

Action List for DMT Start Up

Due Date	step	Task
06/01/06	1.00	Order DataMaster DMT
10/31/06	2.00	DoH Commissioner to Approve Instrument
06/01/06	3.00	Order Simulator
	3.10	Decide on simulator type - guth / repco / calwave / other
	3.20	Compatibility with Datamaster DMT
	3.30	Get pricing information
06/01/06	4.00	Printers
	4.10	color
	4.20	Printer sharing?
	4.30	Stand alone
06/15/06	4.31	Order 1 for testing
07/15/05	4.32	Order batch for installs
07/15/06	4.33	USB Cable multiple lengths
07/15/06	5.00	Provide NPAS with Programming Information
	5.11	Lay out and design of subject ticket
	5.12	Print on plain paper
	5.13	print with a watermark? (security) (speed)
	5.14	RPC routine?
	5.15	passwords, access
	5.16	Diag test
	5.17	Cal factors
	5.18	Errors
	5.19	conditions
	5.20	forms on DMT? (later)
	5.21	Address choice, Street / intersection / gps coordinates / mile marker signs / ect
	5.22	other ??'s to ask
	5.23	Xq factor printing??
	5.24	Site code i.e. 0404 is Burlington PD ticket states Burlington PD
	5.25	Town code use option of entering a town code / zip code / town name
09/15/06	6.00	Identify DMT placement
	6.01	county or mixed
	6.02	Judge District? Different / Same
	6.10	Identify willing S.A.'s to work with program
	6.11	Qty of instruments available / in use

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- 10/31/06 7.00 **Develop DMT Training Package for S.A.**
 - 7.10 State expert portion
 - 7.20 State technical portion
- 10/31/06 8.00 **Develop DMT Training Package for Officers**
 - 8.10 Similarities
 - 8.20 Differences
 - 8.30 options
 - 8.40 VPA - validation
 - 8.41 VPA, Update
 - 8.42 VPA, Officer tracking
 - 8.43 VPA, how to "process" for a officer not updated on training
- 08/08/06 10.00 **Notify County Agency's of Training of Officers**
 - 10.10 When (month + in advance of training)
 - 10.20 Requirements (all during that week)
 - 10.30 Make Up's
 - 10.40 Tracking
- 12/31/06 9.00 **Develop DMT Training Package for DM Supervisor**
 - 9.10 Similarities
 - 9.20 Differences
 - 9.30 options
 - 9.40 VPA - validation
 - 9.41 VPA, Update
 - 9.42 VPA, Officer tracking
- 11/30/06 11.00 **Notify County Agency's of Training of SUPERVISORS**
 - 11.10 When (month + in advance of training)
 - 11.20 Requirements (all during that week)
 - 11.30 Make Up's
 - 11.40 Tracking
- 08/15/06 12.00 **Steve to NPAS**
 - 12.10 ~~Request for travel submission~~
 - 12.20 Approval of RFT
 - 12.30 Travel
 - 12.40 Training of Lab Staff
- 08/15/06 13.00 **Simulator Solution Prep (extra Calibration DMT's)**
 - 13.10 calibration / certification of 20+/- DataMasters DMT's need more solution
 - 13.11 .02 etoh
 - 13.12 .05 etoh
 - 13.13 .1 etoh
 - 13.14 .4 etoh

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- 13.15 .02 acetone
- 13.16 .05 acetone ??????
- 13.20 rewrite of Cal /cert procedure?
- 08/31/06 14.00 **S.A. Training 1st Class**
- 14.10 Delivery of Class at time and place advertised
- 09/01/06 15.00 **DMT @ VDH Lab**
- 15.10 DMT storage ?
- 15.20 DataMaster Storage ?
- 15.30 Calibration Certification of DMT's for field
- 15.31 who?? PHET / PH chemist / Other
- 09/08/06 16.00 **Officer Training for selected County ******
- 16.10 Same week as install
- 16.20 PHET and or Chemist to do
- 16.30 several classes during the week
- 16.31 1st shift
- 16.32 2nd shift
- 16.33 Locations VSP / Town PD's / Hotels / schools

- 09/15/06 17.00 **Supervisor Officer Training for selected County ******
- 17.10 Same week as install
- 17.20 several classes during the week
- 17.21 1st shift
- 17.22 2nd shift
- 17.23 Locations VSP / Town PD's / Hotels / schools

- 09/29/06 18.00 **Instrument Placement in Selected County**
- 18.10 Monday Morning
- 18.11 Tuesday Morning if needed
- 18.12 Wednesday Morning for a large area or num of instruments
- 18.20 While training is going on
- 18.30 have instruments for officers to try new skills
- 18.40 ensure phone connection works
- 18.50 Ensure project is working
- 18.51 determine need to remove dmt
- 18.52 place old instruments by Thursday noon of week