

~~11/12/09~~

Burlington	102506	11/12/09	Post ARM VORL
Colchester	102706		1 Ke Repair
Richmond	121506		SSC 1 Ret to VORL
Williston Rd	121606		⊘
LWM	121706		01/18/09 Sway on Site RPC
Milton	122106		⊘
Williston	122206		Filter Wheel Noise 2 Rep
SoFTV	122406		⊘
Winoski	123006		⊘
Essex	123206	1/09@lab	6/07@lab
Shel	123306		⊘

Lamp C. Co. Inc.

5/21/08

Temp Check Guth Sims

	Model	Serial #	Dist	240118616	21991431
5/21/08	2100	D-2415	34.0	34.0	34.0
5/21/08	2100	D-2409	34.0	34.0	34.0
5/21/08	2100	D-2412	34.0	34.0	34.0
5/23/08	2100	D-2411	34.0	34.0	34.0
5/23/08	2100	D-2414	34.0	34.0	34.0
5/23/08	2100	D-2410	34.0	34.0	
5/23/08	34C	G-3406	-	34.0	

MOW with L DPS

with
opt
opt

new

software needs to be installed by NPAT

w-need new simulators at ~\$700 price for ~\$50,000
to monitor temp X 70
prim. in real-time

\$825 each = \$57,750

881-5942

- Data needs to be down loaded + put in folders + the package + ship for overnight delivery
- optimal processing scenario ① together or ② rolling process
- 3 week cycle

- VT cert
- capture will take longer →
 - simulator test will show if ready correctly (not)

will tampered with
 will state for
 file-calibred (will a
 cert (not tampered) did
 = 6/13-15/11 when
 new

- ① 3 day - store for call
 review +
 go into detailed
 (mount + repair) terms
- ② Kirk - 3 day
 certification then done

for refurbishment
RFQ - to be provided by Amman →

instrument at Spfld didn't match records

[TSI should have been generated when removed from field] or "fix" inquiry

- start immediately; print and bring to
- write down notes in field; complete field
- move after completed electronic file when in-house
electronically

(5) additional DMT's to use for replacements in field

GHSP  (2) lap tops

WIN-TALK - tied to DMT's;

Host PC may used to deal-up

→ Adrolol lap-top

Global Program Meeting 10-14-10

⑤ Beverage (discontinue for 7)
letter Aquavit
Kombucha →

add schedule to Kirk (Mtd)
Sim Soltn

need @ diff calibrations
analysis (2 people)
data

primary records
↓
add data
(1) calibration
compare data

2 week turnaround
(minimum)
time
John (for Dave)
revised

Byron bottle
⑤ Danny's file
blood alcohol
SOP

⑤ John's e-mail
re: Apha+Omgz
FID for #6890

⑤ set up time
with Amanda
to review
DHT

Alcohol Program Meeting 11-8-10

ergonomic assessment → Amanda, Jim, Hillary

[DMT 8 field sites and (4) for academy installations Project] 2 - left here (3) additional sites
due Aikman's 10' budget left message ↓ Richard

Amanda software testing: different at supervisor level; need to update supervisor models physically go to site; ~~on site~~ + add software - will also need to be "re-certified"

[9-10 instructors] for refurb units - 7 cubic yard (less than 3ft wide)
BOS large bid for recycling (4) for VCET

Car

January 2010

[PM's] → first 3 mos. of year for Chitt, Fralick + Hobbie direct

Alcohol Meeting Minutes

09/10/2010

Electronic Documentation of TSIs:

1. Current pending TSIs need to be reviewed, corrected, and closed-out where appropriate, then moved into the corresponding instrument folder.
2. Starting immediately - A TSI will be initiated for every site visit; this includes TSIs initiated for DataMaster issues and for support equipment issues (ex. Printers).
 - a. Only those site visits needed to drop of supplies do not need a TSI initiated (ex. Delivering solutions)

DMT Instrument Log:

1. This is used to keep track of serial numbers & locations, calibration & certification date, installation dates and the initials of the lab personnel performing the procedures.
2. This log is also used to record the solutions used in each procedure; including their targets, responses, standard deviations and deltas.
3. These logs are also used to document detector voltages for monitoring purposes.
 - a. The expectation is that the person performing one of these procedures will document their work in this log. This is to be completed before the associated paperwork is passed to the reviewer.
 - b. The reviewer is responsible for confirming that all work which is being reviewed is accurately recorded in this log.
 - c. Monthly review by lab QC officer or other program personnel may be necessary.

DMT Installation Issue:

1. It was discovered that the DMTs at Winhall PD & Manchester PD didn't have their temperature monitoring or their tolerance checks turned on. The temperature monitoring not being turned on was discovered during the review of installation documentation. When lab personnel were in the area, they

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stopped in to turn on the temperature monitoring and at that time discovered that the tolerance check function was not turned on.

2. Corrective Action:

- a. Where possible and practical, the DMTs in the field will have there options checked to confirm that tolerance checks are turned on.
- b. During the next software upgrade, it has been requested that addition information from the DMT needs to be printed on the installation documentation. This will include status fields indicating if the temperature monitoring and tolerance check functions are turn on.
- c. The first step of DMT Installation will be to reset the instrument options; this will automatically turn on the temperature monitoring and the tolerance checks. The options page will then be printed from the DMT to document this (to be included in the review).
- d. An Installation Checklist will be developed to match Installation SOP and new steps outlined above.
- e. The lab QC Officer is planning on accompanying the Alcohol Program Electronics Technician, Thursday 09/16, to Rutland so that the installation procedure may be observed at the Rutland PD and the Rutland VSP.

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Electronic Documentation of TSIs:

1. Process continues - Current pending TSIs need to be reviewed, corrected, and closed-out where appropriate, then moved into the corresponding instrument folder.
 - a. When there are definite duplicate TSIs, then they will be combined into one TSI and the extra one may be deleted.
2. A TSI will be initiated for each site visit if one has not been started.
3. The laboratory person taking the initial contact that results in the need for a TSI will initiate the TSI.

Corrective Action of 09/10/2010 Continued:

1. The requested software upgrade has been received from NPAS. Report software has been written in a new language resulting in a new format for reports. The upgrade will start to be validated this week.
2. Until the upgrade is installed, the options report will be printed out at the end of the DMT Certification process. It will be reviewed by second person to confirm field installation readiness.

Audit of Field Installations in Rutland (Rutland VT State Police & Rutland Police Department)

1. Each individual may continue to plan their installation process as they have in the past.

A Review Procedure has been requested for the review of all DMT documentation.

Next Meeting will be Tuesday 09/28/2010 @ 9:00 am

1. The other program personnel responsible for the analysis of Blood Alcohol and the preparation and certification of Simulator solution shall be invited.

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Group Discussion of recent Maintenance to the Alcohol GC instrument:

1. Autosampler was rebuilt
 - a. Included new sample loop & sample elevator
2. New column has been installed
3. Maintenance has addressed carry-over & increased stability
4. New autosampler is being ordered
5. EtOH solutions have been on target & within expected limits

Discussion of Sample Analysis:

1. Beverage Analysis:
 - a. Kombucha analysis will be discontinued at the end of the year
 - b. Will continue other beverage analysis requested by police agencies
2. Beverage analysis is the responsibility of the analyst assigned to Blood Alcohol analysis and should be completed at the same time
3. Schedule and rotation will be updated.

EtOH Solution Preparation:

1. Minimum turnaround time for a batch of solution is two weeks; orders for new solutions should be placed when supply is down to the last bottle.
2. Suggestion was made to order larger volumetric flasks to make bigger batches of solution. This will be investigated.
3. Solution preparation assignments will be included in scheduled rotation

CAP Proficiency has been reported.

Amended TSI was reviewed and discussed:

1. An inaccurate TSI was sent to SA office and SA returned it with questions

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2. TSI was amended to correct errors and will be returned to SA's office with monthly mailing
3. Corrective Action:
 - a. Review documentation and clear pending file prior to monthly mailing
 - b. Before an instrument is installed, documentation will be reviewed to insure that all TSIs are completed accurately and closed.

The filing cabinets containing the DMT files were cleaned out and reorganized. Active files are now in the top drawers. There is still some older documentation that needs review before disposal.

DMT Software Upgrade: Some issues have been discovered and shared with NPAS. Process is ongoing.

DMT deployment and priorities discussed

will need to reschedule

Operator Training scheduled for Nov 2nd. Will need to schedule another training for officers returning from deployment.