



Donor Instructions for Alcohol Tests

You have been selected for a breath alcohol test

- You are required to cooperate with the railroad representative and the breath alcohol technician (BAT) during the test process.
- Your test must begin immediately. There can be no delay for any reason. If you delay the test or if you don't cooperate, it will be considered refusal.
- If you don't cooperate with the test process, the BAT will inform a Manager and will document your non-cooperation on the breath alcohol testing form. The Manager may discontinue the test and treat it as a refusal to permit testing. If proven, it will be treated as insubordination and you will be dismissed.

Union Pacific follows the guidelines of 49 CFR Part 40 for DOT and company drug and alcohol testing. You have the right to question and understand those requirements before, during and after the testing process.

The railroad may excuse compliance with these testing requirements only in case of a documented medical or family emergency (e.g., a life threatening condition).

Tampering, or attempting to tamper with a sample in order to prevent a valid test (e.g., through substitution, dilution or adulteration of the sample) constitutes a "Refusal." It indicates insubordination and dishonesty. If proven, you will be dismissed and not be allowed the one-time Employee Assistance return to duty opportunity.

Breath Alcohol Screening Test Procedure

- At the beginning of the breath alcohol test you are required to show a photo ID, however, a manager may identify you. You may ask the collector for identification.
- The BAT will explain the testing procedure to you.
 - A sample explanation might be, "I will be conducting an alcohol 'screening test' on you today. After you sign this form you will blow into this device and I will record your results. If the results show a 0.020 or greater, you will be required to take a 'confirmation test.' I will record the results and give you a copy of the form when we are finished."
- The BAT will complete Step 1 on the Breath Alcohol Form.
 - You will complete Step 2 on the Form. (If you refuse to sign the certification, it will be regarded as a refusal to take the test.)
- The BAT will open an individually-sealed mouthpiece in your view and attach it to the breath tester.
 - You will be instructed to blow forcefully into the mouthpiece for at least six seconds or until the EBT indicates that an adequate amount of breath has been obtained.
- The BAT will show you the display on the EBT.
 - The BAT will affix the Test result printout to the Breath Alcohol Test Form in the designated space, using a method that will provide clear evidence of removal such as tamper-evident tape.

When the result of the **Screening Test** is an alcohol concentration of **less than 0.02**:

- The BAT will date and sign the certification in Step 3 of the Form.
- No further testing is authorized.
- The BAT will give you a copy of the Form.

When the result of the **Screening Test** is **0.02 or greater**, you will do a confirmation test.

Breath Alcohol Confirmation Test Procedure

When the result of the Screening Test is an alcohol concentration of **0.02 or greater**, a "**Confirmation Test**" must be performed.

- The BAT will explain the testing procedure to you.
- The BAT will explain to you that you must observe a **Waiting Period** of at least 15 minutes, but not more than 30 minutes.

During this time you cannot, eat, belch, drink or put any object in your mouth during this waiting period. You must be observed, and remain observed, by the BAT or a manager continuously during the waiting period.

- The BAT will open a new sealed mouthpiece while you watch and attach it to the breath tester.
- The BAT will conduct an air blank test to ensure the EBT registers .000. This indicates there is no alcohol in the device.
- You will be instructed to blow forcefully into the mouthpiece for at least six seconds or until the EBT indicates that an adequate amount of breath has been obtained.

The device will record the test results and the BAT will show you the result as displayed on the EBT. The BAT will affix the test result printout to the Breath Alcohol Test Form in the designated space, using a method that will provide clear evidence of removal such as tamper-evident tape. The Confirmation Test result is deemed to be the final result upon which any action under DOT regulations or Union Pacific policy is to be based.

- The BAT will date and sign the certification in Step 3 of the Form.
 - The BAT will ask you to sign the certification and fill in the date in Step 4 of the Form. The BAT will give you a copy of the Form.

During the breath alcohol test these procedures should have been followed. If you have comments about the test, you may contact the Manager Drug & Alcohol Testing, 1400 Douglas Street, STOP 1020, Omaha, Nebraska 68179. Be sure to explain your comments in detail. Specifically describe the events, including the time, date, place, and the collector's name. You may call (800) 840-3784 during normal business hours. Union Pacific encourages you to express any concerns about the testing process. It is the only way we may take corrective actions, if needed.