

INSTRUCTIONS FOR COMPLETING THE U.S. DEPARTMENT OF TRANSPORTATION ALCOHOL TESTING FORM

NOTE: Use a ballpoint pen, press hard, and check all copies for legibility.

STEP 1 The Breath Alcohol Technician (BAT) or Screening Test Technician (STT) completes the information required in this step. Be sure to print the employee's name and check the box identifying the reason for the test.

NOTE: If the employee refuses to provide SSN or I.D. number, be sure to indicate this in the remarks section in STEP 3. Proceed with STEP 2.

STEP 2 Instruct the employee to read, sign, and date the employee certification statement in STEP 2.

NOTE: If the employee refuses to sign the certification statement, do not proceed with the alcohol test. Contact the designated employer representative.

STEP 3 The BAT or STT completes the information required in this step and checks the type of device (saliva or breath) being used. After conducting the alcohol screening test, do the following (as appropriate):

Enter the information for the screening test (test number, testing device name, testing device serial number or lot number and expiration date, time of test with any device-dependent activation times, and the results), on the front of the ATF. For a breath testing device capable of printing, the information may be part of the printed record.

NOTE: Be sure to enter the result of the test exactly as it is indicated on the breath testing device, e.g., 0.00, 0.02, 0.04, etc.

Affix the printed information to the front of the form in the space provided, or to the back of the form, in a tamper-evident manner (e.g., tape) such that it does not obscure the original printed information, or the device may print the results directly on the ATF. If the results of the screening test are less than 0.02, print, sign your name, and enter today's date in the space provided. The test process is complete.

If the results of the screening test are 0.02 or greater, a confirmation test must be administered in accordance with DOT regulations. An EVIDENTIAL BREATH TESTING device that is capable of printing confirmation test information must be used in conducting this test.

Ensure that a waiting period of at least 15 minutes occurs before the confirmation test begins. Check the box indicating that the waiting period lasted at least 15 minutes. You MUST use a new mouthpiece for the confirmation test AND the test number MUST be sequential from the initial positive screening. Do NOTHING with the breathalyzer in between initial positive test and confirmation test.

After conducting the alcohol confirmation test, affix the printed information to the front of the form in the space provided, or to the back of the form, in a tamper-evident manner (e.g., tape) such that it does not obscure the original information, or the device may print the results directly on the ATF. Print, sign your name, and enter the date in the space provided. Go to STEP 4.

STEP 4 If the employee has a breath alcohol confirmation test result of 0.02 or higher, instruct the employee to read, sign, and date the employee certification statement in STEP 4.

NOTE: If the employee refuses to sign the certification statement in STEP 4, be sure to indicate this in the remarks line in STEP 3. Immediately notify the DER if the employee has a breath alcohol confirmation test result of 0.02 or higher.

Forward Copy 1 to the employer. Give Copy 2 to the employee. Retain Copy 3 for BAT/STT records.

Complete Calibration AFTER the confirmation test and affix to the ATF (we also typically send the most recent monthly calibration printout with the paperwork).

Start every Breath Alcohol Test with this script after you check your elevation and before they sign (they MUST sign before you start the test). Ensure they read the statement in Step 2 before they sign or read it to them:

Can I see your identification? I will be conducting a breath alcohol test on you today. After you sign this Alcohol Testing Form (ATF) you will blow on the mouthpiece / alcohol testing device. I will walk you through the entire process. I will record your results. If the results are .020 or higher you will be required to take a confirmation test. You will receive a copy of the ATF when we are finished with the process. Have you had anything to eat or drink in the last 15 minutes?

Ensure you show the donor the ATF instructions, encourage them to read them and offer them a copy.

Have the donor initial the printout after you review the results of the breath alcohol test.

If positive, greater than .020 you will read them this script:

- You must stay with me the entire time and not out of my sight
- Do not eat, drink, belch or put anything in your mouth

This is just for your information:

FMCSA Blood Alcohol Limits, which set a **0.04 percent** blood-alcohol concentration limit. This is half the BAC limit for non-commercial drivers in most states. The FMCSA rules also stipulate that commercial drivers may not operate a commercial vehicle within four hours of using alcohol (of safety sensitive duty).

Under DOT regulations - .020 - .039 – This is NOT considered a positive but does require a confirmation. However, donor must be taken off the job for at least 8 hours for most DOT agencies. FMCSA requires 24 hours and FRA does not allow it. Best practice is to retest the next day and if donor is below .020 they can go back to work doing their safety sensitive duties.

Under DOT regulations - .040 or greater – This IS considered a positive alcohol confirmation / screening. Donor MUST be taken off safety sensitive duties until they are evaluated by a Substance Abuse Professional (SAP) and determine if they have a problem that requires a Follow-Up Program / treatment.

Even though .080 is the legal non-DOT alcohol limit, we are to follow these regulations for all DOT modes. For NON-DOT, follow company policies. I would recommend the donor not drive with any result over .020. We are looking for impairment, not intoxication with our testing. Safety first!

For DOT alcohol tests other than pre-employment, the donor should either have been working immediately before, during or after work.