

MEMORANDUM FOR RECORD

Date of Test/Error Made: _____ Today's Date: _____

STT or BAT Name (print): _____

Subject/Employee Name: _____ Test #: _____

Error:

The STT or BAT did not sign the Alcohol Testing Form (ATF).

The STT or BAT failed to make a note in Remarks that the employee did not sign Step 4 after a test result of 0.02 or greater.

The STT or BAT used a non-DOT form for a DOT test.

Indicate why you used the wrong form and what you will do to prevent this error from occurring again in the future. _____

Other error (specify): _____

I attest that all other information is correct, and this statement is true and accurate.

STT or BAT Signature

Date

Technician should complete and distribute copies of this form on the same business day of notification/awareness of the error.