

# **DataMaster DMT Supervisor & Record Administrator Training**

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DataMaster Technical Services

# Contact Information

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# Course Goals and Objectives

- Understand responsibilities of a Record Administrator and Supervisor.
- Administrators will be able to provide copies of records as needed.
- Familiarization with the components and software protocols of the DataMaster DMT.
- Supervisors will be able to respond to error messages or conditions.
- Supervisors will be able to perform routine and simple maintenance and repairs.

# Access Levels

## **Operator Level:**

## **No Password Required.**

Administer DUI and Check-In breath tests.  
Copy last breath report generated.

## **Administrator Level:**

## **Password Required.**

Access to all options available to an Operator.  
Set Date and Time.  
Reprint breath reports not accessible using the copy button.  
Print copies of reports in response to discovery requests.  
Generate “History Reports”.  
Export data as needed.

# Access Levels

## **Supervisor Level:**

## **Password Required.**

- Access to all options available to Operators and Administrators.
- Perform “Simulator Solution Change”.
- Perform “Routine Performance Check”.
- Perform “Diagnostic Test”.
- Perform “Accuracy and Precision Test”.
- View read-only Technician Screen.
- Purge the Sample Chamber.
- Remove/Return instrument to service.

**Technician Level: Only available to VDHL DataMaster Technical Services.**

# Record Administrator Duties

- Reprint copies of breath reports.
- Respond to discovery requests and/or provide monthly updates to the State's Attorney's Office.
- Download or export data.
- **PASSWORD:**

# Log On

- Deactivate the screen saver.
- Touch the DataMaster DMT logo in the top left corner of the screen to open the drop-down menu (*options menu*).
- Select “Security” → “Enter Password”.
- Enter password.
- You will notice “Supervisor” or “Administrator” on the bottom of the Ready screen.

# Log Off

- Open the options menu.
- Select “Security” → “Log Off”.

# Set Date and Time

- The DataMaster DMT should automatically adjust for leap year and daylight savings.
- There are two ways to access the date/time adjustment box.

# Set Date and Time

1. Double tap the date/time in the upper right corner of the “Ready, Push Run” screen. Enter password.

OR

2. Open the options menu. Select “Functions” → “Set Date/Time”. Enter password.

# Set Date and Time

- Highlight the field you wish to change and use the up/down arrow buttons to adjust.
- Once you have finished adjusting the date/time, press “Apply” to save the settings.
- Exit and Log Off.

# Record Administration

- Reprinting a Subject Test Breath Report
  1. Open the options menu.
  2. Select “Reports”. Enter Password.
  3. Scroll down to “DUI Subject Tests” on right side of screen.
  4. Touch the + symbol next to “DUI Subject Tests”.
  5. Records are sorted by date/time.
  6. Touch the + symbol next to the date desired.
  7. The test highlighted on the right will be displayed on the left.
  8. When the test desired is displayed, press “Print”.
  9. Exit and Log Off.

# Record Administration

- Responding to discovery requests.
  - Only provide what is requested.
  - If your agency provides monthly updates, refer request to your State's Attorney's Office.
- Providing monthly updates.
  - Photocopies of both logbooks for the previous month
    - Operator Use Logbook (Alc 603).
    - Check Up and Maintenance Logbook (Alc 803).
  - Copies of any generated reports (RPCs, Simulator Solution Changes etc).
  - Generate Summary Reports.

### DataMaster DMT Monthly Update Check-list

Department/Agency: \_\_\_\_\_ DM serial #: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

|                                 | Provided                 | None this month          |
|---------------------------------|--------------------------|--------------------------|
| Operators Logbook               | <input type="checkbox"/> | <input type="checkbox"/> |
| Maintenance Logbook             | <input type="checkbox"/> | <input type="checkbox"/> |
| Breath Test History Report      | <input type="checkbox"/> | <input type="checkbox"/> |
| Status History Report           | <input type="checkbox"/> | <input type="checkbox"/> |
| Log On History Report           | <input type="checkbox"/> | <input type="checkbox"/> |
| Calibration Report              | <input type="checkbox"/> | <input type="checkbox"/> |
| Certification Report            | <input type="checkbox"/> | <input type="checkbox"/> |
| Installation Report             | <input type="checkbox"/> | <input type="checkbox"/> |
| Annual Preventative Maintenance | <input type="checkbox"/> | <input type="checkbox"/> |
| Routine Performance Check       | <input type="checkbox"/> | <input type="checkbox"/> |
| Simulator Solution Change       | <input type="checkbox"/> | <input type="checkbox"/> |
| Other Reports                   | <input type="checkbox"/> | <input type="checkbox"/> |

List other report type and date:

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# Record Administration

- Reprinting Reports.
  - All records can be reprinted from the DataMaster DMT or photocopied from your onsite maintenance records.
  - To print a report from the DMT, access the “Reports” menu. Highlight the desired report. Press “Print”.
  - Exit and Log Off.

# Record Administration

- **Generating History Reports**
  1. Open the options menu.
  2. Select “Reports”. Enter Password.
  3. Touch the DataMaster DMT logo in the top left corner of the reports screen to open the history reports drop-down menu.
  4. Select “Breath Test History”.
  5. Uncheck the “All Dates” box.
  6. Enter the dates for the data range desired.
  7. Press “Print”
  8. Repeat steps 3 through 7 for the “Status History” report.
  9. Repeat steps 3 through 7 for the “Log On History” report.
  10. Exit and Log Off.

# Supervisor Duties

- Maintain reports, records and logbooks.
- Maintain instrument security.
- Perform simple maintenance.
- Perform Routine Performance Checks.
- Maintain DataMaster supplies.
- Support DataMaster Operators.
- PASSWORD:

# Supervisor Functions

- Replacing the Simulator Solution.
- Performing the Simulator Solution Change Protocol.
- Performing the Routine Performance Check Protocol.

# Supervisor Functions

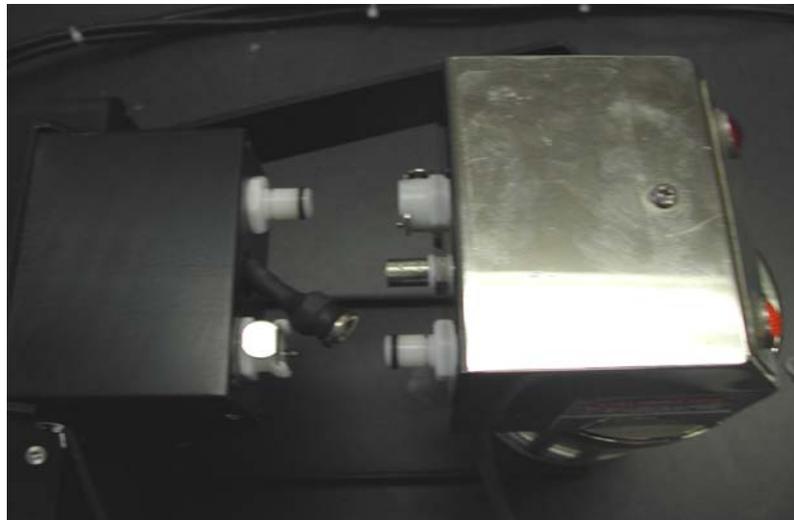
- Diagnostic Test.
- Accuracy and Precision Check.
- View Technician Screen.
- Purge Sample Chamber.
- Remove from / Return to Service.

# Replacing the Simulator Solution

- Ensure you have at least 45 minutes to complete the solution change.
- Gather supplies:
  - Fresh, unexpired bottle of solution.
  - Paper towels.

# Replacing the Simulator Solution

- Unplug and unlock the simulator.
- Disconnect the simulator head from the simulator tower.



# Replacing the Simulator Solution

- Unscrew the simulator head from the jar. Inspect the simulator mechanism, O-ring and jar.
- Replace the simulator solution.
  - Pour carefully and do not 'glug' the solution into the jar.
- Thread the simulator head to the jar.

# Replacing the Simulator Solution

- Plug the simulator in and ensure operation.
- Reconnect the simulator head to the simulator tower.
- Lock the arms around the simulator.
- Affix one solution label to the top of the simulator.
- Perform Simulator Solution Change **OR** Routine Performance Check Protocol.

# Simulator Solution Change Protocol

- Open the options menu.
- Select “Protocols” → “Simulator Solution Change”. Enter password.
- Input data (name, solution information) in required fields.
- Review information for accuracy. Press Ok.
- 30 Minute idle time...

# Simulator Solution Change Protocol

- Once the timer is complete, the instrument will begin an Accuracy and Precision Check.
  - Average result must be within  $\pm 5\%$  of the certified value of the solution. The acceptable range will also be printed on the solution label.
  - Standard deviation must be less than 0.002.
  - If either result is not within range, the protocol will automatically fail.

# Simulator Solution Change Protocol

- Once a passing test is complete, sign in the box then press “Finished”.
- One copy of the Simulator Solution Change Report will print. File with your onsite maintenance records.
- Log Off.

# Simulator Solution Change Protocol

- Affix remaining simulator solution label to the Check Up and Maintenance Logbook (Alc 803). Under the label write “Simulator Solution Change”. Date and sign where directed.
- In the Operators Logbook (Alc 603) write “Test/Simulator Solution Change” under “Subject’s Name” and the average result from the Accuracy and Precision Check under “Ext. Std. 1”.

## SIMULATOR SOLUTION CHANGE REPORT

DataMaster DMT: 102606  
Location: TRAINING  
Date: 05/15/2008  
Performed by: A L B



### Accuracy and Precision Check

Concentration = 0.102 g/210L  
Lot # = 08-08-100  
Range = 0.0969 - 0.1071  
Average = 0.104 g/210L  
Std Dev = 0.001

Simulator Temperature: 34.1°C

Performed by *ALB*

Date 05/15/2008

# Routine Performance Check

- Must be performed every February, June and October.
- A reminder will be displayed during the month in which the RPC is due.
- If the RPC is not completed by the end of the required month, the instrument will automatically be removed from service until a passing RPC is completed.

# Routine Performance Check Protocol

- Open the options menu.
- Select “Protocols” → “Routine Performance Check”. Enter password.
- Input data (name, solution information) in required fields.
- Review data for accuracy. Press Ok.
- 30 Minute idle time...

# Routine Performance Check Protocol

- Once the timer is complete, the automated protocol will begin.
- Diagnostic Check.
  - Checks all temperatures, voltages, and mechanical parts to ensure they meet specification.
- Accuracy and Precision Check.
  - 5 samples of the simulator solution will be analyzed. The average must be within +/- %5 to the certified value of the solution.
  - The Standard Deviation must be less than 0.002.
  - If either of these conditions are not met, the RPC will automatically fail.

# Routine Performance Check Protocol

- Radio Frequency Detection Test.
  - Console check (if applicable) and handheld radio check.
- Sample Acceptance Test.
  - Shallow, Intermittent, Suck Back, and 1.5L Alcohol Free breaths.
  - Select Yes or No if Sample Acceptance Test is passing or not.
  - Any rise in the alcohol line is considered failing.

# Routine Performance Check Protocol

- Once a passing test is complete, sign in the box. Press “Finished”.
- Two copies of the Routine Performance Check Report will print.
  - File one with your onsite maintenance records.
  - Send one **COLOR** copy to DataMaster Technical Services.
- Log Off.

# Routine Performance Check Protocol

- Affix remaining simulator solution label to the Check Up and Maintenance Logbook (Alc 803). Under the label write “Routine Performance Check”. Date and sign where directed.
- In the Operators Logbook (Alc 603) write “Test/RPC” under “Subject’s Name”, and the average result from the Accuracy and Precision Check under “Ext. Std. 1”.

# ROUTINE PERFORMANCE CHECK REPORT

DataMaster DMT: 121506  
Location: VDHL  
Calibration Date: 06/27/2008  
Certification Date: 06/27/2008  
Installation Date: 06/27/2008  
RPC Date: 06/27/2008  
Supervisor Name: A L B



## Diagnostic Results

VERSIONS  
DMT 0.32A  
PIC 2.05  
Modem 1.02  
Questions 1.00  
Reports 0.03

TEMPERATURES  
Sample Chamber = 48.68°C  
Breath Tube = 48.11°C  
Digital Sim = 33.9°C

SETTINGS  
Lamp Voltage = 1.66 V  
Cooler Voltage = 1.61 V  
Bias Voltage = 81.0 V  
Chopper Freq = 546.9 Hz

PUMP INFO  
Flow Rate = 4.484 L/M

DETECTOR INFO  
PUMP ON OFF  
MAX(V) 0.0994 0.1014  
MIN(V) 0.0972 0.0992

FILTER INFO  
Filter 1 0.099 Zero = true  
Filter 2 0.580 Zero = true  
Filter 3 1.206 Zero = true

INTERNAL STANDARD  
Xq = 0.1462 0.12%

Routine Performance Check Passed

## Accuracy and Precision Check

Concentration = 0.100 g/210L  
Lot # = 07-04-100  
Average = 0.099 g/210L  
Std Dev = 0.000

## RFI Interference Test

RFI detected

## Sample Acceptance Test

Passed



Performed by 

Date 06/27/2008

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_

# Diagnostic Test

- Used during troubleshooting.
- The instrument checks software, hardware, temperatures, optics and mechanical function.
- To perform a diagnostic test:
  - Open the options menu.
  - Select “Diagnostic”. Enter password.
  - Once complete, Exit and Log Off.

## DIAGNOSTIC RESULT

DataMaster DMT: 102806  
Location:  
Calibration Date:  
Certification Date: 05/08/2008  
Installation Date: 05/12/2008  
Test Date: 05/12/2008  
Time: 10:13



VERSIONS  
DMT 0.32  
PIC 2.05  
Modem 1.02  
Questions 1.00  
Reports 0.03

TEMPERATURES  
Sample Chamber = 48.97°C  
Breath Tube = 48.09°C  
Digital Sim = 33.8°C

SETTINGS  
Lamp Voltage = 1.96 V  
Cooler Voltage = 1.97 V  
Bias Voltage = 120.6 V  
Chopper Freq = 530.1 Hz

PUMP INFO  
Flow Rate = 3.761 L/M

DETECTOR INFO  
PUMP ON OFF  
MAX(V) 0.1185 0.1197  
MIN(V) 0.1165 0.1179

FILTER INFO  
Filter 1 0.118 Zero = true  
Filter 2 0.589 Zero = true  
Filter 3 1.470 Zero = true

INTERNAL STANDARD  
Xq = 0.1209 0.07%

# Accuracy and Precision Check

- Used during troubleshooting.
- The DataMaster DMT will run 10 replicate samples of the simulator vapor and report the average concentration and standard deviation.
- To perform an accuracy and precision check:
  - Open the options menu
  - Select “Accuracy and Precision”. Enter password.
  - Input data (name, solution information) in required fields. Press “OKAY”.
  - Once complete, Exit and Log Off.



ACCURACY AND PRECISION TEST

STATE OF VERMONT

DataMaster DMT: 121706

Date: 08/11/2008

Time: 14:31:19

SUPERVISOR NAME: DARCY M RICHARDSON

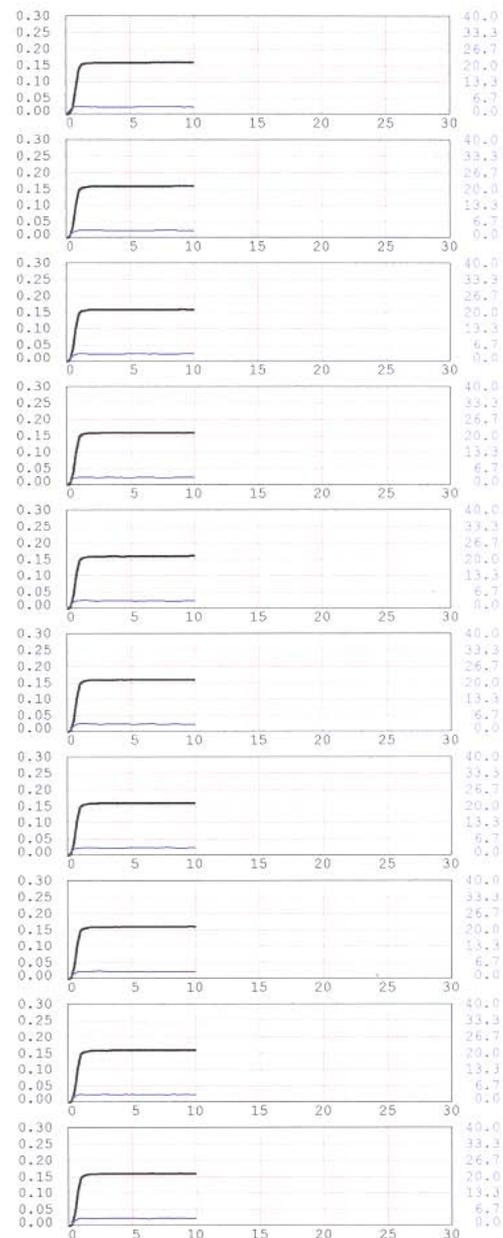
SOLUTION LOT #: 08-22-160

SOLUTION CONCENTRATION: 0.159

|                   |        |       |
|-------------------|--------|-------|
| BLANK TEST        | 0.000  | 14:32 |
| INTERNAL STANDARD | PASSED | 14:32 |
| SIMULATOR VAPOR   | 0.158  | 14:32 |
| SIMULATOR VAPOR   | 0.158  | 14:33 |
| SIMULATOR VAPOR   | 0.157  | 14:34 |
| SIMULATOR VAPOR   | 0.158  | 14:35 |
| SIMULATOR VAPOR   | 0.159  | 14:36 |
| SIMULATOR VAPOR   | 0.159  | 14:37 |
| SIMULATOR VAPOR   | 0.158  | 14:38 |
| SIMULATOR VAPOR   | 0.159  | 14:39 |
| SIMULATOR VAPOR   | 0.159  | 14:40 |
| SIMULATOR VAPOR   | 0.158  | 14:41 |
| BLANK TEST        | 0.000  | 14:42 |

Average = 0.1583

Std Dev = 0.0007



# Technician Screen

- As a method for troubleshooting, DataMaster Technical Services may request you access the TECH screen and relay settings.
- To access the TECH screen:
  - Open the options menu
  - Select “Technician Mode”. Enter password.
- When finished, Exit and Log Off

### RF Sensitivity

Set

-

+

Save

### Temperatures (C)

Sample Cell: 48.6

Sim. Hose: 0.0

Breath Tube: 39.4

Sim. Temp: 34.0

### On/Off

Chopper

Pump

Sim. Valve

Gas Valve

### Barometer

Current:

Set

### Volume (Ltr)

Clear

0.00

### Settings

Lamp: 1.61   Save

Bias: 80.2   Save

Cooler: 1.66   Save

Chopper: 535   Save

### Stepper

Filter 1     Filter 1 + Quartz

Filter 2     Filter 2 + Quartz

Filter 3     Filter 3 + Quartz

### Voltages (V)

Flow: 1.04

Detector: 0.692

Plot

Exit

# Purge Sample Chamber

- Used during troubleshooting.
- The instrument will draw fresh air through the breath tube and into the sample chamber.
- To purge:
  - Open the options menu.
  - Select “Functions” → “Purge Sample Chamber”. Enter password.
  - Allow the instrument to purge for 1-2 minutes unless otherwise instructed.
- Exit and Log Off.

# Remove From Service

- Open the options menu.
- Select “Functions” → “Remove From Service”. Enter password.
- The screen will not display “Out of Service” where “Ready, Push Run” would be.
- Exit and Log Off.

# Return to Service

- Open the options menu.
- Select “Functions” → “Return To Service”.  
Enter password.
- The screen will now display “Ready, Push Run” in the bottom left corner.
- Exit and Log Off.

# Printer Maintenance

- Each agency is responsible for supplying ink and paper for the printer.
- If the DMT displays “Printing” but nothing happens, ensure the ink/paper are full.
- If the DMT displays “Unable to establish communication to printer”, check the USB cable connection at the DMT and the printer ports and ensure the printer is on.

# Printer Maintenance

- If the DMT loses communication to the printer, it may be necessary to reboot the DMT to reestablish communication.
- Turn the DMT off, wait a few seconds, then turn it back on. Press the copy button to check to see if communication has been restored.

# Troubleshooting

- Error Messages and Conditions are listed beginning on page 28 of your manual.
- All actions taken to remedy a situation should be documented your Check Up and Maintenance Logbook (Alc 803), even if you are unable to correct the error.
- Contact DataMaster Technical Services with ALL error messages and conditions, even if you fix them

# Practical Exercises



# Self Assessment

- Please complete the VDHL DataMaster DMT Supervisor Training Self Assessment.
- You may use your handouts, notes and training manual.

# Self Assessment Answers

1. February, June and October
2.  $\pm 5\%$  from the certified concentration.
3. Check the BNC connection to the simulator.
4. Simulator solution depletion.
5. C) Remove the mouthpiece, move the DUI subject, ventilate room and restart test.

# Self Assessment Answers

6. E) A and B only.
7. False.
8. True.
9. False.
10. False.