check is \$60 per worker payable via credit card at the time the order is placed.

24. What is the cost of setting up an account with First Advantage?

The cost to set up an account is \$125 to cover the cost of the Site Inspection that First Advantage must conduct.