

## 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.