Alcohol Program Meeting

- Highway Safety Grant: - waiting for money to get 3 more DMT's for refurb.
  - TSI: Technical Service Inquiry (work-order)
    - from call → what they think is wrong → when we receive → work on it → fixing the
- TSI Goals: Change the filling system to a drawer p year of DMT ('06, '08, '10)
- Instrument Problems: - create a troubleshooting guide
  - usual problems / fixes

* Need to attend the "DMT Operators Class" *

- Highway Safety Grant → want to start scanning files versus keeping all papers (will make everything quicker + faster)

$\boxed{\text{Discoveries}}$: request from State's Attorney

$\boxed{\text{CV}}$: Curriculum Vitae (resume w/ training + supporting Docs)

Alcohol Program Meeting 03/04/11

March 21, 22 or 32 (either date) for Supervisor's course.
→ will need to attend

Also in March will be finishing alcohol blood analysis and in April will be independent.

Either Monday — Thursday will be going to St. Albans for a TSI (03/07 - 03/10).

Down the line... go to NPAS and become a certified technician / repair person. Then if Steve H. leaves, I will be able to work on the DMTs

GC autosampler has a 5% acceptance range... set by ~~[illegible]~~ manufacturer. The new autosampler will be a 3% range (if we get it).

TSI requests (everything from start of TSI all the way through the end; this includes calibration info and technical information and installation and RPC and PM (preventative maintenance))

Trip to St. Albans (w/ Amanda) 03/16/11

- went to ~~[illegible]~~ Sheriff's in St. Albans to remove the DMT because it was having problems (Detector > 3 V)
- went to P.O. in St. Albans and installed DMT after it was fixed at VDHL
  - waited 20min for instrument / detector to warm-up, detector voltage will ~~[illegible]~~ become stable
  - start installation protocol (timer for 30min); this is for sim. solution to warm-up
    - check Filter #1; make sure < 0.300
    - then DMT runs sim solution 5 times; make sure it takes < 30secs and EtOH line is flat ⟋ NOT ⟋
    - then go through the tests the instrument says

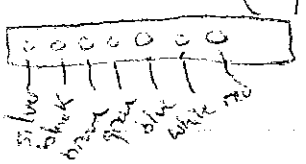
Trip to St Albans (w/ Steve) 05/18/11

- installed the DMT at Sheriffs
- installed the DMT at PD St Albans
  - went through protocol, then there was an alcohol blip during breath testing.
    - we said test wasn't valid (reason being alcohol in breath curve)
    - then said it didn't pass, but let us sign off on test
      - we weren't able to re-do the breath test, and we had to wait another 30min

Instrument #100170 (DMT) 03/30/11

→ goal = to take apart, learn parts, put back together and cal./check the instrument

1) 4 screws on top to open cover
2) 3 screws on side (left hand) to take off
3) 2 large screws on detector to take it off
4) Remove detector: cut zip-tie, then remove from control board (top is silver, bottom is red) // 7 screws



5) ~~Take~~ Take the detector block off (loosen 4 screws on bottom of block)
6) Take detector block apart (3 screws on chamber side)
   - on detector side 2 nuts; remove filter wheel + quartz wheel; unscrew chopper motor to remove chopper wheel
7) Take front piece off DMT (2 screws [1 including stylus])
8) Take out sample chamber + holder (4 screws on bottom of silver holder) (also some wires + tubes)
   - take apart sample chamber
9) Put it all back together
10) Change out detector (NEP → HAON)

fraction)
Liters (g/m)
der + DMT
(Bily Mass Inc.)

Instrument #100170 04/05/[illegible]

- changing controller board (changed it w/ upgraded board)
  - remove wires, then undo 4 screws

Alcohol Meeting

04/25/11

- DMT lab; there will be a lock (combo) put on the door
- Purpose of meetings: what went on w/ last week + what is going to be done this week
- Instrument 100170: worked on it last week and will finish up the cal/cert procedure
- TSI's will be lengthy and very descriptive
- Royalton Instrument was pulled and needs to be cal/cert
  → tolerance check wasn't put back on, so we need to put the option back on
- hypothetical questions will be answered (no subject #, name, case #, instrument #, anything specific)
- have the supervisors "print options" of each instrument that is in use
  - then email or mail the list (to make sure what the options are listed at)
- DMT LOG: AIM Tab (Detector type + controller board)
- controller boards changed? TSI's, tolerance check
  → STEVE H. has info but need to know

* Marcella will train me how to do "Discoveries"

Alcohol Meeting

05/05/11

- all paperwork (especially RPC's) must have a date recieved (Date Stamp)
  → get a stamp (we will have to make sure to keep the date updated/changed)
- if there is any "blip" in the RPC's, the RPC will have to be redone
- Harris will update the PowerPoint presentation for DMT Supervisors
- TSI is started when the instrument is physically accessed (by VDHL); also, if we have an agency access an instrument, and they send us paperwork we will start a TSI (if we recieve and request paperwork from agency (except if it's RPC), we will start TSI)

* The More detailed we are now, the less work will be in the future

* TSI will have very detailed info; what was done (exact parts + pieces) and who told Harris to perform the work (example: replaced Controller Board because Amanda said to)

Alcohol Program Meeting 06/30/11

- play w/ the DMT in house to make sure it works (API, Installation, RPC, Calibration, Cert)
  - → name pops up in corner ✓
  - → check the access ✓

- when the instrument is shipped to NPAS, the copy of TSI will be included (helps Dave to know what work has been done)

- run an external standard solution (with CertiRiel) for every Cal Check on DMT and once per lot on GC