

January 15, 2010

To DataMaster DMT Agencies:

The Vermont Department of Health Laboratory Toxicology Program would like to thank you for your participation in the successful launch of the new DataMaster DMT evidential breath testing instrument in Washington and Windham counties.

The next step in the launch process is to train individuals to perform the duties of a DataMaster DMT Supervisor. Each agency is required to maintain at least one proficient DMT Supervisor. Supervisors will be trained to perform simple maintenance and repairs on the instrument. Anyone who was previously trained to be a BAC DataMaster Supervisor will need retraining in order to become a DMT Supervisor.

In addition, this DataMaster has many record keeping capabilities that the previous instrument did not. As such, this instrument will require people to be trained to perform the duties of a Record Administrator. A Record Administrator will be responsible for providing materials in response to discovery requests and/or providing monthly updates to the State's Attorney's Office if requested. A DataMaster DMT Supervisor may assume the duties of a Record Administrator if a second individual is not available.

The training requirements for a DataMaster DMT Supervisor is one, four (4) hour hands-on course. The Record Administrator training will be held simultaneously, however their portion of the course will only last approximately one hour at the beginning of the session.

Please contact Cindy Taylor-Patch at the Vermont Police Academy with the names of the people your department has assigned the duties of a DataMaster DMT Supervisor and Record Administrator. There are four training sessions available; Monday, February 1<sup>st</sup> from either 0800-1200 or 1230-1630 or Tuesday February 2<sup>nd</sup> from 0800-1200 or 1230-1630.

Thank you for your continued support and prompt response.

Sincerely,

Mary Celotti  
Laboratory Director