

## What An Alcohol Test Should Look Like

1. The Facrep or selected designee should be informed immediately that an Alcohol Test is going to take place. I have advised my manager that unless otherwise notified I have no designee. Don't allow management to get away with notifying someone who just happens to be in the union. They call you, you advise them of who you will allow to act in your stead.
2. Advise all bargaining unit employees that they need to request their union rep be present.
3. The Facrep or designee is allowed time (10 minutes before and 10 after) with the person being tested. Use the first 10 min to go over the Alcohol Testing Check List, the last 10 filling out the Alcohol Testing Check List.
4. There cannot be anyone else in the room beside the tester, Union Rep, management site coordinator and employee being tested.
5. The REP should request to see the last calibration sticker (write down what is on the sticker and save).
6. The collector must request the donor to present photo ID.
7. Prior to the initial screening test, BATs are required to ask the employee if he/she has consumed any food or drink (other than water) or smoked in the past 15 minutes. If the employee has, then a 15 minute wait period will be observed and the BAT will direct the employee not to eat, drink (other than water), smoke, belch or put any substance in their mouth during this waiting period.
8. An air blank must be tested before each collection of breath, and print the air blank on the breath test result. The results must be 0.00. The collector is allowed two chances to get a 0.00, if they do not get it the second attempt then that machine cannot be used for testing (they can use another machine if they have one available).
9. Tester must give easy to understand instructions for performing the test.
10. The tester must show the employee the result on the machine. Then the result must be printed out. If the displayed result and the printed result does not match both the employee and the tester must initial the paper and the test is invalid.

11. If the result is less than .02 then it is considered acceptable unless the person being tested has an abstinence agreement and is in a follow up testing program (.01 or higher for anyone in this situation is considered in violation of the abstinence agreement).

## Confirmation Test

1. If the result is .02 or greater then a confirmation test must be done. The confirmation test must be done with the same machine and that machine cannot be used to test anyone else until the confirmation test is completed.
2. The confirmation test will be performed no earlier than 15 minutes after the initial test.
3. Results equal to or greater than .02 but less than .04 will result in the BUE being declared not ready for duty. If this occurs, contact the DAC (dac@natca.net or call your RVP).
4. Results equal to or greater than .04 will be considered a failed test. If this occurs, contact the DAC or your RVP.

## Actions That Result In An Invalid Test

1. In the case of a screening or confirmation test, the sequential test number or alcohol concentration displayed on the EBT is not the same as the sequential test number or alcohol concentration on the printed result.
2. The BAT conducts the confirmation test before the end of the minimum 15-minute waiting period.
3. The BAT does not conduct an air blank before the confirmation test.
4. There is not a 0.00 result on the air blank conducted before the screening or confirmation test.
5. The EBT does not print the result.

Remember that if you are meeting with someone who is a donor, unless someone else from the union is in the room with the tester, no other

bargaining unit member should be with the tester until you return. You are another set of eyes and the corroborating witness to the testing procedures.

References: CBA art73, DOT Order 3910.1D CH VIII