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MEMORANDUM

TO: TARA TIGHE, QC MANAGER 

FROM: TRISHA CONTI, SENIOR FORENSIC CHEMIST, ALCOHOL PROGRAM SUPERVISOR

SUBJECT: ROUTINE PERFORMANCE CHECK REVIEW

DATE: 10/16/2012

The Alcohol Program is in the process of reviewing the DataMaster DMT Procedures. One Procedure which will be revised in the coming weeks is P-ALC 206, "DataMaster DMT Routine Performance Check (RPC) Review Instructions". RPCs are performed by the DataMaster DMT Supervisor at each agency during the months of February, June and October. A specific change in protocol will be in regard to the number of required reviewers. The current procedure requires three separate reviewers and is based on the process performed by the Vermont Department of Health Laboratory prior to authority of the Alcohol Program transferring to the VFL on March 1st of this year. However, for the June and October RPCs, the VFL Alcohol Program has and will continue to perform two reviews; a combined tech/admin review by a qualified staff member and a final review by the Alcohol Program Supervisor. If the RPC is performed by VFL Alcohol Program Staff, only review by the Alcohol Program Supervisor is required. This process is similar to all other sections of the laboratory. Documentation of the review is noted by the person's signature and date on the passing RPC.