

INSTRUCTIONS FOR THE COMPLETION OF THE REPORT OF POSITIVE ALCOHOL TEST UNDER TRC 644.252

TO THE BREATH ALCOHOL TECHNICIAN (BAT)

1. You must complete parts A & B of this form, including an original signature in Part B.
2. You must attach a copy of the Alcohol Testing form with Steps 1 through 4 completed. If the employee refuses to sign in Step 4, you must note that in the REMARKS section of Step 3. The results of the screening test and the confirmation test must be printed on or affixed to the copy of the Alcohol Testing form attached to the Report of Positive Alcohol Test Under TRC 644.252.
3. If this report is completed on a self-employed driver, deliver or mail this form, along with the supporting documents, to MCS Section Supervisor, Motor Carrier Bureau, Texas Department of Public Safety, 6200 Guadalupe, MSC #0521, Austin, Texas 78752-4019. **Legible copies only may be sent by facsimile to 512/424-5310.**
4. Retain a copy of this form and the completed Alcohol Testing form.
5. Please forward your report to the carrier (or to the department if the carrier is an owner-operator) within **five** days of completing the test results.

TO THE MOTOR CARRIER

1. Obtain documentation from the BAT
 - a. **If the specimen tested positive, or was diluted, adulterated or substituted**, inform the BAT who verified the positive alcohol test result that he/she must complete and sign the "Certification of Breath Alcohol Technician" section, and provide you with either a copy of the Federal Drug Testing Custody and Control form with Step 6 completed, or a report form on the BAT's letterhead and bearing the BAT's signature showing the result of the test. A report on the BAT's letterhead must contain a statement that the BAT complied with 40 CFR Parts 40 and 382 (or other parts applicable to CDL holders).
 - b. **If the donor refused to provide a specimen**, you do not need documentation from the BAT.
2. After receiving the completed "Certification of Breath Alcohol Technician" section and supporting documents, you must complete and sign the "Certificate of Motor Carrier" section.
3. You must attach a legible copy of the completed federal Alcohol Testing form with the screening and confirmation test results included or affixed.
4. Deliver or mail this form and the supporting documentation to: MCS Section Supervisor, Motor Carrier Bureau, Texas Department of Public Safety, 6200 Guadalupe, MSC #0521, Austin, Texas 78752-4019. **Legible copies only may be sent by facsimile to 512/424-5310.**
5. Retain a copy of this form and the completed Alcohol Testing form in the Motor Carrier records as required by 49 CFR Parts 40 and 382 (or other parts applicable to CDL holders).
6. You must forward this report to the department within **ten** days of receiving the completed test results.