

DOT Drug and Breath Alcohol Testing Policy — Example #1

Policy and Procedures

Department of Laboratory Medicine

Title: Evidential Breath Alcohol Testing Service

Purpose: To provide the business community with toxicology services required by federal law or recommended by quality improvement programs. To provide employees with confidential and accurate testing services in compliance with employers' requests and federal laws.

Principle: Employees under the influence of alcohol represent a risk to the employer, coworkers, customers and public. The electrochemical measurement of breath alcohol may be used to identify individuals who are not fit for work and may need substance abuse therapy.

- 1) Breath alcohol testing will only be performed utilizing an evidential breath testing (EBT) device approved by the Department of Transportation (Conforming Products List 58 CFR 48705).
- 2) Breath alcohol testing is performed by certified breath alcohol technicians.
- 3) MHC's breath alcohol technician training and certification program is in accordance with the Department of Transportation's approved training curriculum.
- 4) Breath alcohol screens will be verified by a confirmation test administered 15-20 minutes after an initial DOT screen and 15-30 after non-DOT screens.
- 5) The calibration of the testing device will be checked each day of use, after performing a confirmation test and whenever the accuracy of the instrument is questionable (i.e. handling and transport).
- 6) Evidential breath testing will be available on a scheduled basis with urgent requests and on-site testing being accommodated as practicable.
- 7) The employer will be contacted immediately when:
 - a) The breath test result exceeds 0.02 to request the employer provide employee transportation.
 - b) An employee is unable or refuses to provide an adequate breath sample.
 - c) An employee does not report for a scheduled test.
- 8) Tests will be conducted according to Department of Transportation regulations, including oral and visual privacy. Authorized medical or legal personnel may be present during testing.
- 9) Emergency field testing requested as a result of extensive or remote accident investigation may require testing to be performed behind any available obstruction (i.e. trees, vehicles, buildings).
- 10) Breath alcohol records will be retained according to federal regulations.
 - 5 years — test results >0.02, calibrations
 - 2 years — collection logbooks (when used), training records
 - 1 year — negative screen results

- 11) Breath test results will only be released to the employee, employer's authorized personnel listed on the client setup form, accompanying supervisors and officers of the Department of Transportation.