Breath Alcohol Testing Protocols

STEP 1 & 2

1. Check Company Protocol to determine correct form (DOT, Non-DOT).
2. Ask employee for proper identification (issued by US Gov't, employee ID, DER verification).
3. Fill out STEP 1 of ATF.
4. Have employee review information in STEP 1 and sign STEP 2.

STEP 3 Prepare alcohol testing device

1. Turn device on and wait for start up diagnostics. Follow device instructions for starting a new test.
2. Select a new unopened breath alcohol tube (employee may choose tube).
3. Explain instructions to employee, "Take a deep breath, wrap your lips around the tube to create a good seal, blow hard and steady into the tube until all air has been expelled from your lungs or I tell you to stop from the machine indicating a sufficient volume (about 5-10 seconds).
4. Attach new tube to device and hand machine to employee to start test (if employee is having difficulties obtaining results, see SHY LUNG protocol)
5. Once results have been obtained, show the employee the screen and printout so they know their results. Tape printout to ATF or record results on ATF (fill out printout information, name and signatures).
6. If results were at or above 0.02 follow steps for CONFIRMATION testing, (wait 15-30 mins and observe employee, no food or drink or belching. Repeat test (steps 2-5 ensuring that an air blank is performed prior to test and that the test # is in numerical sequence from screening test)
7. Complete STEP 3 by checking boxes for TECHNICIAN (BAT), DEVICE (BREATH), 15 MIN WAIT (YES if results were at or above 0.02) NO (if results were below 0.02). Complete Alcohol Technician information, Name, Signature, Company info.

STEP 4

1. If results were below 0.02, nothing further is required by employee for DOT. For non-DOT have employee sign on appropriate line.
2. If results were at or above 0.02, have employee sign on appropriate line for DOT. For non-DOT employee will sign on STEP 5.