**Alcohol Testing Form (ATF) Review Checklist**

* Does the form read “*U.S. Department of Transportation (DOT) Alcohol Testing Form*” at the top?
* **In Step 1:**
	+ Is the correct employee’s name and ID number or SSN listed?
	+ Is the correct employer name and address listed?
	+ Is the DER name and phone number accurate?
	+ Is the reason for the test marked correctly?
* **In Step 2:**
	+ Did the employee sign and date the form?
* **In Step 3:**
	+ Did the alcohol technician designate his/her title (BAT or STT), and indicate the type of device used?
	+ Is the testing facility information listed accurately?
	+ Did the alcohol technician sign and date the ATF?
	+ If a confirmation test was performed, was the 15-minute waiting period observed (i.e. is the “Yes” box checked)?
		- If a confirmation test was not performed, neither the “Yes” nor “No” box should be checked.
	+ If a confirmation test result is 0.02 or greater, did the employee sign Step 4? If not, did the BAT make an appropriate comment in the remarks section?
* **EBT Printout:**
	+ Are the printed results for a screening or confirmation test affixed to the ATF with tamper-evident tape, if not printed directly on the form?
		- The results of a screening test below 0.02 may be hand-printed on the ATF in Step 3 if the screening device is not designed to print.