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MEMORANDUM

TO: TARA TIGHE, QA MANAGER

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

SUBJECT: DATAMASTER DMT QUALIFICATION

DATE: 3/7/2012

This memo is to document the approval of Steven Harnois in the maintenance and in house testing procedures for the DataMaster DMT instruments at the Vermont Forensic Laboratory. I, Trisha Conti, showed him the manual with the protocols, the location of the supplies and the forms that need to be filled out and retained for each DMT instrument. I witnessed Mr. Harnois repair a DMT on March 5th, 2012. Subsequent to that repair, he performed the following procedures as described in the VFL-approved DataMaster DMT Alcohol Manual: Power Up, Calibration and Certification. In addition, Steven performed an Installation and review of Routine Performance Check in my presence. Based on the training Steven has received previously from National Patent Analytical Systems, Inc. and his previous experience as Electronics Technician at the Vermont Department of Health Laboratory, I qualify him to perform maintenance in addition to performing in house testing on the DataMaster DMT instruments at the Vermont Forensic Laboratory.