

August 25, 2008

To Lt. Robert Evans:

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

The next step in the launch process is to train individuals to perform the duties of a DataMaster DMT Supervisor. Supervisors will be trained to perform simple maintenance and repairs on the instrument.

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 respond to us by **September 5th** with the names of the people your department has assigned the duties of a DataMaster DMT Supervisor and Record Administrator. The class will be held Thursday September 25th from 0800 until 1200 at the VSP St. Albans Barracks.

Thank you for your continued support and prompt response.

Sincerely,

Mary Celotti
Laboratory Director