

Checklist for Conducting a DOT Alcohol Test

SECTION 1: UNEVENTFUL, NEGATIVE TEST:

1. Ask to see Photo ID (gov't or employer issued). [Call DER at company for positive identification if the employee does not have proper photo ID.]
2. Complete Step 1 on ATF (print employee's name with middle initial, write in ID#, fill in company name, DER info; check Reason for Test)
 - a. Important: If the person you're testing is an FMCSA-covered driver, you must write in the driver's commercial driver license (CDL) number and State [instead of the SSN or employee ID#]. *Do NOT make up a number.*
3. Show the subject the Instructions on the back of ATF and explain that this is the form you will be using for their DOT alcohol test and recording results on.
4. Tell employee, "If your screening test result is 0.02 or greater, you will be required to submit to a confirmation test on a breath alcohol instrument after a 15-minute wait."
5. Read Step 2 to the employee and have them sign and date it (They must sign Step 2.)
6. Show the employee the device/instrument you will be using and explain how it works.
7. Turn on your EBT and begin the testing procedure.
 - a. (If using a breath instrument, it is suggested to let them select the mouthpiece.)
8. Show the Test # to the employee (and the air blank, if your device runs an air blank prior to a screening test).
9. Give the employee blowing instructions (Such as: "Take a deep breath, hold it for a second; then blow long, strong, and steady into the mouthpiece for as long as you can.")
10. Show the employee the result on the device.
11. Tape results to ATF (all 3 copies) with tamper-evident tape [unless the EBT prints directly on the ATF].
12. Show the employee the result you recorded. Confirm it matches what the device reads.
➔ If the screening test is 0.020% or greater, move to step 13.

If the screening test result is negative (less than 0.02):

- 12 (a) Check appropriate boxes in Step 3 (i.e BAT / Breath). Complete the bottom of Step 3, filling in your company name, address, phone number, print your name, sign and date the form. (Never sign the ATF until the results are recorded/taped on the form!)
- 12(b) Subject/employee does not need to sign Step 4 and no further testing is required.

SECTION 2: POSITIVE SCREENING TEST (perform these steps only if the screening test is .02+):

If the screening test is positive (0.02 or higher):

13. Give them the 15-minute wait instructions (“Don’t eat, drink, smoke, chew, put anything in your mouth, try not to belch. All of these things are for your benefit to reduce the accumulation of mouth alcohol which could lead to a higher result on your confirmation test...”)
 - a. Document in Remarks that you gave employee the 15-minute wait instructions.
- 13(a) If you will not be conducting their Confirmation Test:** Instruct the employee that they will be escorted to a testing site for their confirmation test with a BAT on a breath alcohol instrument and send a copy of your completed ATF with the person transporting the employee to the confirmation testing site.
- 13(b): Complete Step 3 (check boxes and print, sign, date, company info...)
- 13(c): Ask the employee to sign Step 4 (read it to them first).
14. **If you WILL be the person conducting their Confirmation Test:** Stay with the employee and observe them during the 15-minute waiting period.
15. After the 15 minutes has expired, choose a new mouthpiece for the confirmation test.
16. Tell the employee, “This will be your final test. If your confirmation test results are 0.020 or greater, I will need to notify your employer and you will not be able to perform your safety-sensitive duties.”
17. Show the Air Blank (required) to the employee.
18. Show the new test # to the employee.
19. Perform the confirmation test, and show the result to the employee. (Show them the printed result and test number, etc., noting it matches the result on the EBT.)

20. *If the confirmation test is negative (less than 0.020):*

20(a): Tape the results to the ATF (or have the device print results on ATF).

20(b): BAT signs, dates, etc. Step 3 of ATF.

20(c): Give Copy 2 to the Employee and forward Copy 1 to the DER.

21. *If the confirmation test is positive (0.02 or higher):*

21(a): Tape the results to the ATF (or have the device print results on ATF).

21(b): BAT signs, dates, etc. Step 3 on ATF.

21(c): Read Step 4 to the employee and ask them to sign it (make note in Remarks if they will not sign Step 4).

22. Optional, but recommended: If the Confirmation test is 0.020% or greater:

Perform an External Calibration Check on your EBT and record it in your Log Book.

- a.* This accuracy check must be within proper tolerance range, or the test is cancelled. If this occurs, the EBT must be calibrated by a factory-authorized calibration technician (FACT) before it may be used again for testing. If you are a FACT, you may calibrate the device, then ensure it passes an accuracy check, and then retest the employee, starting the entire procedure over from the beginning.

23. Report results immediately to the DER.

24. Give Copy 2 to the Employee and forward Copy 1 to the DER.