

INSTRUMENT COMPLIANCE FOR EVIDENTIAL OPERATION

Date: 8/12/11

REV: 2

Approved: *WJ*

Instrument Compliance Operations

Each breath testing instrument used for evidential breath alcohol tests will be inspected prior to initial use, any time the instrument is moved to a new testing location and at least once each calendar quarter by an authorized Implied Consent Area Supervisor. For all in service instruments and all instruments returning from repair, Instrument Compliance Operations consist of completion of the Instrument Inspection Protocol IC OPS IO 1. For all new instruments and all instruments being moved to a new testing location, Instrument Compliance Operations include completion of both IC OPS IO 1 and the Site Inspection Protocol IC OPS IO 2. Instruments that were previously in service at a different agency or different physical location but are being placed in an agency or at physical location for the first time will be treated no differently than new instruments with respect to inspection and documentation.

The instrument is deemed to be in compliance with the requirements for evidential testing when the instrument meets all of the requirements outlined in IC OPS IO 1 and IC OPS IO 2 as applicable. Upon successful completion of the inspection(s), the Implied Consent Area Supervisor will present the agency with a copy of the completed report(s) and a Certificate of Inspection issued under the authority of the Division of Forensic Sciences as directed in IC OPS IO 1 and IC OPS IO 2.

Instruments Failing Inspection Requirements

Instruments that fail to pass Instrument Compliance Operations will be taken out of service. Instruments taken out of service will be clearly labeled with a sign indicating the instrument's out of service status. The Implied Consent Area Supervisor is responsible for notifying the appropriate local agency personnel of the instrument's status. The instrument must successfully complete Instrument Compliance Operations before being placed back in service. The local agency is responsible for the cost of all repairs and for maintaining invoice receipts of each repair performed. All repairs and maintenance will be done at the direction of the Implied Consent Unit with the consent of the local agency and will only be conducted by personnel authorized by the Division of Forensic Sciences. Area supervisors, the instrument manufacturer or their authorized representative, and individuals working at the direction of area supervisors may perform instrument maintenance and repairs. The Implied Consent Area Supervisor is responsible for maintaining a maintenance log of each instrument in his area.

Inspection Record Keeping

The Implied Consent Area Supervisor will maintain a copy of all applicable printouts and a copy of the Certificate of Inspection.

On completion of the inspection(s), the Implied Consent Area Supervisor will send the completed reports and all other applicable documentation listed in IC OPS IO 1 and IC OPS IO 2 to the Implied Consent Manager in a format designated by the Implied

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Consent Manager. The Implied Consent Area Supervisor is responsible for reviewing all documentation for completeness and accuracy prior to submission to the Implied Consent Manager. All cards generated during the inspection process, whether or not the test passes the required criteria, shall be retained and forwarded to the Implied Consent Manager with the inspection reports. A copy of any F-10 letters generated during the course of the quarterly inspection IC OPS IO 1 will be sent to the Implied Consent Manager as well.

The Implied Consent Manager will retain quarterly inspection files. These records will be stored electronically by the GBI-DOFS. Implied Consent Area Supervisors will maintain their inspection records and maintenance log for each instrument in accordance with GSP retention policy. The Implied Consent Manager will retain inspection records for each instrument in accordance with Pol 2 Table 1 and/or DOFSQP 16 Table 1. Implied Consent Area Supervisors may purge instrument records that exceed the record keeping requirements.

Installation of New Instruments

See IC OPS IO 2, Site Inspection Protocol.

Instrument Installation Record Keeping

Each instrument used for evidential breath testing will be recorded in an electronic database maintained by the GBI-DOFS. This record includes the instrument serial number, agency name and number, date installed, and Area Supervisor installing the instrument. The Implied Consent Manager will retain site inspection forms (IC Form 9) and installation approval letters (IC Letter B) for each instrument in accordance with Pol 2 Table 1 and/or DOFSQP16 Table 1. Each Implied Consent Area Supervisor will maintain a record of each evidential instrument in his area while the instrument is in service and for four years after the instrument is designated inactive by the Division of Forensic Sciences. Instruments permanently taken out of service will be designated as inactive by the Division of Forensic Sciences. When an instrument is placed on inactive status, the IC Manager will notify the agency in writing that no further inspections of the instrument will be performed.

INSTRUMENT CERTIFICATION FOR EVIDENTIAL OPERATION

Date: 9/25/09

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Instrument Certification Operations

Instrument Certification operations will be performed on each breath-testing instrument used for evidential breath alcohol tests by the IC Area Supervisor for each instrument in his assigned area. These inspections will be conducted at least once each calendar quarter. In addition, Instrument Certification Operations will be performed on all new instruments and instruments returning from repair before being put back into service. The protocol for instrument inspection is detailed in IC OPS IO 1. Previously used instruments being placed in an agency for the first time will be treated no differently than new instruments with respect to inspection and documentation.

Upon completion of the inspection, a copy of the results and a Certificate of Inspection will be given to the agency, provided that the instrument meets all of the requirements outlined in IC OPS IO 1. The Implied Consent Area Supervisor will maintain a copy of all applicable printouts and a copy of the Inspection Certificate. Additional Certificates of Inspection may be sent to local court authorities at the IC Area Supervisor's discretion.

A quarterly report of the Certification and Standardization of each instrument will be sent to the Implied Consent Manager.

Instruments Failing Inspection Requirements

Instruments that fail to pass all operational requirements will be taken out of service. The local agency personnel will be notified of the instrument's status. The instrument must be repaired and must successfully complete certification requirements before being placed back in service. The local agency is responsible for all repairs and for maintaining invoice receipts. The IC Area Supervisor will maintain a maintenance log of each instrument in his area. Only area supervisors, factory authorized representatives or individuals working at the direction of the area supervisor may perform instrument maintenance.

Inspection Record Keeping

The results of inspection/certification operations will be stored electronically by the GBI-DOFS. The update of records will be performed quarterly after the IC Area Supervisors submit their reports. IC Area Supervisors will maintain their inspection records and maintenance log for each instrument for the current year and four previous years. Inspection reports will be maintained in the IC Section at the Division of Forensic Sciences according to Pol 2 Table 1 and/or DOFSQP 16 Table 1. IC Area Supervisors may purge instrument records that exceed the record keeping requirements.

Installation of New Instruments

Before being placed in service all new instruments must be inspected and must successfully complete the instrument certification operations outlined in IC OPS IO 1. The IC Area Supervisor conducting the inspection and standardization will complete an

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Inspection Certificate and Approval Certificate for the local agency. The Approval Certificate will consist of a notarized letter of installation signed by the IC Area Supervisor and the IC Manager. The IC Area Supervisor will maintain an original of the certificates. An additional original Approval Certificate will also be transmitted to the IC Manager along with a completed Intoxilyzer 5000 Information Form. Instruments are approved for use by any valid permit holder; however, such use shall be at the discretion of the agency responsible for the instrument.

Instrument Installation Record Keeping

Each instrument used for evidential breath testing will be recorded in an electronic database maintained by the GBI-DOFS. This record includes the instrument serial number, agency name and number, date installed and Area Supervisor installing the instrument. Approval Certificates for each instrument will be maintained in the IC Section at the Division of Forensic Sciences according to Pol 2 Table 1 and/or DOFSQP16 Table 1. Each IC Area Supervisor will maintain a record of each evidential instrument in his area while the instrument is in service and for four years after the instrument is taken out of service by the agency.

INSTRUMENT CERTIFICATION FOR EVIDENTIAL OPERATION

Date: 11/22/04

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Instrument Certification Operations

Instrument Certification operations will be performed on each breath-testing instrument used for evidential breath alcohol tests by the IC Area Supervisor for each instrument in his assigned area. These inspections will be conducted at least once each calendar quarter. In addition, Instrument Certification Operations will be performed on all new instruments and instruments returning from repair before being put back into service. The protocol for instrument inspection is detailed in IC OPS IO 1. Previously used instruments being placed in an agency for the first time will be treated no differently than new instruments with respect to inspection and documentation.

Upon completion of the inspection, a copy of the results and a Certificate of Inspection will be given to the agency, provided that the instrument meets all of the requirements outlined in IC OPS IO 1. The Implied Consent Area Supervisor will maintain a copy of all applicable printouts and a copy of the Inspection Certificate. Additional Certificates of Inspection may be sent to local court authorities at the IC Area Supervisor's discretion.

A quarterly report of the Certification and Standardization of each instrument will be sent to the Implied Consent Manager.

Instruments Failing Inspection Requirements

Instruments that fail to pass all operational requirements will be taken out of service. The local agency personnel will be notified of the instrument's status. The instrument must be repaired and must successfully complete certification requirements before being placed back in service. The local agency is responsible for all repairs and for maintaining invoice receipts. The IC Area Supervisor will maintain a maintenance log of each instrument in his area.

Inspection Record Keeping

The results of inspection/certification operations will be stored electronically by the GBI-DOFS. The update of records will be performed quarterly after the IC Area Supervisors submit their reports. IC Area Supervisors will maintain their inspection records and maintenance log for each instrument for the current year and four previous years. Inspection reports will be maintained in the IC Section at the Division of Forensic Sciences according to Pol 2 Table 1 and/or DOFSQP 16 Table 1. IC Area Supervisors may purge instrument records that exceed the record keeping requirements.

Installation of New Instruments

Before being placed in service all new instruments must be inspected and must successfully complete the instrument certification operations outlined in IC OPS IO 1. The IC Area Supervisor conducting the inspection and standardization will complete an Inspection Certificate and Approval Certificate for the local agency. The Approval

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Date: 11/22/04

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Certificate will consist of a notarized letter of installation signed by the IC Area Supervisor and the IC Manager. The IC Area Supervisor will maintain an original of the certificates. An additional original Approval Certificate will also be transmitted to the IC Manager along with a completed Intoxilyzer 5000 Information Form.

Instrument Installation Record Keeping

Each instrument used for evidential breath testing will be recorded in an electronic database maintained by the GBI-DOFS. This record includes the instrument serial number, agency name and number, date installed, and Area Supervisor installing the instrument. Approval Certificates for each instrument will be maintained in the IC Section at the Division of Forensic Sciences according to Pol 2 Table 1 and/or DOFSQP16 Table 1. Each IC Area Supervisor will maintain a record of each evidential instrument in his area while the instrument is in service and for four years after the instrument is taken out of service by the agency.

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INSTRUMENT CERTIFICATION FOR EVIDENTIAL OPERATION

Date: 4/15/99

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Instrument Certification Operations

The following operations will be performed on each breath-testing instrument used for evidential breath alcohol tests by the IC Area Supervisor for each instrument in his assigned area.

These inspections will be conducted at least once each calendar quarter.

An inspection will consist of the following:

1. The keyboard is attached and functions properly.
2. The breathline is attached and heated.
3. The display scrolls and all units are operational.
4. The unit displays the correct date and time.
5. The instrument follows the correct informational question sequence.
6. The instrument performs the proper breath test sequence.

The instrument will be tested for operation by performing the instrument self-diagnostic routine. A diagnostic printout will be obtained and maintained with the instrument file.

Standardization will be performed by preparing a wet alcohol simulator of known concentration using a certified solution according to the solution manufacturer's instructions. The manufacturer's batch number of the certified solution will be written on the evidence card printed by the instrument.

The two sample results of this standards check must be within plus or minus five percent of the expected value. In addition the sequential results must be within five percent of one another. The results of the standardization will be written in the instrument's log.

The instrument will be tested to verify operation of the check for an admissible test. A valid or admissible test requires the duplicate breath sample results differ by less than 0.020 grams. The check will be performed by providing a breath simulator sample of greater than 0.020 grams followed by a blank breath sample. The check must activate the warning for results outside required parameters and print the warning and sample difference on the instrument's evidence card to pass the check.

The instrument will be tested to verify operation of the last test recall. The function key for last test recall will be pressed and verify that the previous test results are printed to pass this check.

Interferent Detection--A wet simulator will be prepared by adding 0.25 to 0.5 ml of acetone to a 500 ml simulator solution containing ethyl alcohol in a concentration range between 0.05 -0.20 grams. The simulator will be heated to 34°C. The simulator

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will be introduced to the instrument through the breathline as a breath sample. Identify the area supervisor as operator, subject last name would be simulator, first name interferent, arresting officer last name concentration, first name original value. This simulator sample must activate the Interferent Detected warning by the instrument to pass the check.

The area supervisor will maintain a record of this test with the file for each instrument.

Mouth Alcohol Detection---The area supervisor will test the instrument's ability to identify a mouth alcohol sample. The supervisor will initiate a test sequence by responding to the question sequence identifying the supervisor as operator, subject last name mouth, first name alcohol. When the instrument indicates "Please Blow" flashing rinse the mouth with a mouthwash containing alcohol and blow into the breathline. The Invalid Sample warning must activate to pass the check. The area supervisor will maintain a record of this test with the file of each instrument.

RFI Detection---The area supervisor will test the instrument's ability to detect radio transmissions in its immediate vicinity. While a test sequence is being run a radio transmitter will be keyed in the immediate area of the instrument. The RFI Detected warning must activate to pass this check. This test will be conducted on each instrument and a record of the test maintained by the area supervisor.

Upon completion of the inspection a copy of the results of the standardization and a Certificate of Inspection will be given to the agency. The Implied Consent Area Supervisor will maintain a copy of the standardization and Inspection Certificate. Additional Certificates of Inspection may be sent to local court authorities at the IC area supervisor's discretion.

An annual report of the Certification and Standardization of each instrument will be sent to the Implied Consent Manager.

Instruments Failing Inspection Requirements

Instruments that fail to pass all operational requirements will be taken out of service. The local agency personnel will be notified of the instrument's status. The instrument must be repaired and successfully complete certification requirements before being placed back in service. The local agency is responsible for all repairs and maintaining invoice receipts. The IC Area Supervisor will maintain a maintenance log of each instrument in his area.

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Inspection Record Keeping

The results of inspection/certification operations will be transcribed to the Lotus Approach QTYCHK data file for each instrument. The update of records will be performed annually after the IC Area Supervisors submit their annual reports. IC Area Supervisors will maintain their inspection records and maintenance log for each instrument for the current year and four previous years. Inspection reports will be filed alphabetically by agency name and maintained in the IC section for the current year and four previous years. IC Area Supervisors may purge instrument records that exceed the record keeping requirements.

Installation of New Instruments

Before being placed in service all new instruments must be inspected and successfully complete the instrument certification operations. The IC Area Supervisor conducting the inspection and standardization will complete an Inspection Certificate and Approval Certificate for the local agency. The IC Area Supervisor will maintain an original of the certificates. An additional original will also be transmitted to the IC Manager.

Instrument Record Keeping

Each instrument used for evidential breath testing will be entered on the Lotus Approach SERIAL# data file. This record includes the instrument Serial Number, Agency name and number, Date installed, and Area Supervisor installing the instrument. Approval Certificates will be filed alphabetically by agency name and maintained in the IC section while the instrument is in service and for one year after taken out of service by the agency. Each IC Area Supervisor will maintain a file for each evidential instrument in his area while the instrument is in service and for four years after the instrument is taken out of service by the agency. IC Area Supervisors may purge instrument records that exceed the record keeping requirements.