

DataMaster Shop (Inventoried July 2011)

Files not located in locked cabinets

Desk Drawers

Drawer 1 (right) Miscellaneous Discovery information 2004, DM forms, DM host information

Drawer 2 (right) Expense account info, Time report info, stationary, labels, envelops, etc; NPAS Training Notes - 2008

Top Drawer (left) File 1: Current projects, 2/28/06 travel requests, procedure review coversheet, 2005 DM extended maintenance process, advanced NPAS training/travel requests, labels, mailing items for RPC mail outs – 2004, original document 1996 – normal setting for DataMasters and calibration settings, 2005 Program Managers meeting – miscellaneous notes from meeting
File 2: Miscellaneous Supervisor materials, books, labels for BAC DataMaster
File 3: Miscellaneous e-mails 12/2003 – present, miscellaneous documents BAC DataMaster 4/26/2003 – meeting agendas, extended preventative maintenance, request for overtime 2/25/2004 – unsigned, expense account copies 2003, 2/2004 request for travel, 2003 user group meeting information, Model 34C Simulator documentation
File 4: BAC DataMaster Supervisor labels, RPC supply labels
File 5: blue cardstock

Drawer 2 (left) several files of paper supplies unless otherwise noted below:

File 1: signs for kits re: tickets

File 2: Monthly Discovery DM Downloads 2/3/03 – 6/11/03

File 3: Miscellaneous ticket info, analysis of alcohol chromperfect spirits software – undated, Fall 2003 program notes, Blood Alcohol data review checklist, BAC CAT proficiency tests 1989-2001, miscellaneous blank documents for SA reporting

File 4: Packing slips 2/18/04 – 12/31/09
File 5: Packing slips 1/1/10 – present
File 6: Undated BAC Serial numbers listings, completed DM download requests – May 2003, standing requests for monthly download requests, Laboratory Certification data – undated, Datamaster history – 1/21/03 sorted by site and serial number, Microsoft 2000 guide, Discovery request: 2/25/2003 Carl Tremmel, 12/6/2003 2nd request for discovery request from Carl Tremmel, Letter to Tom Simpson 7/23/02 from Dianne Swafford, Miscellaneous disks marked with Dianne's name
File 7: Mobile BAC DataMaster use log with instruction sheet, instructions for changing simulator solution – 8/2000, Blank Form Alc 435, 01/01/01

Binders on shelving above desk in Room 124

- Binder 1: BAC obsolete component & assembly guide – service guide 1992
- Binder 2: BAC 4/8/91 Operating instructions, repair procedures, assembly guide, fatal system error, voltage adjustments, circuit analysis paperwork, miscellaneous documents
- Loose papers: 5/24/2006 sales quote for simulators – NPAS
5/24/2006 sales quote from DAVTech
5/18/2006 sales quote Revco marketing
5/24/2006 Price quote Guth Labs, Inc.
Calwave US product list
- Binder 3: DataMaster Manufacturing Manual – Aug 2000
- Binder 4: May 1997 BAC DataMaster Supervisors Training Manual
- Binder 5: 1998-2001 BAC DataMaster Supervisor Training Course
- Binder 6: 1992-2001 BAC DataMaster Technical Updates
- Binder 7: Winter 2005 Instructor Development Course

- Binder 8: undated – Instructor Jaimie Meredith Supervisor Course
- Binder 9: 8/26/99 VDH General Laboratory Procedures
- Binder 10: August 2008 Draft of the BAC/DMT instrument manual
- Binder 11: Undated – BAC Supervisor Course (belonged to Jaimie Meredith)
- Binder 12: 6/23/03 – DataMaster BAC Miscellaneous forms and DM log instructions
- Binder 13: Draft NPAs BAC DataMaster Quality Assurance and Testing Manual; BAC DataMaster prints, Document e-mailed to R. Drawbaugh 3/15/2002
- Binder 14: April 2008 BAC DataMaster Supervisors Manual
- Binder 15: Jan 2004 – present Test Instrument Calibrations
- Binder 16: 1990's (?) BAC Infrared Repair Manual #1
- Binder 17: 1996 Material Data Sheet
- Binder 18: November 2000 Instructors copy of BAC DataMaster Manual
- Binder 19: June 2003 NPAS DataMaster Training
- Binder 20: DMT Technical Manual 2/12/2009-present

Files located in 2 DataMaster locked file cabinets - room 124

Cabinet 1

Drawer 1

Hanging files for Serial Numbers 102506-104909 (contains file folders for **R**outine **P**erformance **C**heck (RPC), Calibration, Certification/Install, **T**echnical **S**upport **I**nquiry (TSI)/**P**reventative **M**aintenance (PM)/Misc.

Drawer 2

Hanging files for Serial Numbers 100132 - 100171 (contains file folders for **R**outine **P**erformance **C**heck (RPC), Calibration, Certification/Install, **T**echnical **S**upport **I**nquiry (TSI)/**P**reventative **M**aintenance (PM)/Misc.

Drawer 3 Old information that includes:

Quality Assurance – 1998 Site Survey

Miscellaneous documents & notes from NPAS – undated except for one June 2009

DataMaster Site Agreements

2004-2005 DM Status Reports

BAC Technical Doc. 1998

DataMaster Service Back-up agreement with UVM 1/8/2002-5/22/2003

Year 2000 Compliance Records BAC DataMasters

Routine Performance Check Logs 10/1998 – 02/2001

Old NPAS Price Lists

Correspondence 1991 – 2001

Instrument Supervisors Attendance Logs – 1993 – 3/11/09

Instrument Supervisor Training Evaluations Completed – 1/09

Regional Supervisor exam results 1996 – 2001

VDH BAC DataMaster Supervisor Course Materials – 11/99 – 5/10/00

Drawer 4

Serial Number History – 200073-970090

Site History – Barre – Woodstock

Old disks

Cabinet 2

Drawer 1

Correspondence file 12/2008 – 4/2011

Recent filings

Miscellaneous Draft Documents

June 2009 BAC DataMaster Acetone Interference Experiment

DMT Supervisor Tests 2/2010 – 6/2011

DMT Supervisor Contacts

Hanging files for Serial Numbers 881109-881350 (contains file folders for **R**outine **P**erformance **C**heck (RPC), Certification/Install, **T**echnical **S**upport **I**nquiry (TSI)/**P**reventative **M**aintenance (PM)/Misc.

Drawer 2

Hanging files for Serial Numbers 881351-950167 (contains file folders for **R**outine **P**erformance **C**heck (RPC), Certification/Install, **T**echnical **S**upport **I**nquiry (TSI)/**P**reventative **M**aintenance (PM)/Misc.

Drawer 3

Hanging files for Serial Numbers 950168 - 200157 (contains file folders for **R**outine **P**erformance **C**heck (RPC), Certification/Install, **T**echnical **S**upport **I**nquiry (TSI)/**P**reventative **M**aintenance (PM)/Misc.

Drawer 4

DataMaster performance testing results