

## Alcohol Meeting Minutes

### 09/20/2010

#### 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 duplicates 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.

**Alcohol Meeting Minutes**  
**10/14/2010**

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