8/5/11

Vermont Department of Health Laboratory
Form Approval Tracking Sheet

Form Title: Datamaster ~~Check-up and~~ Maintenance ~~Form~~ Log (M.C.) 8/5/11	
Form #: ALC 803 Rev 03 06/11	Revision #: 3
What SOP(s) reference this form?	
Program: Organic Chemistry	File Name: Y:\VDH\VDH All Share\Lab\Document Control\Organic Chemistry\Alcohol docs\Alc. form DRAFTS\DMT
Author or Editor: Harnois	
Start Date: 6/20/2011	Due Date: 6/30/2011

Name and Title of Reviewers	Signature	Comments? Y/N *	Date of Signature
Kirk Kimball	Program Chief	Y ☑	6-20-11
Amanda Bolduc	Chemist	Y ☐	6/21/11
Steve Merrill	Chemist	N ☐	06/22/11
Stella Celotti	Lab Director	Y ☐	7/5/11
Ed Luce	Qa / Qc	Y ☐	6/30/11
		☐	
		☐	
		☐	
		☐	
		☐	
		☐	
		☐	

*(√) in checkbox indicates reviewer comments have been discussed and incorporated if applicable.

Name and Title of Approval	Signature	Date
Kirk Kimball Program Chief		8-5-11
Mary Celotti Lab Director		8/5/11
Effective date: 8/5/11		

DATAMASTER DMT MAINTENANCE LOG

Department/Agency _____ DataMaster DMT Serial Number _____

DATE	TYPE OF SERVICE PERFORMED	PERFORMED BY (Name and Title)
	[For RPC or Simulator Solution Change Place Label Here]	
	[For RPC or Simulator Solution Change Place Label Here]	
	[For RPC or Simulator Solution Change Place Label Here]	
	[For RPC or Simulator Solution Change Place Label Here]	

DATAMASTER DMT MAINTENANCE LOG

Department/Agency _____ DataMaster DMT Serial Number _____

DATE	TYPE OF SERVICE PERFORMED	PERFORMED BY (Name and Title)
	[For RPC or Simulator Solution Change Place Label Here]	
	[For RPC or Simulator Solution Change Place Label Here]	
	[For RPC or Simulator Solution Change Place Label Here]	
	[For RPC or Simulator Solution Change Place Label Here]	

DATAMASTER CHECK-UP and MAINTENANCE LOG

DMT

Department/Agency

DataMaster Serial Number

*DMT

What is a check-up? What does it consist of?

DATE	TYPE OF SERVICE PERFORMED	PERFORMED BY Name and Title
	[For RPC or Simulator Solution Change Place Label Here]	
	[For RPC or Simulator Solution Change Place Label Here]	
	[For RPC or Simulator Solution Change Place Label Here]	
	[For RPC or Simulator Solution Change Place Label Here]	

ALC 803 REV 03 06/2011

Page #! (x of y)

BAC DATAMASTER CHECK-UP and MAINTENANCE LOG

Department/Agency

DataMaster Serial Number

DATE	TYPE OF SERVICE PERFORMED	PERFORMED BY
	[Place Simulator Solution Label Here]	
	[Place Simulator Solution Label Here]	
	[Place Simulator Solution Label Here]	
	[Place Simulator Solution Label Here]	
	[Place Simulator Solution Label Here]	
	[Place Simulator Solution Label Here]	

Bryce-Parrott, Cara

From: Celotti, Stella

Sent: Friday, August 05, 2011 1:19 PM

To: Kimball, Kirk; Harnois, Steven

Cc: Bryce-Parrott, Cara

Subject: Form Approved

Hello, Alc 803, Rev 3, DataMaster DMT Maintenance Log, has been approved and can be moved to Document Control. Thanks, Stella.

Mary (Stella) Celotti
Laboratory Director
Vermont Department of Health Laboratory
195 Colchester Avenue
Burlington, Vermont 05401
802-863-7570
(Fax) 802-863-7632
Stella.Celotti@ahs.state.vt.us

BAC DATAMASTER CHECK-UP and MAINTENANCE LOG

Department/Agency _____ DataMaster Serial Number _____

DATE	TYPE OF SERVICE PERFORMED	PERFORMED BY

ALC 803 Rev. 2 06/07

Vermont Department of Health Laboratory
Form Approval Tracking Sheet

Form Title: BAC DataMaster Check-up + Maintenance Log	
Form #: Alc 803	Revision #: 2
What SOP(s) reference this form?	
Program: Tox	File Name: Alc 803 rev2 Apr 07 Check-up...
Author or Editor: Darcy Richardson	
Start Date: 4/5/07	Due Date: ASAP

Name and Title of Reviewers	Signature	Comments? Y/N *	Date of Signature
Amanda Bolduc	AB	Y ☐	4/5/07
Steve Harnois	SH	Y ☐	4/5/07
Bob Drawbaugh	RD	Y ☐	4/17/07
Mary Celotti	Mary Celotti	Y ☐	5-4-07
Ed Luce	Edmond P. Luce	N ☐	5/4/07
		☐	
		☐	
		☐	
		☐	
		☐	
		☐	
		☐	

*(√) in checkbox indicates reviewer comments have been discussed and incorporated if applicable.

Name and Title of Approval	Signature	Date
R. Drawbaugh, Tox. Pgm Chief	RDrawbaugh	4.18.07
Mary Celotti, Lab Director	Mary Celotti	6-6-07
Effective date: 6 / 6 / 07		

BAC DATAMASTER CHECK-UP and MAINTENANCE LOG

Department/Agency

DataMaster Serial Number

DATE	TYPE OF SERVICE PERFORMED	PERFORMED BY

ALC 803 Rev. 2 06/07

BAC I

Departme

- Header not needed as this is PD's records + should not be returned to us.
- Page 1 of 1 not appropriate as these are filler pages for a 3 ring binder, sorted by date

DATE	TYPE OF SERVICE PERFORMED	PERFORMED BY

ALC 803 Rev. 2 03/07

~~Vermont Department Of Health Laboratory~~

BAC DATAMASTER CHECK-UP and MAINTENANCE LOG

Department/Agency

DataMaster Serial Number

DATE	TYPE OF SERVICE PERFORMED	PERFORMED BY
	[Place Simulator Solution Label Here]	
	[Place Simulator Solution Label Here]	
	[Place Simulator Solution Label Here]	
	[Place Simulator Solution Label Here]	
	[Place Simulator Solution Label Here]	
	[Place Simulator Solution Label Here]	

BAC DATAMASTER CHECK-UP and MAINTENANCE LOG

DataMaster Serial Number

Department/Agency

Metro

It might look neater/ more consistent to put Serial # under the line the way Agency is

DATE	TYPE OF SERVICE PERFORMED	MED BY
	[Place Simulator Solution Label Here]	
	[Place Simulator Solution Label Here]	
	[Place Simulator Solution Label Here]	
	[Place Simulator Solution Label Here]	
	[Place Simulator Solution Label Here]	
	[Place Simulator Solution Label Here]	

ALC 803 Rev. 2 03/07

Bryce-Parrott, Cara

From: Celotti, Stella
Sent: Wednesday, June 06, 2007 2:42 PM
To: Richardson, Darcy; Drawbaugh, Bob
Cc: Bryce-Parrott, Cara
Subject: Forms Approved

Hello, the following forms have been approved and can be moved to Document Control. Darcy, thanks for listing why the comments weren't included, Stella.

Alc 501, Rev 1, DataMaster Supplies Request Form
Alc 602, Rev 1, Mobile DataMaster use Log
Alc 603, Rev 2, BAC DataMaster Operator Use Log
Alc 626, Rev 1, DataMaster Technical Support Inquiry
Alc 627, Rev 6, BAC DataMaster Routine Performance Check Worksheet
Alc 628, Rev 5, BAC DataMaster Field Installation Worksheet
Alc 630, Rev.1, BAC DataMaster Simulator Soltn Change Worksheet
Alc 662, Rev 0, Record of Missing RPC Documentation
Alc 803, Rev 2, BAC DataMaster Check-up & Maintenance Log
Alc 901, Rev 1, DataMaster Supervisor Contact Information

Mary Celotti
Laboratory Director
Vermont Department of Health Laboratory
195 Colchester Avenue
Burlington, Vermont 05401
Office:802-863-7570
Fax:802-863-7632
scelott@vdh.state.vt.us

BAC DATAMASTER

CHECK-UP and MAINTENANCE LOG

_____ DataMaster Serial Number _____

Department/Agency

DATE	TYPE OF SERVICE PERFORMED	PERFORMED BY
	[For Simulator Solution Change Place Label Here]	
	[For Simulator Solution Change Place Label Here]	
	[For Simulator Solution Change Place Label Here]	
	[For Simulator Solution Change Place Label Here]	

Return to Jaime by 04/30/99

Vermont Department of Health Laboratory

Form Approval Tracking Sheet

Form Data

Form Number: ALC 803 Revision: 01 Effective Date: 5/3/99

Title: BAC DATAMASTER CHECK-UP and Maintenance Log

Referenced to in: (SITE) DM INSTRUMENT LOGBOOKS, DM INSTRUMENT SUPERVISOR MANUAL, DM Field Service MANUAL, Field Installation, RFI INSTRUCTIONS, DM Service Request Protocol,

What procedures use this form? INSTRUCTIONS FOR ROUTINE Performance check

Program or Unit: ALCOHOL LAN or WP File Name:

This form will Replace the Instrument Log Checkup & Maintenance form and Instrument Log Simulator form. It Will improve efficiency & ease of use

Review Section

A copy of the form to be reviewed is attached. Please initial and date in this section; comments may be continued on the back of this sheet.

Reviewed by:	Initials / Date	Comments	Response
~~Customer Service Unit~~ Law Enforcement?		Per Bob Drambough 04/30/99. Not necessary.	
~~Microbiology Unit~~			
~~Chemistry Unit~~			
Alcohol Unit Bob	RW 4/28		
Ted	4/20		
Jaime	JCm 04/30/99		
QA Coordinator KAREN	4/22/99	none	

Approval Section

Approved by:	Initials / Date	Comments
Program Chief / Supervisor:	RW 4/28	
Laboratory Administrator:	4/30	Nice changes.
Laboratory Director:	5/3/99	

ADMIN 712 REVISION 1

BAC DATAMASTER

CHECK-UP and MAINTENANCE LOG

_____ DataMaster Serial Number _____

Department/Agency

DATE	TYPE OF SERVICE PERFORMED	PERFORMED BY
	[For Simulator Solution Change Place Label Here]	
	[For Simulator Solution Change Place Label Here]	
	[For Simulator Solution Change Place Label Here]	
	[For Simulator Solution Change Place Label Here]	

FINAL

Vermont Department of Health Laboratory

Return to Jaime by 04/23/99

Form Approval Tracking Sheet

Form Data

ALC 803

Form Number: ALC ### Revision: 1 Effective Date: _____

Title: BAC DATAMASTER CHECK-UP and Maintenance Log

Referred to in: (SITE) DM instrument logs, DM instrument supervisor manual, DM Field Service manual, Field installation, RFI instructions, DM Service

What procedures use this form? Request protocol

Program or Unit: ALCOHOL LAN or WP File Name: _____

Review Section

A copy of the form to be reviewed is attached. Please initial and date in this section; comments may be continued on the back of this sheet.

Reviewed by:	Initials / Date	Comments	Response
Customer Service Unit			
Microbiology Unit			
Chemistry Unit			
Alcohol Unit Bob	✓	See form	done see next draft
Ted	4/6	? Size of boxes; ? separate sim. log.	
Jaime			
QA Coordinator Karen	KC 4/19/99		

Size of Boxes will allow for Label and any further processes completed. Individual can continue to next block if not enough room but must have same date & performed by completed. This form will replace current sim. log. will improve efficiency and ease of use.

Approval Section

Approved by:	Initials / Date	Comments
Program Chief / Supervisor:		
Laboratory Administrator:		
Laboratory Director:		

DEPARTMENT _____ CHECKUP & MAINTENANCE SERIAL#

DATE	TYPE OF SERVICE	SERVICE TECH

BAC DATAMASTER
CHECK-UP and MAINTENANCE LOG

Instrument Serial Numer _____

~~Responsible~~ Agency
location

DATE	TYPE OF SERVICE PERFORMED	PERFORMED BY
	[For Sim solution change place label here] [PLACE SOLUTION LABEL HERE]	
	[PLACE SOLUTION LABEL HERE]	
	[PLACE SOLUTION LABEL HERE]	
	[PLACE SOLUTION LABEL HERE]	
	[PLACE SOLUTION LABEL HERE]	

ALC ### REV 1

page_____

9 or 10 pt.

DEPARTMENT _____

INSTRUMENT LOG
CHECKUP & MAINTENANCE

SERIAL# _____

DATE	TYPE OF SERVICE	SERVICE TECH

mntlog/VOH 04/08/91

page _____

superceded by ALC 803

DEPARTMENT

INSTRUMENT LOG
SIMULATOR

SERIAL#

DATE	LOT #	CONCENTRATION	SERVICE TECH.

simlog/VDH 04/08/91

page _____

superceded by ALC 803
(with mntlog/VDH 04/08/91)