**Breath Alcohol Test Checklist**

***Did the Technician...***

* Require the employee to provide positive identification
* Explain the basic testing procedure, show the employee instructions on the back of the ATF
* Use the Federal Alcohol Testing Form
* Complete Step 1 of the ATF
* Direct the employee to complete Step 2 of the ATF
* Open an individually sealed mouthpiece and attach it to the EBT in the presence of employee
* Instruct the employee to blow forcefully into the mouthpiece for at least 6 seconds or until the EBT indicates an adequate amount of breath has been obtained
* Show the employee the result displayed on the EBT
* If the EBT is not designed to print, record the following in Step 3:
	+ Identification of the machine
	+ Sequential test number
	+ Test result
* If the EBT prints the result, affix the paper strip to the ATF using tamper-evident tape
* **If the screening test result is less than 0.02:**
	+ Complete the certification in Step 3
	+ Give Copy 2 of the ATF to the employee
* **If the screening test result is greater than or equal to 0.02:**
	+ Continue to confirmation test

Confirmation Test

***Did the Technician...***

* Observe a waiting period of at least 15 minutes (but not more than 30 minutes)
* Advise the employee:
	+ Not to eat, drink, put anything into his or her mouth, or belch
	+ The reason for the waiting period
	+ That the confirmation test will be completed at the end of the waiting period, even if the instructions have not been followed
* Conduct an air blank on the EBT to ensure a reading of 0.00 and show the reading to the employee
* Open a new individually sealed mouthpiece and attach it to the EBT in the presence of employee
* Read, and show the employee the sequential test number on the EBT
* Instruct the employee to blow forcefully into the mouthpiece for at least 6 seconds or until the EBT indicates an adequate amount of breath has been obtained
* Show the employee the test result displayed on the EBT
* Affix the paper strip to the ATF using tamper-evident tape
* **If the confirmation test result is less than 0.02:**
	+ Complete the certification in Step 3
	+ Give Copy 2 of the ATF to the employee
* **If the confirmation test result is greater than or equal to 0.02:**
	+ Complete the certification in Step 3
	+ Direct the employee to sign and date Step 4 of the ATF