

Vermont Department of Health Laboratory  
Organic Chemistry Program  
Memorandum

To: Stuart Schurr  
From: Kirk Kimball  
Date: July 13, 2011  
Re: Updates to DMT Program

As requested, here is a list of changes instituted in the DataMaster program since the beginning of calendar year 2011.

- 1.) Electronic Folders in lab-alc outlook profile were established by Amanda Bolduc for all email correspondence concerning the program. The 3 folders are NPAS/VDHL emails; Agencies/VDHL emails and Inter-laboratory emails between DMT program staff.
- 2.) A new work flow for Technical Support Inquiry (TSI) generation was instituted. The work flow is now:

VDHL alcohol staff is informed of a possible problem with a DMT instrument.

The agency where the DMT is located is called back to discuss what the problem is perceived to be.

A site visit by VDHL alcohol staff member is scheduled if needed. An electronic TSI is initiated at this time in the "work in progress" folder.

The site visit is completed and the problem is assessed as to whether the instrument can be fixed at the agency or if it needs to be returned to VDHL for more extensive diagnosis of the problem.

Once the TSI is completed it is moved from the "work in progress" folder to the "For Review" folder.

After the review is completed, a paper copy is printed out and signed off on by the reviewer and the generator of the TSI. The reviewer then moves the completed TSI into the instrument electronic folder.

All documentation generated during the TSI is attached to the paper copy of the TSI and filed in the instrument file in the DMT lab.

- 3.) A change in the Routine Performance Check (RPC) review process was instituted in mid-March. Any elevation in alcohol baseline above zero requires a re-run of the RPC. (Alc 907 Rev.0). The RPC review protocol requires a color copy of the RPC to be sent to the VDHL for review.
- 4.) A revised page 17, #10c of D-Alc-011 is in the process for release in May 2011, clarifying the "Proper Sample Acceptance Test Protocol". When this is sent out

to all agencies, a letter will be accompanying it which states that the VDHL must receive written confirmation from the supervisor that the new protocol has been read and understood.

- 5.) With the information received on 4-22-2011, concerning the Royalton VSP instrument having the tolerance function off, the VDHL DMT program reviewed all DMT Certification records in-house to determine the status of the tolerance function option and asked all agencies to print out an options report and send it to VDHL by mail or email. This will allow the VDHL to check that the tolerance function is turned on for all DMTs in the fleet. If any are found to not be on they will be placed out of service and the affected state's attorneys and Stuart Schurr will be notified.
- 6.) Any instrument with an NEP brand detector will be removed from service and brought back to VDHL for refitting with another brand of detector as soon as possible. The reason for this is the NEP detector is known to have a shortened life span compared with other detectors. These detectors do work well and should not be considered defective. If a detector fails the instrument will not be able to analyze a sample.

If you have any questions concerning the DMT instruments or Alcohol Program please feel free to contact me directly. Thank You.

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