



Manager Affidavit

Instructions to Manager:

- Contact MTS at 402-983-9590 to plan for the test.
- Notify the on-duty employee(s) of testing fact-to-face and escort him/her to the test site. If making notification by phone or radio, escort employee(s) from engine, company van, etc.
- Ensure the test site provides a) water or moist towelette for washing hands, b) clean writing surface, c) bathroom with secure door, and d) privacy during the test.

Instructions to Collector:

- Verify the donor(s) are correct (e.g., photo ID).
- Ensure the appropriate drug and alcohol testing forms are used.
- Document any testing exceptions or reasons for not testing under the “**Remarks**” section.
- Complete and return this Affidavit along with the testing forms to MTS.

Step 1: Conduct testing on the following train or employee selection.

Collection ID	Test Date	Pool	Train or Employee	Test Window Start Time	Division	Location

Step 2: If testing a train selection, record the names of all train and engine employees assigned to the crew.

Employee Name Last, First, MI	EMP ID #	Position Title	Train ID (if applicable)	Alcohol Test Completed? (circle)		Drug Test Collected? (circle)	
				Yes	No	Yes	No
				Yes	No	Yes	No
				Yes	No	Yes	No
				Yes	No	Yes	No
				Yes	No	Yes	No
				Yes	No	Yes	No
				Yes	No	Yes	No
				Yes	No	Yes	No

Step 3: Remarks

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Step 4: Provide Certifications Below.

Manager Name	Manager Signature	Phone Number	Date
Test Collector Name	Test Collector Signature	Phone Number	Date