

Scripted Statements for Alcohol Testing

Explaining the test process:

Your employer has asked us to conduct an alcohol test on you today. This is the form where we will document the process. As you can see, the instructions for completing this form are on the reverse side. You will receive a copy when you are finished.

Ask the subject to sign in Step 2:

Please sign the certification statement to verify that I have your name and ID correct in Step 1 that you work for the employer listed and that you understand you are submitting to a test required by US DOT regulations.

After subject signs in Step 2:

If the result of this test is .02 or greater, then we will conduct another test after a 15 minute wait.

If the employee will not sign Step 2:

The regulations require that you sign this form. If you do not sign the form, I will have to document that you have refused to take the test and notify your employer.

Explain how to provide a sample:

Keep your hands at your sides, take a deep breath, hold it for just a second, then blow long and steady into the mouthpiece until I tell you to stop.

Explain 2nd time how to provide a sample:

We will try one more time to obtain a sample from you. Take a really deep breath and blow through straw until I tell you to stop.

Explain 3rd time how to provide a sample:

We will try one more time to obtain a sample. If I can't get a sample from you, I will have to document that on the form and notify your employer.

If screening test is positive, explain the 15 minute wait period:

We are required by the regulations to wait 15 minutes and conduct a confirmation test. You need to remain here with me. Please do not eat, drink, smoke, chew, or put anything in your mouth during this time. This wait period is for your benefit.

Employee takes a drink during 15 minutes:

Please refrain from putting anything in your mouth. I am writing in Step 3 that you took a drink of water. We will continue with the Confirmation test at the end of the 15 minutes – we will not add any more time to the wait period.

Employee starts to leave during 15 minutes:

You cannot leave the room at this time. The rule requires that you wait 15 minutes and submit to a confirmation test. If you leave now, it will be documented as a refusal to test and your employer will be notified.

Employee asks why:

Because the DOT regulations say we must follow specific procedures.

Explaining the confirmation test process:

This will be your final test. If the result of this test is .02 or greater, then I will document and notify your employer because you will not be able to perform your safety-sensitive duties.

Employee won't sign in Step 4:

I just need you to acknowledge that you took the test and that you saw me record the results here on the form.