

## **Checklist for Conducting a DOT Alcohol Screening Test (for STTs)**

- Ask to see Photo ID (gov't or employer issued). [Call DER at company if subject does not have proper photo identification.]
- 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)
- Show the subject the Instructions on the back of ATF and explain that this is the form you will be using for their DOT screening test and recording results on.
- 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."
- Read Step 2 to the employee and have them sign and date it (They must sign Step 2.)
- Show the employee the screening device you will be using and explain how it works. If saliva device, show them the expiration date on device.
- Conduct the screening test following the manufacturer's instructions for the device.
  - (If using a breath instrument, it is suggested to let them choose the mouthpiece.)
- Show the employee the result on the device.
- Record the device information in Step 3 → Device name, Serial # or LOT# and Expiration Date; Activation time (If applicable), Reading Time, and Result.
- Show the employee the result you recorded. Confirm it matches what the device reads.

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

- Check appropriate boxes in Step 3 (i.e. STT / Saliva). 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!)
- Subject does not need to sign Step 4 and no further testing is required.

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

- 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...")
  - Document in Remarks that you gave employee the 15-minute wait instructions.
- Complete Step 3 (check boxes and print, sign, date, company info...)
- Read Step 4 to employee and ask them to sign it. (Make note in Remarks if they will not sign.)
- 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.