
INTEROFFICE MEMORANDUM

TO: VDHL DATAMASTER PROGRAM
FROM: AMANDA BOLDUC
SUBJECT: RPC REVIEW INSTRUCTIONS CORRECTIVE ACTION
DATE: 8/11/2011
CC: ED LUCE, MARY CELOTTI, KIRK KIMBALL, STEVEN HARNOIS

RPC REVIEW CORRECTIVE ACTION

VDHL Technical Services reviewed a Routine Performance Check report from DataMaster DMT 104709: Derby VSP performed by DMT Supervisor Kerry Skochin on 10/25/2010. This RPC was reviewed and signed off as “acceptable” by Electronics Technician Steven Harnois on 10/28/2010. On 2/15/11, Amanda Bolduc was contacted by Orleans County Deputy State’s Attorney James Lillicrap. He explained to Bolduc that there had just been a motion to suppress hearing in which Darcy Richardson testified that she suspected a problem with the VSP-Derby DataMaster based on the October 2010 RPC. Bolduc retrieved the RPC in question. Upon further review of the Sample Acceptance Test, there appears to be a minor, sustained ethanol reading, which is considered failing per VDHL RPC acceptance standards. This result is difficult to see due to the black-and-white faxed copy of the report which was submitted by the agency.

As a result of this oversight, the VDHL DataMaster Program has implemented new procedures which will reduce the likelihood of failing documents being deemed as passing.

1. The RPC Review Instructions sheet is currently being updated.
2. All employees responsible for RPC review must read, understand, and follow the updated RPC Review Instructions. This will be documented using the form “Employee Sign-Off Statement” (Admin 933).
3. All RPC’s must now be submitted in color format (electronic or paper) from the DMT agencies.
4. At the end of each month, all DataMaster records generated during that month will be reviewed by a second member of the DataMaster Program prior to being sent to the State’s Attorney’s Offices as part of the monthly updates, and subsequently filed in the appropriate DataMaster’s folder.
5. A memo clarifying the Sample Acceptance Test methods and acceptance parameters will be sent to each DMT Supervisor for review.
6. If a DMT Supervisor has continued problems conducting an appropriate Sample Acceptance Test, that Supervisor may require retraining, and/or VDHL may revoke that Supervisor’s responsibilities.