



Script for Breath Alcohol Screening Scenarios

The alcohol testing location must provide aural and visual privacy to the individual being tested — this privacy must be sufficient so that no unauthorized persons can see or hear the test results. No unauthorized persons are permitted to the testing location.

It is required that all necessary equipment, personnel, and materials for breath testing are at the location where the testing is conducted. Only the Breath Alcohol Technician (BAT) may handle the testing device during the process. BATs are only to test one employee (donor) at a time and the BAT may not leave the testing location while the testing procedure is in progress.

BAT: “May I please see your photo ID?” Donor hands his ID to the BAT

BAT visually confirms that the ID matches the donor.

BAT: “I will be conducting an alcohol screening test on you today. After you sign this alcohol testing form (ATF), you will blow into the alcohol testing device, and I will record your results. If the result is .020 or greater you will be required to take a confirmation test. You will receive a copy of the testing form when we are finished with the process.”

BAT turns over ATF to show ‘Instructions for Completing the US DOT ATF’

BAT: “These are the steps that we will be following today”

Donor glances and the form

BAT: “Do you have any questions about the steps or process?”

Donor: “No”

BAT turns the form back over.

The BAT completes Step 1 of the ATF with the information listed below. The employer's information can be preprinted or completed during the testing process:

- Donor's name
- Donor's ID number
- Employer name
- Street address, city, state & zip code
- Designated employee representative name and phone number

BAT: "Our records show that _____ is your designated employee representative (DER); Is that correct?"

Donor: "Yes"

BAT: "I understand that you are here for a random test; is that correct?" Donor: "Yes"

BAT checks Random box on the ATF.

BAT points to Step 2 on the ATF.

BAT: "Please read, sign, and date Step 2 of this ATF"

Donor signs and dates Step 2 of the form

NOTE: If the donor refuses to sign Step 2, this becomes a Refusal to test, and remarks are required in Step 3 prior to notifying the DER.

Allow the donor to select the mouthpiece from a minimum of three and hand it to you to attached to the instrument.

The BAT opens and attaches the mouthpiece to the device in view of the donor and turns the instrument on.

BAT: "Please stand for the testing processes"

BAT: "I am going to take an air blank with the instrument; an air blank takes a sample of the ambient air to verify that there is no alcohol present."

BAT pushes Sample (Execute button) to take the air blank, shows the donor and reads the result of .000.

The instrument will beep twice when it is ready for the test. The BAT will show the donor their test number and read it aloud.

BAT: "Your test number is _____"

The BAT will position the instrument and donor for the test.

BAT: "Take a deep breath and blow into the mouthpiece as long and steadily as you can rather than as hard as you can. The instrument will give an audible beep when it is done sampling."

The Lifeloc device will graph the donor's breath flow and take the sample as it senses that they are at the end of their breath.

While the donor is blowing the BAT coaches: "Keep blowing, keep blowing..."

BAT shows the donor the result.

BAT presses Print (execute button) to begin printing test results.

****CONTINUE ON CURRENT SCRIPT FOR RESULTS UNDER .020 (NEGATIVE)**

****MOVE TO PAGE 4 FOR RESULTS .020 OR HIGHER (POSITIVE)**

BAT: "Your result is .000. I am going to print these results, attach them to the ATF and complete the form."

BAT removes the mouthpiece, prints the results, and affixes copies to all three forms.

BAT checks the BAT and the BREATH boxes in Step 3 of the form.

BAT completes step 3 of the form by signing and dating in view of the donor.

The ATF must have the BAT's name, company name, address and phone number printed in step 3. This may be preprinted or completed during the testing process.

Lifeloc printouts allow for a donor signature on each of the 3 copies of the printed results if that is part of your procedural policy.

NOTE: No remarks are required for uneventful tests. If the donor required a Manual test due to respiratory issues, a remark is required.

The 15-minute box should not be checked. This is reserved only if a 15 minute wait period has begun on a positive.

BAT gives the donor copy 2.

BAT: "Here is your copy of the ATF. I will be keeping copy 3 and forwarding copy 1 to your DER."

The testing process is complete.

TO PAGE IF SCREENING RESULTS ARE .020 OR HIGHER (POSITIVE):

BAT: “Since your result is above .020, we are going to take a confirmation test. We will be observing a 15-minute waiting period and during this time you cannot eat, drink, put any object or substance in your mouth, or belch. We will still take the test even if you disregard my instructions. This waiting period and the instructions are for your benefit and will avoid residual mouth alcohol from affecting your confirmation test result.”

BAT: “I am going to print these results and attach them to the ATF.”

Lifeloc printouts allow for a donor signature on each of the 3 copies of the printed results if that is part of your procedural policy.

BAT removes the mouthpiece, prints results, and affixes copies to all three forms.

BAT checks the BAT and the BREATH boxes in step 3 of the form.

The time period begins upon the completion of the screening test; it is not to be less than 15 minutes and cannot exceed 30 minutes. The BAT must observe the donor for the entire 15 minutes; if the donor disregards the instructions provided, the BAT must make note of it in the remarks section of the ATF and continue with the process. The PX6.0 will automatically count down the waiting period and will provide an audible warning 30 seconds before the 15 minutes are up. The EV30 requires you to count down the 15 minutes manually.

Take caution not to make comments or engage the donor in conversation that can jeopardize the integrity of the testing process.

NOTE: If the donor chooses not to stay for the 15-minute waiting period, this is a Refusal to test, and a remark is required in Step 3 prior to contacting the DER. The 15-minute wait box would be checked “NO” in this instance, as well as if there is another situation where the test cannot be completed such as equipment malfunction, acts of nature or medical attention being required.

AFTER 15 MINUTE WAIT:

The PX6.0 will automatically take the required air blank prior to performing the confirmation test. The EV30 will require you to manually take the air blank. A new test number, which must be in sequence with the screening test number, will be displayed.

Allow the donor to select the mouthpiece from a minimum of three and hand it to you to attached to the instrument.

The BAT opens and attaches the mouthpiece to the device.

In view of the donor, open a new, individually sealed mouthpiece and attach it to the instrument taking care not to touch the end that will be in the donor’s mouth.

The BAT shows the donor and reads the result of .000 of the air blank

The BAT will show the donor their sequential test number and read it aloud.

BAT: “Your test number is _____”

The BAT will position the instrument and donor for the test.

BAT: “Take a deep breath and blow into the mouthpiece as long and steadily as you can rather than as hard as you can. The instrument will give an audible beep when it is done sampling.”

While the donor is blowing the BAT coaches: “Keep blowing, keep blowing...” BAT shows the donor the confirmation result.

The screening and confirmation test results are often not identical; the confirmation test result is final and upon which any action will be based.

BAT: “I am going to print these results and attach them to the ATF.”

BAT removes the mouthpiece, prints the results, and affixes copies to all three forms.

The BAT checks the YES in the 15-minute wait block in Step 3

Only check the 15-minute box when the period is met. Do not complete this step during the wait period as it is meant as a confirmation that the process was complete. The NO box should only be checked if the 15-minute wait cannot be completed due to a refusal, or other situation where a test cannot be completed.

****CONTINUE ON CURRENT SCRIPT FOR NEGATIVE RESULTS**

****IF THE RESULT IS POSITIVE, MOVE TO PAGE 6**

BAT completes Step 3 of the form by signing and dating.

The ATF must have the BAT’s name, company name, address and phone number printed in Step 3. This may be preprinted or completed during the testing process.

NOTE: No remarks are required if the testing process is uneventful and the confirmation result is negative.

BAT gives the donor copy 2.

BAT: “Here is your copy of the ATF. I will be keeping copy 3 and forwarding copy 1 to your DER.”

The testing process is complete. No Calibration Check required.

IF CONFIRMATION TEST IS POSITIVE, ABOVE .020:

BAT points to step 4 on the ATF

BAT: "Please read, sign, and date step 4 of this ATF"

NOTE: If the donor refuses to sign Step 4, a remark is required in Step 3.

BAT notates 'DER Notified at xx:xx' in Step 3 of ATF.

BAT completes Step 3 of the form by signing and dating.

The ATF must have the BAT's name, company name, address and phone number printed in Step 3. This may be preprinted or completed during the testing process.

BAT gives the donor copy 2.

BAT: "Here is your copy of the ATF. I will be keeping copy 3 and forwarding copy 1 to your DER."

The BAT must **immediately contact the DER** and notify them of the positive test result. It is the DER's responsibility to further instruct the donor.

The testing process is complete. Move into the Calibration Check once the donor leaves.