

Appendix C

What You Need to Know about Alcohol Testing Procedures

The testing procedures have been designed to ensure the security and integrity of the specimen provided by each driver. These procedures are in accordance with standards which have been established by the U.S. Department of Health and Human Services and have been accepted as appropriate procedures in Canada.

An evidential breath testing (EBT) device or alcohol screening device (ASD) may be used for alcohol testing.

Procedures and Protocol:

Evidential Breath Testing Device

- The testing will be performed in a private setting. Only authorized personnel will have access, and are the only individuals who can see or hear the test results.
- When the driver arrives at the testing site, the Breath Alcohol Technician (BAT) will ask for identification. You will be asked to provide photo ID and employer information. If you do not have proper ID, your supervisor will be asked to identify you. The driver may ask the BAT for identification.
- You are not required to pay for any part of the testing at the collection site.
- A screening test is performed first. When a breath testing device is used, the mouthpiece of the breath testing device must be sealed before use, and opened in the driver's presence.
- The driver will be asked to select an individually wrapped mouthpiece. In view of the driver, the collector will open the mouthpiece and insert it into the device.
- The driver must blow forcefully into the mouthpiece of the testing device for at least 6 seconds or until an adequate amount of breath has been obtained.
- If you are unable to provide an adequate sample, you will be asked to try again. If you are unable to a third time, your employer will be informed immediately and you will be directed as soon as possible to a licensed physician for evaluation on your medical ability to provide an adequate amount of breath. (Not providing an adequate sample is considered a refusal to submit to a test unless there is a legitimate medical reason.)
- Once the test is completed, the BAT must show the driver the results. The results may be printed on a form generated by the breath testing device or may be displayed on the breath testing device. If the breath testing device does not print results and test information, the BAT is to record the displayed result, test number, testing device, serial number of the testing device, and time on the alcohol testing form. If the breath testing device prints results, but not directly onto the form, the BAT must affix the printout to the alcohol testing form in the designated space.
- You will be required to sign and date a Breath Alcohol Testing Form to acknowledge the accuracy of the driver and employer information, and authenticity of the specimen. You will be given a copy for your records.
- If the reading on the breath testing device is less than 0.02, both the driver and the BAT must sign and date the result form. The form will then be confidentially forwarded to the company's designated employer representative (DER).

- If the reading on the breath testing device is 0.02 or more, a confirmation test must be performed. Confirmation tests must be conducted on a breath testing device.
- The test must be performed after 15 minutes have elapsed, but within 30 minutes of the first test. The BAT will ask the driver not to eat, drink, belch, or put anything into his/her mouth. These steps are intended to prevent the build-up of mouth alcohol, which could lead to an artificially high result.
- A new sealed mouthpiece must be used for the new test. The calibration of the breath testing device must be checked. All of this must be done in the driver's presence.
- If the results of the confirmation test and screening test are not the same, the confirmation test will be used.
- If your second test result is equal to or greater than 0.02 and below 0.039, the technician will immediately notify your supervisor. You will be removed from duty for a minimum of 24 hours following the administration of the test. You will not be authorized to drive.
- If your test result is equal to or greater than 0.04, the technician will immediately notify your supervisor. You will be removed from your duties and referred for evaluation by a Substance Abuse Professional (SAP).
- Refusal to complete and sign the alcohol testing form or refusal to provide breath will be considered a failed test, and the driver will be removed from all safety-sensitive functions until the matter is resolved.

Insufficient Breath

When a driver does not provide enough breath for a valid breath test, the driver should be instructed to make a second attempt. If the driver refuses to reattempt the test, it is considered a refusal to test. If the driver does not provide sufficient breath in the second test, the BAT should note the fact on the alcohol testing form "remarks" line and immediately notify the DER. The driver may be allowed a third attempt if the BAT believes there is a strong likelihood that it could result in a sufficient breath sample.

Alcohol Screening Device (ASD) Saliva Test

- When an alcohol screening device (ASD) (saliva) is used, the screening test technician (SST) must check the device's expiration date and show it to the driver. A device may not be used after its expiration date.
- The collector will open the package containing the device in front of the driver and offer the driver the opportunity to use the device.
- If the driver chooses to use the device, instruct the driver how to use it according to the device's instructions.
- If the driver chooses not to use the device, insert the device into the driver's mouth and gather saliva according to the device's instructions.
- The collector will follow the manufacturer's directions for making sure the device is activated.
- Read the result on the device no sooner than the device's manufacturer instructs, but at least within 15 minutes of doing the test. Show the device and its reading to the driver and enter the result on the alcohol testing form.
- You will be required to sign and date a Breath Alcohol Testing Form to acknowledge the accuracy of the driver and employer information, and authenticity of the specimen. You will be given a copy for your records.
- The collector will note in Step 3 of the alcohol testing form that a saliva ASD was used.
- If the reading on the breath testing device is 0.02 or more, a confirmation test must be

performed. Confirmation tests must be conducted on a breath testing device.

- The test must be performed after 15 minutes have elapsed, but within 30 minutes of the first test. The BAT will ask the driver not to eat, drink, belch, or put anything into his/her mouth. These steps are intended to prevent the build-up of mouth alcohol, which could lead to an artificially high result.
- If your second test result is equal to or greater than 0.02 and below 0.039, the technician will notify your supervisor immediately. You will be removed from duty for a minimum of 24 hours following the administration of the test. You will not be authorized to drive.
- If your test result is equal to or greater than 0.04, the technician will immediately notify your supervisor. You will be removed from your duties and referred for evaluation by a Substance Abuse Professional (SAP).

Insufficient Saliva

When a driver does not provide enough saliva for an alcohol screening test, a new test should be conducted using a new device. If the driver refuses to reattempt the test, it is considered a refusal to test. If the driver does not provide sufficient saliva in the second test, the SST should note the fact on the alcohol testing form “remarks” line and immediately notify the DER. The DER must immediately arrange to administer an alcohol test using an EBT or other breath testing device.

Donor Checklist – Please remember to:

- Bring photo ID;
- Provide breath sample by blowing forcefully into the mouthpiece of the breath-testing device;
- Observe instrument reading and sign and date the Breath Alcohol Testing Form to acknowledge accurate employer and driver information and authenticity of test results. Keep a copy for your records;
- If your test result is equal to or greater than 0.02, you will be required to wait 15 minutes, then provide another sample. With a subsequent result of 0.02 – 0.039, your supervisor will be notified immediately and you will be removed from duty for 24 hours;
- If your test result is greater than 0.04, your supervisor will be notified immediately, you will be removed from duty and referred to a SAP;
- To take your personal belongings with you on your way out.