

ATF CHEAT SHEET

When you are filling out your ATFs for your mock it is very important that you fill them out 100% correctly, with remarks that reflect each of the specific situations that occurred in your mock test.

Step 1: TO BE COMPLETED BY ALCOHOL TECHNICIAN

***Note: Step 1 of the ATF would be filled out after obtaining the donor's ID**

- A) **Employee Name** - CLEARLY PRINT donor's first, middle and last name
- B) **SSN or Employee ID No.** - when doing testing under the FMCSA you MUST use the donor's Commercial Driver's License as their ID number, as this will be required should there be a violation. You must also indicate the province/state of issuance eg. ON, MB, SK, BC, TX
- C) **Employer Name & Address** - fill this out IN FULL including street, city/state and postal code/zip.
DER Name and Telephone Number - clearly print DER's name and phone number
- D) **Reason for Test** - you should be told what this is by the requesting body

Step 2: TO BE COMPLETED BY EMPLOYEE

Instruct employee/donor to sign and date to certify that they are **about to submit to alcohol testing required by the US Department of Transportation regulations and that the identifying information provided on the form is correct.**

Step 3: TO BE COMPLETED BY ALCOHOL TECHNICIAN

TECHNICIAN - select BAT or STT

DEVICE - select which type of device was used during the test (eg. **SALIVA** or **BREATH**)

15-Minute Wait - indicate that you waited a full 15 minutes between the screening test and confirmation test (eg. **Yes** or **No**) **Note: In Step 3 you only mark the 15-minute wait as YES when you have completed a 15-minute wait**, before doing a confirmation test. Otherwise simply leave that section with NO CHECKED BOXES. So, for Negative Screens you will leave the 15-minute wait section with NO BOXES CHECKED.

SCREENING TEST - write in space provided ONLY if the testing device is not designed to print results (this means if you are using an Evidential Breath Testing Device (EBT), which is required to print, you do NOT fill in anything in this section).

CONFIRMATION TEST - results MUST be affixed to each copy of this form with TAMPER EVIDENT TAPE or printed directly onto the form on the right side. This applies to all three sections (the screening test results, confirmation test results and additional results boxes).

***Note: regular tape of any kind is not acceptable**

****You will see a third box on the ATF to the right below the screening results and confirmation results box. This box should be used for an accuracy check. You should**

always do an accuracy check right after a Positive Confirmation to make sure the test is valid, which should also be affixed with tamper evident tape ONLY.

REMARKS - here you will provide any remarks that are required. For the mock testing remarks will be required for the following situations: Manual Test, POS-POS, POS-NEG, POS-Refusal.

Confirmation Remarks

- Whenever a confirmation test is required you must indicate that you explained the 15 minute wait to the donor/employee in the remarks e.g. "Explained 15 min wait procedure"
- Whenever a confirmation test is required you must also indicate when the 15 minute wait time BEGINS, e.g. "Wait time started at 9:35am" ***Make sure your wait time does NOT start on the same minute as your breath test was completed**, it must begin at LEAST one minute after i.e. Breath test shows completed at 11:13:21 on receipt, this means that the Wait Time would begin at 11:14, earliest.

Refusal Remarks

- if the donor refuses to stay/complete the confirmation test you must add remarks indicating this e.g. "Explained 15 min wait procedure, donor refused to stay for confirmation test."

Manual Remarks

- if a manual test is required due to the donor being unable to issue sufficient breath after two tries on the breathalyzer, remarks should indicate why you completed the test manually e.g. "Two insufficient blows, did a manual test"

BAT INFO - Clearly print the name of the Alcohol Technician's company as well as the company's address and phone number in the required fields. The Alcohol Technician must then print their name, sign and date the ATF.

Step 4: TO BE COMPLETED BY EMPLOYEE IF TEST RESULT IS 0.02 OR HIGHER

Instruct the donor/employee to read the statement and sign and date the ATF in Step 4 if their result equals or exceeds 0.02%BAC.