

Breath Alcohol Technician Testing Procedural Guide

- Check **Step 1** complete before the donor arrives.
- Upon donor arrival, check their name and ID.
- Give **procedural explanation**
 - ie. “Hello, my name is _____ I will be your Breath Alcohol Technician today. We will be doing a breath alcohol test today, using this device (indicate to device), which will measure your blood alcohol content and give us a quantitative result, which I will show you. If you blow 0.02% or over, you will be required to take a confirmation test, after a 15 min wait. Do you have any questions?”
- Have the donor read and sign **Step 2** (donor information section).
- Have the donor select a **new mouthpiece**.
- Open mouthpiece and place on device (making sure NOT to touch the end on which the donor will place their mouth with ungloved fingers).
- **Air blank**, show donor, explain this shows that there is NO alcohol in the device.
- Read to donor their **Record Number**.
- Tell the donor how to blow into the device; ie. “Please stand up, you will need to take a deep breath and blow hard and keep blowing until the machine clicks or I tell you to stop.”
- **Show the donor their result** and say it out loud. ie. “As you can see, your result is _____”
 - IF result is < 0.02%
 - Print result.
 - Tape receipt to ATF.
 - Sign and date **Section 3**, collector information (and check that test was done with a Breathalyzer, that you are a BAT, and **leave the 15-minute wait section unchecked**).
 - Give the donor their copy of the ATF and tell them they are free to go.
 - IF result is ≥ 0.02%
 - **Inform donor of 15 min. wait requirement.** ie. “Because you have blown over .020, you will be required to take a confirmation test after a 15 min. So at this time I will need you to just take a seat in our waiting area, you are not allowed to go to the bathroom, go

outside for a smoke, eat or drink, and it's best if you refrain from belching as that can bring alcohol up into your mouth.”

- Write the time that you began the 15-minute wait and explained it, in the remarks.
- After 15 min wait has expired (and before 30 min has passed), bring the donor back into the work area to complete the **Confirmation Test**.
- Have the donor choose a **new mouthpiece**.
- Place the new mouthpiece on the device, making sure not to touch the end which the donor puts in their mouth.
- Do an **air blank** test, show the donor the air blank is 0.00 and advise them that this means there is no residual alcohol in the device.
- Read the donor their **Record Number**.
- Tell the donor how to blow into the device; ie. “Please stand up, you will need to take a deep breath and blow hard and keep blowing until the machine clicks or I tell you to stop.”
- **Show the donor their result** and say it out loud. ie. “As you can see, your result is _____”
 - If result is < 0.020
 - Print result.
 - Tape receipt to ATF.
 - Sign and date **Section 3**, collector information (and check that test was done with a Breathalyzer, and that you are BAT, and the YES box for the 15-minute wait taking place).
 - Give the donor their copy of the ATF and tell them they are free to go.
 - If result is ≥ 0.020
 - Print result
 - Tape receipt to ATF.
 - Have donor sign **Section 4** of ATF, and tell them they are NOT allowed to return to safety-sensitive duties and should NOT be operating a motor vehicle at this time, their DER will contact them to let them know what to do next.

- Sign and date **Section 3**, collector information (and check that test was done with a Breathalyzer, that you are a BAT, and the YES box for the 15-minute wait).
- After a positive confirmation test, you need to do an ACCURACY CHECK with your breathalyzer, to confirm the validity of the test which was done. You should NOT let the donor leave before completing the accuracy check (whether you do the accuracy check in front of them or not is your decision). Once you have completed the accuracy check tape the receipt to the third spot on the ATF (below the confirmation receipt). If the accuracy check is NOT accurate, you would need to redo the breath test on that donor (either with another machine or after calibrating and re-accuracy checking the machine you were already using).
 - Attach the accuracy check receipt to the third spot on the ATF.
 - Give the donor their copy, Copy 2, of the ATF.
 - Call the DER and notify them of the POS test result.