

INSTRUMENT INSPECTION PROTOCOL

Date: 2/1/13

REV: 3

Approved: *LCW*

All new instruments and all instruments being moved to a new testing location will be inspected in accordance with this Instrument Inspection Protocol and the Site Inspection Protocol (IC OPS IO 2). An Installation Approval Letter (IC Letter B) shall be issued when applicable.

For mobile testing units, the location will not be deemed to have changed as long as the instrument is being operated in the vehicle where it was last inspected.

If a spare instrument is being installed temporarily at the same site as an instrument being taken out of service, only this Instrument Inspection Protocol is required prior to placing the spare instrument in service. If a spare instrument is being relocated to a different site, both this Instrument Inspection Protocol and the Site Inspection Protocol are required.

All in service instruments used for evidential breath alcohol tests within the supervisor's area will be inspected at least once each calendar quarter as well as on return of the instrument from the manufacturer after repair in accordance with this Instrument Inspection Protocol.

All inspections will be performed in the environment and under the environmental conditions in which the instrument is normally operated.

The instrument must meet the passing criteria for each step before continuing on to the next step.

Visual Inspection

Purpose: The purpose of the Visual Inspection is to evaluate the instrument for visible signs of proper operation and a suitable operating environment.

Procedure:

- a. Verify that the factory keyboard is attached and all keys are present.
- b. Verify that the breath line is attached and heated.
- c. Verify that the display scrolls and all units are operational.
- d. Verify that the unit displays the correct date and time. The time must be accurate to within 15 minutes.
- e. Verify that the instrument follows the correct informational question sequence.
 1. Operator Name
 2. Permit Number
 3. Subject Name
 4. Subject Date of Birth
 5. Drivers License Number
 6. Arresting Officer Name
 7. Arresting Officer Agency

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8. Violation Time
9. Violation Date
10. Case Number
- f. Verify that the area around the instrument is clean.
- g. Verify that the instrument and keyboard are clean.
- h. Verify that the instrument is free of any condensation from excess humidity.
- i. Check the environmental temperature.. This may be done by verifying the operating environment thermostat reading or by directly measuring the ambient temperature. If the measured temperature is more than 2 degrees Fahrenheit outside the manufacturer's recommended operating range of 68 F to 86F, the measured temperature must be documented on the instrument's maintenance log and the environmental temperature must be brought within the manufacturer's recommend range before the visual inspection can be passed.

Any maintenance or adjustments performed as a result of the visual inspection will be noted in the instrument maintenance log.

Results:

Instruments which exhibit signs of proper operation and environment as detailed above will be awarded a passing score on the Visual Inspection while external indications of mechanical failure will result in a failing score. The results of the Visual Inspection will be indicated on the Quarterly Inspection Report, IC Form 4. Environmental conditions deemed to be potentially harmful to the mechanical operation of the instrument will also be noted on the Quarterly Inspection Report, IC Form 4.

Actions on Failure:

Instruments failing the Visual Inspection will be placed out of service by the Area Supervisor. In addition to this Instrument Inspection Protocol, the instrument must pass the Site Inspection Protocol (IC OPS IO 2) before being placed back into service.

Administrative Evaluation (F-10 Reprint)

Purpose: This test is used to monitor the proficiency of operators in the field and to evaluate the need for retraining. The purpose of the F-10 reprint is to verify that operators are properly logging tests on the GBI-DOFS logsheet. An F-10 evaluation is not required if no evidential breath tests have been run since the last inspection or if the instrument is returning from the manufacturer.) The F-10 reprint test will have no bearing on the issuance of the Certificate of Inspection and will not be left at the agency following the inspection.

Procedure:

- a. Press the F10 button.
- b. Insert card as directed.

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- c. The Area Supervisor will check all information on the evidence card against the information on GBI-DOFS log sheet IC Form 6 or IC Form 8 (as applicable) for accuracy.
- d. The Area Supervisor will fill in information at the bottom of card:
 - (1) Subject's name: F10 Reprint
 - (2) Time/Location: Year-Quarter (e.g. 2004-02)
 - (3) Operator: Area Supervisor signature
- e. After the F-10 card has been inspected for conformance and all deviations have been recorded on the Quarterly Inspection Report, IC Form 4, all personal information will be redacted using a black marker or similar technique. The card will then be retained with the inspection record for the instrument.

Results:

Results of this test are based on the Area Supervisor's evaluation of conformity between the reprinted F-10 card and the information recorded on the GBI-DOFS logsheet.

If the test indicates that the operator needs improvement logging breath test results correctly, the Area Supervisor will submit a letter detailing areas for improvement to the operator and the Implied Consent Manager. A second documented instance of the operator's failure to properly log all breath tests as trained by the GBI-DOFS will result in the issuance of a letter of nonconformance requiring the operator to undergo additional training.

Self diagnostic

Purpose: The purpose of the procedure is to evaluate the instrument's conformance to internal performance specifications by utilizing the instrument's self diagnostic function.

Procedure:

- a.
 - (1) Press: ESC ESC
 - (2) Password: XXXX
 - (3) Press: D
 - (4) Insert card
- b. The instrument will perform a self check diagnostic and print the findings.
- c. The Area Supervisor will check the evidence card for print clarity. If the printer needs cleaning or oiling, do so now.
- d. The Area Supervisor will fill in the following information at the bottom of the card:
 - (1) Subject Name: Diagnostic
 - (2) Time/Location: Year-Quarter (e.g. 2004-02)
 - (3) Operator: Area Supervisor signature
 - (4) Remarks: Result (Pass/Fail)

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- e. The Diagnostic printout will be maintained with the quarterly inspection file.

Results:

The instrument must indicate that it passed in all areas to pass the evaluation. The Area Supervisor will evaluate the results printed on the evidence card to determine whether the instrument has met the criteria for a passing test. The Area Supervisor will record whether the test passed or failed the evaluation criteria on the Quarterly Inspection Report, IC Form 4.

Actions on Failure:

If the instrument fails to pass this diagnostic, place the instrument out of service and call CMI for recommendations for repair. If the Area Supervisor is able to correct the underlying issue and obtain a subsequent passing test, they may proceed with the remainder of the inspection, but will not issue the Certificate of Inspection until the corrective action can be verified by CMI. After the corrective action has been verified the instrument can be placed back into service provided that it obtains a passing score on all Instrument Inspection Protocol steps. Any corrective action for a failed inspection step must be noted on the instrument maintenance log.

Mouth Alcohol

Purpose: The purpose of this test is to verify that the instrument is able to identify when mouth alcohol is present and properly notify the operator.

Procedure:

- a. (1) Press Start
- (2) Insert card
- (3) Answer questions as follows:
 - a. Operator: Area Supervisor name
 - b. Permit #: Area Supervisor #
 - c. Subj. last name: Mouth
 - d. Subj. first name: Alcohol
 - e. Sub DOB: Today's date
 - f. D/L #: N/A
 - g. Arresting Off: Area Supervisor
 - h. Agency: GSP Implied Consent
 - i. Violation Time: Present time
 - j. Violation Date: Today
 - k. Case #: Year-Quarter (e.g. 2004-02)
- b. When the instrument indicates "Please Blow", the supervisor will rinse his/her mouth with a mouthwash containing alcohol and blow into the breath line.
- c. The supervisor will fill in the information at the bottom of the card:

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- (1) Subject's Name: Mouth Alcohol
- (2) Time/Location: Year-Quarter (e.g. 2004-02)
- (3) Operator: Area Supervisor signature
- (4) Remarks: Result (Pass/Fail)

Results:

The instrument must produce a result of Invalid Sample to pass this evaluation. The Area Supervisor will evaluate the results printed on the evidence card to determine whether the instrument has met the criteria for a passing test. The Area Supervisor will record whether the test passed or failed the evaluation criteria on the Quarterly Inspection Report, IC Form 4, and will maintain a record of this test with the quarterly inspection file for the instrument

Actions on Failure:

If the instrument fails to read Invalid Sample but does not produce a printed alcohol concentration greater than 0.02 g/210 L, try this process again. If this test fails to produce an Invalid Sample message on the second attempt or prints an alcohol concentration greater than 0.02 g/210 L on any mouth alcohol test, place the instrument out of service and call CMI for recommendations for repair. If the Area Supervisor is able to correct the underlying issue and obtain a subsequent passing test, they may proceed with the remainder of the inspection, but will not issue the Certificate of Inspection until the corrective action can be verified by CMI. After the corrective action has been verified the instrument can be placed back into service provided that it obtains a passing score on all Instrument Inspection Protocol steps. Any corrective action for a failed inspection step must be noted on the instrument maintenance log.

RFI Detection

Purpose: The purpose of this test is to determine whether the instrument can properly inhibit the test when subjected to significant sources of radio frequency interference.

Procedure:

- a. (1) Press Start
- (2) Insert card
- (3) Answer questions as follows:
 - a. Operator: Area Supervisor name
 - b. Permit #: Area Supervisor #
 - c. Subj. last name: Radio
 - d. Subj. first name: Detected
 - e. Sub DOB: Today's date
 - f. D/L #: N/A
 - g. Arresting Off: Area Supervisor
 - h. Agency: GSP Implied Consent

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- i. Violation Time: Present time
- j. Violation Date: Today
- k. Case #: Year-Quarter (e.g. 2004-02)
- b. When the instrument indicates "Please Blow", the supervisor will hold the state handheld radio in the vicinity of the breathline and press the talk button.
- c. The supervisor will fill in the information at the bottom of the card:
 - (1) Subject Name: RFI-Check
 - (2) Time/Location: Year-Quarter (e.g. 2004-02)
 - (3) Operator: Area Supervisor signature
 - (4) Remarks: Result (Pass/Fail)

Results:

The instrument must indicate Inhibited RFI on the evidence card to pass this evaluation. The Area Supervisor will evaluate the results printed on the evidence card to determine whether the instrument has met the criteria for a passing test. The Area Supervisor will record whether the test passed or failed the evaluation criteria on the Quarterly Inspection Report, IC Form 4, and will maintain a record of this test with the quarterly inspection file for the instrument.

Actions on Failure:

If the instrument fails to read Inhibited RFI, verify that the source of radio frequency is working properly. If an RFI Inhibit message can not be obtained or if at any time a printed alcohol concentration is produced, place the instrument out of service and call CMI for recommendations for repair. If the Area Supervisor is able to correct the underlying issue and obtain a subsequent passing test, they may proceed with the remainder of the inspection, but will not issue the Certificate of Inspection until the corrective action can be verified by CMI. After the corrective action has been verified the instrument can be placed back into service provided that it obtains a passing score on all Instrument Inspection Protocol steps. Any corrective action for a failed inspection step must be noted on the instrument maintenance log.

Interferent Detection

Purpose: The Area Supervisor will test the instrument's ability to correctly report INTERFERENT DETECTED when exposed to a known interferent.

Procedure:

- a. A wet simulator containing a solution of acetone and ethanol will be used for this test. This solution will be prepared as necessary by adding 0.25 to 0.5 mL of acetone to approximately 500 mL of an ethyl alcohol solution.
- b. The simulator will be heated to 34 degrees C.
- c. (1) Press Start

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- (2) Insert card
- (3) Answer questions as follows:
 - a. Operator: Area Supervisor name
 - b. Permit #: Area Supervisor #
 - c. Sub Last Name: Simulator
 - d. Sub First Name: Interferent
 - e. Sub. DOB: Today's date
 - f. Sub. D/L: N/A
 - g. Arr. Off Last: Concentration
 - h. Arr. Off First: Zero Eight
 - i. Agency: GSP Implied Consent
 - j. Violation Time: Present time
 - k. Violation Date: Today's date
 - l. Case #: Year-Quarter (e.g. 2004-02)
- d. When the instrument indicates "Please Blow", the supervisor will hook the acetone simulator to the instrument breath line and blow into the top of the simulator until the tone stops.
- e. The supervisor will fill in the following information at the bottom of the card:
 - (1) Subject Name: Interferent
 - (2) Time/Location: Year-Quarter (e.g. 2004-02)
 - (3) Operator: Area Supervisor signature
 - (4) Remarks: Result (Pass/Fail)

Results:

The instrument must indicate INTERFERENT DETECTED on the evidence card to pass this evaluation. The Area Supervisor will evaluate the results printed on the evidence card to determine whether the instrument has met the criteria for a passing test. The Area Supervisor will record whether the test passed or failed the evaluation criteria on the Quarterly Inspection Report, IC Form 4, and will maintain a record of this test with the quarterly inspection file for the instrument. If the instrument passes the evaluation criteria, move on to the next step.

Actions on Failure:

If the instrument fails to read INTERFERENT DETECTED but does not produce a printed alcohol concentration more than 5% greater than the target alcohol concentration, check the simulator and attempt a second test. If the instrument produces a printed alcohol concentration more than 5% greater than the target alcohol concentration, place the instrument out of service and call CMI for recommendations for repair. If the Area Supervisor is able to correct the underlying issue and obtain a subsequent passing test, they may proceed with the remainder of the inspection, but will not issue the Certificate of Inspection until the corrective action can be verified by CMI. After the corrective

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action has been verified the instrument can be placed back into service provided that it obtains a passing score on all Instrument Inspection Protocol steps. Any corrective action for a failed inspection step must be noted on the instrument maintenance log.

Difference Check

Purpose: The purpose of this test is to determine whether the instrument can properly identify when the difference between two sequential sample results exceeds 0.02 g/210 L.

Procedure:

- a. The Area Supervisor will prepare a simulator with a solution producing an ethyl alcohol concentration greater than 0.02 g/210 L and allow it to heat to 34°C.
- b.
 - (1) Press Start
 - (2) Insert card
 - (3) Answer questions as follows:
 - a. Operator: Area Supervisor name
 - b. Permit #: Area Supervisor #
 - c. Subj. last name: Difference
 - d. Subj. first name: Check
 - e. Subj. DOB: Today's date
 - f. D/L #: N/A
 - g. Arresting Off: Area Supervisor name
 - h. Agency: GSP Implied Consent
 - i. Violation Time: Present Time
 - j. Violation Date: Today's date
 - k. Case #: Year-Quarter (e.g. 2004-02)
- c. When the instrument indicates "Please Blow", the supervisor will hook the simulator to the breath line and provide an air sample to the simulator until an adequate sample has been provided.
- d. The instrument should display a reading greater than 0.02 g/210 L.
- e. When the instrument indicates "Please Blow" the second time, the supervisor will provide an alcohol free air sample directly into the breath line. The display should read .000.
- f. The supervisor will fill in the following information at the bottom of the card:
 - (1) Subject's Name: Difference Check
 - (2) Time/Location: Year-Quarter (e.g. 2004-02)
 - (3) Operator: Area Supervisor signature
 - (4) Remarks: Result (Pass/Fail)

Results:

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The instrument must indicate **SAMPLE DIFFERENCE, OUTSIDE REQUIRED PARAMETER, WAIT 20 MINUTES AND RETEST** to pass this evaluation. The Area Supervisor will evaluate the results printed on the evidence card to determine whether the instrument has met the criteria for a passing test. The Area Supervisor will record whether the test passed or failed the evaluation criteria on the Quarterly Inspection Report, IC Form 4, and will maintain a record of this test with the quarterly inspection file for the instrument. If the instrument meets the requirements, move on to the next step.

Actions on Failure:

If the instrument fails this requirement, place the instrument out of service and call CMI for recommendations for repair. If the Area Supervisor is able to correct the underlying issue and obtain a subsequent passing test, they may proceed with the remainder of the inspection, but will not issue the Certificate of Inspection until the corrective action can be verified by CMI. After the corrective action has been verified the instrument can be placed back into service provided that it obtains a passing score on all Instrument Inspection Protocol steps. Any corrective action for a failed inspection step must be noted on the instrument maintenance log.

Accuracy/Calibration Check

Purpose: The purpose of this test is to verify the accuracy and reproducibility of analytical results produced by the instrument.

Procedure:

- a. A check of the instrument calibration will be performed utilizing a standard provided by the Implied Consent Manager. Wet solutions will have a known concentration certified by the manufacturer to produce 0.08 grams of ethanol per 210 L at 34°C .
- b. The simulator will be heated to 34°C.
- c. Procedures:
 - (1) Press: ESC ESC
 - (2) Pass Word: XXXX
 - (3) Insert Card
 - (4) Press: T
 - (5) Hook the simulator to the side and back port of the instrument.
The instrument will now begin the calibration check.
- d. After the instrument completes the first calibration check, the display screen will ask the operator to attach a second simulator and press F1. The supervisor will leave the simulator attached and simply press the F1 key.
- e. The Area Supervisor will fill in the following information at the bottom of the card:
 - (1) Subject's Name: Calibration Check

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- (2) Time/Location: Year-Quarter (e.g. 2004-02)
- (3) Operator: Area Supervisor's signature
- (4) Additional Information: Name of Solution and Lot # (Guth 11111)
Expiration of Solution (7/1/04)
- (5) Remarks: Result (Pass/Fail)

f.

Results:

The results of this calibration check must be within plus or minus five percent of the expected value. In addition, the difference in sequential results can not exceed 0.004 g/210 L. The instrument results must fall within both test parameters to pass the calibration check. The Area Supervisor will evaluate the results printed on the evidence card to determine whether the instrument has met the criteria for a passing test. The Area Supervisor will record whether the test passed or failed the evaluation criteria on the Quarterly Inspection Report, IC Form 4, and will maintain a record of this test with the inspection record for the instrument.

Actions on Failure:

If the instrument fails to pass the calibration check, change solutions and attempt a second time. Also check the temperature of the simulator. If the instrument fails on the second attempt, place the instrument out of service and call CMI for recommendations for repair. If the Area Supervisor is able to correct the underlying issue and obtain a subsequent passing test, they may proceed with the remainder of the inspection, but will not issue the Certificate of Inspection until the corrective action can be verified by CMI. After the corrective action has been verified the instrument can be placed back into service provided that it obtains a passing score on all Instrument Inspection Protocol steps. Any corrective action for a failed inspection step must be noted on the instrument maintenance log.

Examples

First Calibration Check	.080	(Good Sample)
Second Calibration Check	<u>.081</u>	(Good Sample) (.001 Difference Good Test)
First Calibration Check	.076	(Good Sample)
Second Calibration Check	<u>.080</u>	(Good Sample) (.004 Difference Good Test)
First Calibration Check	.075	(Bad Sample, Bad Test) (This is below the +/- 5% expected value)

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First Calibration Check .076 (Good Sample)
Second Calibration Check .084 (Good Sample)
(.008 Difference – Bad Test)
(The sequential results are outside the +/- 0.004 difference requirement)

Reports

- a. The Area Supervisor will prepare the following documents which shall be known as the ***Quarterly Inspection File***:
- (1) Quarterly Inspection Report, IC Form 4
 - (2) Maintenance and Repair Log, IC Form 5, for the current year.
 - a. The instrument inspection will be noted on this form.
Date – Quarterly inspection – Supervisor Initials
 - b. List any repairs. Example:
 1. Replaced printer belt. 2. Oiled Printer. Etc.Note: Cleaning should not be listed as a repair.
 - (3) A copy of any applicable repair invoices for instruments returning from repair.
 - (4) Certificate of Inspection
The Area Supervisor will issue a Certificate of Inspection if the instrument meets all of the aforementioned passing criteria. The Certificate of Inspection shall not be filled out and signed until the inspection has been successfully completed and shall be signed in the presence of a valid notary public.
 - (5) Inspection Printout Cards
A copy of all applicable printouts generated during the Instrument Inspection Protocol.
- b. The Area Supervisor will log the instrument inspection on the Agency GBI-DOFS Log Sheet:
- (1) Date: Today's Date
 - (2) Time: Present Time
 - (3) Subject Name: Quarterly Inspection
 - (4) Operator: Area Supervisor Name
 - (5) Arr. Officer: Georgia State Patrol
 - (6) Sample 1: Results of First Calibration Check. (.080)
 - (7) Sample 2: Results of Second Calibration Check. (.080)
- c. After the inspection is complete the area supervisor will provide electronic notification of the instrument serial number and inspection date to the Georgia State Patrol Implied Consent Unit Supervisor. The GSP Implied Consent Unit Supervisor will maintain a list of the inspection status of all active instruments. The Implied Consent Manager will review the list at least once within the last 10 days of the inspection quarter to verify the inspection status of all active instruments.

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- d. After the end of the quarter, the Implied Consent Manager will receive the Quarterly Inspection File from the Area Supervisor in electronic format. The Area Supervisor is responsible for reviewing all of the quarterly inspection documentation for completeness and accuracy prior to submission to the Implied Consent Manager. In addition, a copy of the Quarterly Inspection File will be provided to the agency where the instrument is located. Note that 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 Quarterly Inspection File. Upon receipt of the Quarterly Inspection File, the Implied Consent Manager will review the files and retain information as described in IC OPS 4. The number of files reviewed and the manner of review are at the discretion of the Division of Forensic Sciences.
- e. In addition to the Quarterly Inspection File, a copy of any F-10 letters generated during the course of the inspection will be sent to the Implied Consent Manager.

Instruments Out of Service:

Instruments that are unable to be inspected during a given calendar quarter due to being placed out of service will not be issued a Certificate of Inspection. The instrument's out of service status will be verified at least once each calendar quarter and recorded on the Instrument Maintenance Log, IC Form 5, on the date the inspection is attempted. For instruments in an out of service status, a copy of the Maintenance Log will be submitted to the Implied Consent Manager in lieu of a Quarterly Inspection File. Out of service instruments will be clearly labeled with their out of service status and the date the instrument was first placed out of service. In addition, all out of service instruments will be inspected in accordance with the Instrument Inspection Protocol before being returned to service.

Installation of Unit's/Area Supervisor Spare Instrument:

A spare instrument is to be used for temporary replacement of existing instruments that have been temporarily taken out of service. The spare is typically utilized at agencies that have only one instrument and have little or no access to another instrument in their county. Spare instruments are to be used only while the original instrument is at the manufacturer's for repair.

The Area Supervisor will set the instrument up with the agency's name and indicate that it is a spare instrument. The instrument and all paperwork will reflect that this is a spare instrument. For example:

Laurens Co. Sheriff Department/GSP Spare

The Instrument Inspection Protocol will be completed before the instrument is ready for service. Because the spare instrument is replacing an existing instrument at the location,

Georgia Bureau of Investigation-Division of Forensic Sciences

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Approved:

EW

the Installation Approval Letter (IC Letter B) is not required. An F-10 reprint test will not be required for installation of a spare instrument.

Uncontrolled Copy

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All new instruments and all instruments being moved to a new testing location will be inspected in accordance with this Instrument Inspection Protocol and the Site Inspection Protocol (IC OPS IO 2). An Installation Approval Letter (IC Letter B) shall be issued when applicable.

For mobile testing units, the location will not be deemed to have changed as long as the instrument is being operated in the vehicle where it was last inspected.

If a spare instrument is being installed temporarily at the same site as an instrument being taken out of service, only this Instrument Inspection Protocol is required prior to placing the spare instrument in service. If a spare instrument is being relocated to a different site, both this Instrument Inspection Protocol and the Site Inspection Protocol are required.

All in service instruments used for evidential breath alcohol tests within the supervisor's area will be inspected at least once each calendar quarter as well as on return of the instrument from the manufacturer after repair in accordance with this Instrument Inspection Protocol.

All inspections will be performed in the environment and under the environmental conditions in which the instrument is normally operated.

The instrument must meet the passing criteria for each step before continuing on to the next step.

Visual Inspection

Purpose: The purpose of the Visual Inspection is to evaluate the instrument for visible signs of proper operation and a suitable operating environment.

Procedure:

- a. Verify that the factory keyboard is attached and all keys are present.
- b. Verify that the breath line is attached and heated.
- c. Verify that the display scrolls and all units are operational.
- d. Verify that the unit displays the correct date and time. The time must be accurate to within 15 minutes.
- e. Verify that the instrument follows the correct informational question sequence.
 1. Operator Name
 2. Permit Number
 3. Subject Name
 4. Subject Date of Birth
 5. Drivers License Number
 6. Arresting Officer Name
 7. Arresting Officer Agency

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8. Violation Time
 9. Violation Date
 10. Case Number
- f. Verify that the area around the instrument is clean.
 - g. Verify that the instrument and keyboard are clean.
 - h. Verify that the instrument is free of any condensation from excess humidity.
 - i. Verify that the environmental temperature is between 68 and 86 degrees Fahrenheit in accordance with manufacturer's requirements. This may be done by verifying the operating environment thermostat reading or by directly measuring the ambient temperature.

Any maintenance or adjustments performed as a result of the visual inspection will be noted in the instrument maintenance log.

Results:

Instruments which exhibit signs of proper operation and environment as detailed above will be awarded a passing score on the Visual Inspection while external indications of mechanical failure will result in a failing score. The results of the Visual Inspection will be indicated on the Quarterly Inspection Report, IC Form 4. Environmental conditions deemed to be potentially harmful to the mechanical operation of the instrument will also be noted on the Quarterly Inspection Report, IC Form 4.

Actions on Failure:

Instruments failing the Visual Inspection will be placed out of service by the Area Supervisor. In addition to this Instrument Inspection Protocol, the instrument must pass the Site Inspection Protocol (IC OPS IO 2) before being placed back into service.

Administrative Evaluation (F-10 Reprint)

Purpose: This test is used to monitor the proficiency of operators in the field and to evaluate the need for retraining. The purpose of the F-10 reprint is to verify that operators are properly logging tests on the GBI-DOFS logsheet. An F-10 evaluation is not required if no evidential breath tests have been run since the last inspection or if the instrument is returning from the manufacturer.) The F-10 reprint test will have no bearing on the issuance of the Certificate of Inspection and will not be left at the agency following the inspection.

Procedure:

- a. Press the F10 button.
- b. Insert card as directed.
- c. The Area Supervisor will check all information on the evidence card against the information on GBI-DOFS log sheet IC Form 6 or IC Form 8 (as applicable) for accuracy.

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- d. The Area Supervisor will fill in information at the bottom of card:
- (1) Subject's name: F10 Reprint
 - (2) Time/Location: Year-Quarter (e.g. 2004-02)
 - (3) Operator: Area Supervisor signature
- e. After the F-10 card has been inspected for conformance and all deviations have been recorded on the Quarterly Inspection Report, IC Form 4, all personal information will be redacted using a black marker or similar technique. The card will then be retained with the inspection record for the instrument.

Results:

Results of this test are based on the Area Supervisor's evaluation of conformity between the reprinted F-10 card and the information recorded on the GBI-DOFS logsheet.

If the test indicates that the operator needs improvement logging breath test results correctly, the Area Supervisor will submit a letter detailing areas for improvement to the operator and the Implied Consent Manager. A second documented instance of the operator's failure to properly log all breath tests as trained by the GBI-DOFS will result in the issuance of a letter of nonconformance requiring the operator to undergo additional training.

Self diagnostic

Purpose: The purpose of the procedure is to evaluate the instrument's conformance to internal performance specifications by utilizing the instrument's self diagnostic function.

Procedure:

- a.
 - (1) Press: ESC ESC
 - (2) Password: XXXX
 - (3) Press: D
 - (4) Insert card
- b. The instrument will perform a self check diagnostic and print the findings.
- c. The Area Supervisor will check the evidence card for print clarity. If the printer needs cleaning or oiling, do so now.
- d. The Area Supervisor will fill in the following information at the bottom of the card:
 - (1) Subject Name: Diagnostic
 - (2) Time/Location: Year-Quarter (e.g. 2004-02)
 - (3) Operator: Area Supervisor signature
 - (4) Remarks: Result (Pass/Fail)
- e. The Diagnostic printout will be maintained with the quarterly inspection file.

Results:

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REV: 2

Approved: *lw*

The instrument must indicate that it passed in all areas to pass the evaluation. The Area Supervisor will evaluate the results printed on the evidence card to determine whether the instrument has met the criteria for a passing test. The Area Supervisor will record whether the test passed or failed the evaluation criteria on the Quarterly Inspection Report, IC Form 4.

Actions on Failure:

If the instrument fails to pass this diagnostic, place the instrument out of service and call CMI for recommendations for repair. If the Area Supervisor is able to correct the underlying issue and obtain a subsequent passing test, they may proceed with the remainder of the inspection, but will not issue the Certificate of Inspection until the corrective action can be verified by CMI. After the corrective action has been verified the instrument can be placed back into service provided that it obtains a passing score on all Instrument Inspection Protocol steps. Any corrective action for a failed inspection step must be noted on the instrument maintenance log.

Mouth Alcohol

Purpose: The purpose of this test is to verify that the instrument is able to identify when mouth alcohol is present and properly notify the operator.

Procedure:

- a.
 - (1) Press Start
 - (2) Insert card
 - (3) Answer questions as follows:
 - a. Operator: Area Supervisor name
 - b. Permit #: Area Supervisor #
 - c. Subj. last name: Mouth
 - d. Subj. first name: Alcohol
 - e. Sub DOB: Today's date
 - f. D/L #: N/A
 - g. Arresting Off: Area Supervisor
 - h. Agency: GSP Implied Consent
 - i. Violation Time: Present time
 - j. Violation Date: Today
 - k. Case #: Year-Quarter (e.g. 2004-02)
- b. When the instrument indicates "Please Blow", the supervisor will rinse his/her mouth with a mouthwash containing alcohol and blow into the breath line.
- c. The supervisor will fill in the information at the bottom of the card:
 - (1) Subject's Name: Mouth Alcohol
 - (2) Time/Location: Year-Quarter (e.g. 2004-02)
 - (3) Operator: Area Supervisor signature

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(4) Remarks: Result (Pass/Fail)

Results:

The instrument must produce a result of Invalid Sample to pass this evaluation. The Area Supervisor will evaluate the results printed on the evidence card to determine whether the instrument has met the criteria for a passing test. The Area Supervisor will record whether the test passed or failed the evaluation criteria on the Quarterly Inspection Report, IC Form 4, and will maintain a record of this test with the quarterly inspection file for the instrument

Actions on Failure:

If the instrument fails to read Invalid Sample but does not produce a printed alcohol concentration greater than 0.02 g/210 L, try this process again. If this test fails to produce an Invalid Sample message on the second attempt or prints an alcohol concentration greater than 0.02 g/210 L on any mouth alcohol test, place the instrument out of service and call CMI for recommendations for repair. If the Area Supervisor is able to correct the underlying issue and obtain a subsequent passing test, they may proceed with the remainder of the inspection, but will not issue the Certificate of Inspection until the corrective action can be verified by CMI. After the corrective action has been verified the instrument can be placed back into service provided that it obtains a passing score on all Instrument Inspection Protocol steps. Any corrective action for a failed inspection step must be noted on the instrument maintenance log.

RFI Detection

Purpose: The purpose of this test is to determine whether the instrument can properly inhibit the test when subjected to significant sources of radio frequency interference.

Procedure:

- a. (1) Press Start
- (2) Insert card
- (3) Answer questions as follows:
 - a. Operator: Area Supervisor name
 - b. Permit #: Area Supervisor #
 - c. Subj. last name: Radio
 - d. Subj. first name: Detected
 - e. Sub DOB: Today's date
 - f. D/L #: N/A
 - g. Arresting Off: Area Supervisor
 - h. Agency: GSP Implied Consent
 - i. Violation Time: Present time
 - j. Violation Date: Today
 - k. Case # Year-Quarter (e.g. 2004-02)

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- b. When the instrument indicates “Please Blow”, the supervisor will hold the state handheld radio in the vicinity of the breathline and press the talk button.
- c. The supervisor will fill in the information at the bottom of the card:
 - (1) Subject Name: RFI-Check
 - (2) Time/Location: Year-Quarter (e.g. 2004-02)
 - (3) Operator: Area Supervisor signature
 - (4) Remarks: Result (Pass/Fail)

Results:

The instrument must indicate Inhibited RFI on the evidence card to pass this evaluation. The Area Supervisor will evaluate the results printed on the evidence card to determine whether the instrument has met the criteria for a passing test. The Area Supervisor will record whether the test passed or failed the evaluation criteria on the Quarterly Inspection Report, IC Form 4, and will maintain a record of this test with the quarterly inspection file for the instrument.

Actions on Failure:

If the instrument fails to read Inhibited RFI, verify that the source of radio frequency is working properly. If an RFI Inhibit message can not be obtained or if at any time a printed alcohol concentration is produced, place the instrument out of service and call CMI for recommendations for repair. If the Area Supervisor is able to correct the underlying issue and obtain a subsequent passing test, they may proceed with the remainder of the inspection, but will not issue the Certificate of Inspection until the corrective action can be verified by CMI. After the corrective action has been verified the instrument can be placed back into service provided that it obtains a passing score on all Instrument Inspection Protocol steps. Any corrective action for a failed inspection step must be noted on the instrument maintenance log.

Interferent Detection

Purpose: The Area Supervisor will test the instrument’s ability to correctly report INTERFERENT DETECTED when exposed to a known interferent.

Procedure:

- a. A wet simulator containing a solution of acetone and ethanol will be used for this test. This solution will be prepared as necessary by adding 0.25 to 0.5 mL of acetone to approximately 500 mL of an ethyl alcohol solution.
- b. The simulator will be heated to 34 degrees C.
- c.
 - (1) Press Start
 - (2) Insert card
 - (3) Answer questions as follows:
 - a. Operator: Area Supervisor name

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- b. Permit #: Area Supervisor #
 - c. Sub Last Name: Simulator
 - d. Sub First Name: Interferent
 - e. Sub. DOB: Today's date
 - f. Sub. D/L: N/A
 - g. Arr. Off Last: Concentration
 - h. Arr. Off First: Zero Eight
 - i. Agency: GSP Implied Consent
 - j. Violation Time: Present time
 - k. Violation Date: Today's date
 - l. Case #: Year-Quarter (e.g. 2004-02)
- d. When the instrument indicates "Please Blow", the supervisor will hook the acetone simulator to the instrument breath line and blow into the top of the simulator until the tone stops.
- e. The supervisor will fill in the following information at the bottom of the card:
- (1) Subject Name: Interferent
 - (2) Time/Location: Year-Quarter (e.g. 2004-02)
 - (3) Operator: Area Supervisor signature
 - (4) Remarks: Result (Pass/Fail)

Results:

The instrument must indicate INTERFERENT DETECTED on the evidence card to pass this evaluation. The Area Supervisor will evaluate the results printed on the evidence card to determine whether the instrument has met the criteria for a passing test. The Area Supervisor will record whether the test passed or failed the evaluation criteria on the Quarterly Inspection Report, IC Form 4, and will maintain a record of this test with the quarterly inspection file for the instrument. If the instrument passes the evaluation criteria, move on to the next step.

Actions on Failure:

If the instrument fails to read INTERFERENT DETECTED but does not produce a printed alcohol concentration more than 5% greater than the target alcohol concentration, check the simulator and attempt a second test. If the instrument produces a printed alcohol concentration more than 5% greater than the target alcohol concentration, place the instrument out of service and call CMI for recommendations for repair. If the Area Supervisor is able to correct the underlying issue and obtain a subsequent passing test, they may proceed with the remainder of the inspection, but will not issue the Certificate of Inspection until the corrective action can be verified by CMI. After the corrective action has been verified the instrument can be placed back into service provided that it obtains a passing score on all Instrument Inspection Protocol steps. Any corrective action for a failed inspection step must be noted on the instrument maintenance log.

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Approved: *LOW*

Difference Check

Purpose: The purpose of this test is to determine whether the instrument can properly identify when the difference between two sequential sample results exceeds 0.02 g/210 L.

Procedure:

- a. The Area Supervisor will prepare a simulator with a solution producing an ethyl alcohol concentration greater than 0.02 g/210 L and allow it to heat to 34°C.
- b.
 - (1) Press Start
 - (2) Insert card
 - (3) Answer questions as follows:
 - a. Operator: Area Supervisor name
 - b. Permit #: Area Supervisor #
 - c. Subj. last name: Difference
 - d. Subj. first name: Check
 - e. Subj. DOB: Today's date
 - f. D/L #: N/A
 - g. Arresting Off: Area Supervisor name
 - h. Agency: GSP Implied Consent
 - i. Violation Time: Present Time
 - j. Violation Date: Today's date
 - k. Case #: Year-Quarter (e.g. 2004-02)
- c. When the instrument indicates "Please Blow", the supervisor will hook the simulator to the breath line and provide an air sample to the simulator until an adequate sample has been provided.
- d. The instrument should display a reading greater than 0.02 g/210 L.
- e. When the instrument indicates "Please Blow" the second time, the supervisor will provide an alcohol free air sample directly into the breath line. The display should read .000.
- f. The supervisor will fill in the following information at the bottom of the card:
 - (1) Subject's Name: Difference Check
 - (2) Time/Location: Year-Quarter (e.g. 2004-02)
 - (3) Operator: Area Supervisor signature
 - (4) Remarks: Result (Pass/Fail)

Results:

The instrument must indicate **SAMPLE DIFFERENCE, OUTSIDE REQUIRED PARAMETER, WAIT 20 MINUTES AND RETEST** to pass this evaluation. The Area Supervisor will evaluate the results printed on the evidence card to determine whether the instrument has met the criteria for a passing test. The Area Supervisor will record

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whether the test passed or failed the evaluation criteria on the Quarterly Inspection Report, IC Form 4, and will maintain a record of this test with the quarterly inspection file for the instrument. If the instrument meets the requirements, move on to the next step.

Actions on Failure:

If the instrument fails this requirement, place the instrument out of service and call CMI for recommendations for repair. If the Area Supervisor is able to correct the underlying issue and obtain a subsequent passing test, they may proceed with the remainder of the inspection, but will not issue the Certificate of Inspection until the corrective action can be verified by CMI. After the corrective action has been verified the instrument can be placed back into service provided that it obtains a passing score on all Instrument Inspection Protocol steps. Any corrective action for a failed inspection step must be noted on the instrument maintenance log.

Accuracy/Calibration Check

Purpose: The purpose of this test is to verify the accuracy and reproducibility of analytical results produced by the instrument.

Procedure:

- a. A check of the instrument calibration will be performed utilizing a standard provided by the Implied Consent Manager. Wet solutions will have a known concentration certified by the manufacturer to produce 0.08 grams of ethanol per 210 L at 34°C .
- b. The simulator will be heated to 34°C.
- c. Procedures:
 - (1) Press: ESC ESC
 - (2) Pass Word: XXXX
 - (3) Insert Card
 - (4) Press: T
 - (5) Hook the simulator to the side and back port of the instrument.
The instrument will now begin the calibration check.
- d. After the instrument completes the first calibration check, the display screen will ask the operator to attach a second simulator and press F1. The supervisor will leave the simulator attached and simply press the F1 key.
- e. The Area Supervisor will fill in the following information at the bottom of the card:
 - (1) Subject's Name: Calibration Check
 - (2) Time/Location: Year-Quarter (e.g. 2004-02)
 - (3) Operator: Area Supervisor's signature
 - (4) Additional Name of Solution and Lot # (Guth 11111)
Information: Expiration of Solution (7/1/04)

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f. (5) Remarks: Result (Pass/Fail)

Results:

The results of this calibration check must be within plus or minus five percent of the expected value. In addition, the difference in sequential results can not exceed 0.004 g/210 L. The instrument results must fall within both test parameters to pass the calibration check. The Area Supervisor will evaluate the results printed on the evidence card to determine whether the instrument has met the criteria for a passing test. The Area Supervisor will record whether the test passed or failed the evaluation criteria on the Quarterly Inspection Report, IC Form 4, and will maintain a record of this test with the inspection record for the instrument.

Actions on Failure:

If the instrument fails to pass the calibration check, change solutions and attempt a second time. Also check the temperature of the simulator. If the instrument fails on the second attempt, place the instrument out of service and call CMI for recommendations for repair. If the Area Supervisor is able to correct the underlying issue and obtain a subsequent passing test, they may proceed with the remainder of the inspection, but will not issue the Certificate of Inspection until the corrective action can be verified by CMI. After the corrective action has been verified the instrument can be placed back into service provided that it obtains a passing score on all Instrument Inspection Protocol steps. Any corrective action for a failed inspection step must be noted on the instrument maintenance log.

Examples

First Calibration Check	.080	(Good Sample)
Second Calibration Check	<u>.081</u>	(Good Sample)
		(.001 Difference Good Test)
First Calibration Check	.076	(Good Sample)
Second Calibration Check	<u>.080</u>	(Good Sample)
		(.004 Difference Good Test)
First Calibration Check	.075	(Bad Sample, Bad Test)
		(This is below the +/- 5% expected value)
First Calibration Check	.076	(Good Sample)
Second Calibration Check	<u>.084</u>	(Good Sample)
		(.008 Difference – Bad Test)
		(The sequential results are outside the +/- 0.004 difference requirement)

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Reports

- a. The Area Supervisor will prepare the following documents which shall be known as the ***Quarterly Inspection File***:
 - (1) Quarterly Inspection Report, IC Form 4
 - (2) Maintenance and Repair Log, IC Form 5, for the current year.
 - a. The instrument inspection will be noted on this form.
Date – Quarterly inspection – Supervisor Initials
 - b. List any repairs. Example:
 1. Replaced printer belt. 2. Oiled Printer. Etc.Note: Cleaning should not be listed as a repair.
 - (3) A copy of any applicable repair invoices for instruments returning from repair.
 - (4) Certificate of Inspection
The Area Supervisor will issue a Certificate of Inspection if the instrument meets all of the aforementioned passing criteria. The Certificate of Inspection shall not be filled out and signed until the inspection has been successfully completed and shall be signed in the presence of a valid notary public.
 - (5) Inspection Printout Cards
A copy of all applicable printouts generated during the Instrument Inspection Protocol.
- b. The Area Supervisor will log the instrument inspection on the Agency GBI-DOFS Log Sheet:
 - (1) Date: Today's Date
 - (2) Time: Present Time
 - (3) Subject Name: Quarterly Inspection
 - (4) Operator: Area Supervisor Name
 - (5) Arr. Officer: Georgia State Patrol
 - (6) Sample 1: Results of First Calibration Check. (.080)
 - (7) Sample 2: Results of Second Calibration Check. (.080)
- c. After the end of the quarter, the Implied Consent Manager will receive the Quarterly Inspection File from the Area Supervisor in electronic format. The Area Supervisor is responsible for reviewing all of the quarterly inspection documentation for completeness and accuracy prior to submission to the Implied Consent Manager. In addition, a copy of the Quarterly Inspection File will be provided to the agency where the instrument is located. Note that 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 Quarterly Inspection File. Upon receipt of the Quarterly Inspection File, the Implied Consent Manager will review the files and retain

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information as described in IC OPS 4. The number of files reviewed and the manner of review are at the discretion of the Division of Forensic Sciences.

- d. In addition to the Quarterly Inspection File, a copy of any F-10 letters generated during the course of the inspection will be sent to the Implied Consent Manager.

Instruments Out of Service:

Instruments that are unable to be inspected during a given calendar quarter due to being placed out of service will not be issued a Certificate of Inspection. The instrument's out of service status will be verified at least once each calendar quarter and recorded on the Instrument Maintenance Log, IC Form 5, on the date the inspection is attempted. For instruments in an out of service status, a copy of the Maintenance Log will be submitted to the Implied Consent Manager in lieu of a Quarterly Inspection File. Out of service instruments will be clearly labeled with their out of service status and the date the instrument was first placed out of service. In addition, all out of service instruments will be inspected in accordance with the Instrument Inspection Protocol before being returned to service.

Installation of Unit's/Area Supervisor Spare Instrument:

A spare instrument is to be used for temporary replacement of existing instruments that have been temporarily taken out of service. The spare is typically utilized at agencies that have only one instrument and have little or no access to another instrument in their county. Spare instruments are to be used only while the original instrument is at the manufacturer's for repair.

The Area Supervisor will set the instrument up with the agency's name and indicate that it is a spare instrument. The instrument and all paperwork will reflect that this is a spare instrument. For example:

Laurens Co. Sheriff Department/GSP Spare

The Instrument Inspection Protocol will be completed before the instrument is ready for service. Because the spare instrument is replacing an existing instrument at the location, the Installation Approval Letter (IC Letter B) is not required. An F-10 reprint test will not be required for installation of a spare instrument.

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The following methods and procedures will be performed on each breath testing instrument used for evidential breath alcohol test within the supervisor's area. These inspections will be conducted at least once each calendar quarter and upon return of the instrument from the manufacturer after repair.

An inspection consists of four categories:

1. External Instrument Evaluation
2. Operator Evaluation
3. Internal Instrument Evaluation
4. Reports

The instrument must meet the passing criteria for each step before continuing on to the next step.

An inspection will consist of the following:

1. Visual inspection (External Instrument Evaluation):
 - a. The factory keyboard is attached and all keys are present.
 - b. The breath line is attached and heated.
 - c. The display scrolls and all units are operational.
 - d. The unit displays the correct date and time. The time and date should be corrected if significant deviations from the current date and time are present.
 - e. The instrument follows the correct informational question sequence.
 1. Operator Name
 2. Permit Number
 3. Subject Name
 4. Subject Date of Birth
 5. Drivers License Number
 6. Arresting Officer Name
 7. Arresting Officer Agency
 8. Violation Time
 9. Violation Date
 10. Case Number
 - f. The area around the instrument is clean.
 - g. The instrument and keyboard are clean.

Note: If the instrument is opened for cleaning such as brushing or blowing dust from the internal section, it should not be listed as a repair on the maintenance log.

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Passing Criteria:

Instruments which exhibit external signs of proper operation will be awarded a passing score on the Visual Inspection while external indications of mechanical failure will result in a failing score. The results of the Visual Inspection will be indicated on the Quarterly Inspection Report. Environmental conditions deemed to be potentially harmful to the mechanical health of the instrument will also be noted on the Quarterly Inspection Report. Chronic failure to address these conditions may result in the failure of the Visual Inspection and the withholding of the Certificate of Inspection.

2. F-10 Reprint Card (Operator Evaluation):

- a. A reprint of the last breath test will be printed to determine if the operator conducted the test as trained and correctly logged the results.
- b. Procedures:
 - (1) Press F10 button
 - (2) Insert card
- c. The Area Supervisor will check all information on the printout card against the information on the GBI-DOFS log sheet for accuracy.
- d. If the operator needs improvement conducting these duties correctly, a letter will be filled out detailing areas for improvement and forwarded to the operator and the Implied Consent Manager. Non-compliance of the operator with operational procedures as trained by the GBI-DOFS may result in the issuance of a letter of non-conformance and the requirement of additional operator training.
- e. The Area Supervisor will fill in information at the bottom of card:
 - (1) Subject's name: F10 Reprint
 - (2) Time/Location: Year-Quarter (e.g. 2004-02)
 - (3) Operator: Area Supervisor signature
- f. The reprint card will not be left at the agency as part of the calibration check. This is for administration purposes only.
- g. After the F-10 card has been inspected for conformance and all deviations have been recorded on the Quarterly Inspection Report, all personal information will be redacted using a black marker or similar technique. The card will then be retained with the inspection record for the instrument. (Note: An F-10 evaluation is not required if no evidential breath tests have been run since the prior inspection or if the instrument is returning from the manufacturer.) The F-10 reprint test will have no bearing on the issuance of the Certificate of Inspection but will be used to monitor the proficiency of operators in the field and evaluate the need for retraining.

3. Self diagnostic (Step One of Internal Instrument Evaluation):

- a. The instrument will be tested for operation by performing the instrument

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Self diagnostic routine.

b. Procedures:

- (1) Press: ESC ESC
- (2) Password: XXXX
- (3) Insert Card
- (4) Press: D

c. The instrument will perform a self check diagnostic and print the findings.

d. The area supervisor will check the print out card for print clarity. If the printer needs cleaning or oiling, do so now.

e. The instrument must indicate PASS in all areas to pass the evaluation and to continue to the next step.

f. If the instrument fails to pass this diagnostic, call CMI for recommendations and possibly send in for repair.

g. The Area Supervisor will fill in the following information at the bottom of the card:

- (1) Subject Name: Diagnostic
- (2) Time/Location: Year-Quarter (e.g. 2004-02)
- (3) Operator: Area Supervisor signature

h. The Diagnostic printout will be maintained with the instrument file and the Area Supervisor will record whether the test passed or failed the evaluation criteria on the Quarterly Inspection Report.

Passing Criteria: The instrument must indicate pass in all areas to pass the evaluation.

4. Mouth Alcohol (Step Two of Internal Instrument Evaluation):

a. The Area Supervisor will test the instrument's ability to correctly identify the presence of mouth alcohol in a sample.

b. Procedures:

- (1) Press Start
- (2) Insert card
- (3) Answer questions as follows:

- a. Operator: Area Supervisor name
- b. Permit #: Area Supervisor #
- c. Subj. last name: Mouth
- d. Subj. first name: Alcohol
- e. Sub DOB: Today's date
- f. D/L #: N/A
- g. Arresting Off: Area Supervisor
- h. Agency: GSP Implied Consent
- i. ViolationTime: Present time

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- j. Violation Date: Today
- k. Case #: Year-Quarter (e.g. 2004-02)

- c. When the instrument indicates "Please Blow", the supervisor will rinse his/her mouth with a mouthwash containing alcohol and blow into the breath line.
- d. The instrument MUST indicate an INVALID SAMPLE and display XXX as the reading to pass the evaluation.
- e. If the instrument fails to read invalid sample, try this process again. If this test fails to produce an Invalid Sample message on the second attempt, call CMI for recommendations and send in for repair as necessary. If the instrument meets this requirement, move on to the next step.
- f. The supervisor will fill in the information at the bottom of the card:
 - (1) Subject's Name: Mouth Alcohol
 - (2) Time/Location: Year-Quarter (e.g. 2004-02)
 - (3) Operator: Area Supervisor signature
- g. The Area Supervisor will maintain a record of this test with the instrument file and will record whether the test passed or failed the evaluation criteria on the Quarterly Inspection Report.

Passing Criteria: The instrument must produce a result of Invalid Sample to pass this evaluation.

5. RFI Detection (Step Three of Internal Instrument Evaluation):

- a. The Area Supervisor will test the instrument's ability to detect radio frequency transmissions in its immediate vicinity.
- b. Procedures:
 - (1) Press Start
 - (2) Insert card
 - (3) Answer questions as follows:
 - a. Operator: Area Supervisor name
 - b. Permit #: Area Supervisor #
 - c. Subj. last name: Radio
 - d. Subj. first name: Detected
 - e. Sub DOB: Today's date
 - f. D/L #: N/A
 - g. Arresting Off: Area Supervisor
 - h. Agency: GSP Implied Consent
 - i. Violation Time: Present time
 - j. Violation Date: Today
 - k. Case #: Year-Quarter (e.g. 2004-02)

- c. When the instrument indicates "Please Blow", the supervisor will hold the state hand held radio in the vicinity of the breathline and press the talk

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button.

- d. The instrument **MUST** indicate INHIBITED RFI to pass the evaluation.
- e. If the instrument fails to read inhibited RFI, call CMI for recommendations and send in for repair as necessary.
- f. The supervisor will fill in the information at the bottom of the card:
 - (1) Subject Name: RFI-Check
 - (2) Time/Location: Year-Quarter (e.g. 2004-02)
 - (3) Operator: Area Supervisor signature
- g. The Area Supervisor will maintain a record of this test with the instrument file and will record whether the test passed or failed the evaluation criteria on the Quarterly Inspection Report.

Passing Criteria: The instrument must indicate Inhibited RFI to pass this evaluation.

6. Interferent Detection (Step Four of Internal Instrument Evaluation):

- a. The Area Supervisor will test the instrument's ability to correctly detect the presence of an interferent.
- b. A wet simulator containing a solution of acetone and ethanol will be used for this test. This solution will be prepared as necessary by adding 0.25 to 0.5 mL of acetone to approximately 500 mL of an ethyl alcohol solution.
- c. The simulator will be heated to 34 degrees C.
- d. Procedure:
 - (1) Press Start
 - (2) Insert card
 - (3) Answer questions as follow:
 - a. Operator: Area Supervisor name
 - b. Permit #: Area Supervisor #
 - c. Sub Last Name: Simulator
 - d. Sub First Name: Interferent
 - e. Sub. DOB: Today's date
 - f. Sub. D/L: NA
 - g. Arr. Off Last: Concentration
 - h. Arr. Off First: Zero Eight
 - i. Agency: GSP Implied Consent
 - j. Violation Time: Present time
 - k. Violation Date: Today's date
 - l. Case #: Year-Quarter (e.g. 2004-02)
- e. When the instrument indicates "Please Blow", the supervisor will hook the acetone simulator to the instrument breath line and blow into the top of the simulator until tone stops.
- f. The instrument must indicate INTERFERENT DETECTED on the

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screen and printout card to pass the evaluation criteria.

- g. If the instrument produces a printed alcohol concentration, call CMI for recommendations and send in for repair as necessary. If the instrument fails to read INTERFERENT DETECTED but does not produce a printed alcohol concentration, check the simulator and attempt a second test. If the instrument passes the evaluation criteria, move on to the next step.
- h. The supervisor will fill in the following information at the bottom of the card:
 - (1) Subject Name: Interferent
 - (2) Time/Location: Year-Quarter (e.g. 2004-02)
 - (3) Operator: Area Supervisor signature
- i. The Area Supervisor will maintain a record of this test with the instrument file and will record whether the test passed or failed the evaluation criteria on the Quarterly Inspection Report.

Passing Criteria: The instrument must indicate INTERFERENT DETECTED to pass this evaluation.

7. Difference Check (Step Five of Internal Instrument Evaluation):

- a. The Area Supervisor will test the instrument's ability to correctly identify and indicate sample results that differ by more than 0.02 grams.
- b. A simulator will be prepared with a solution producing an ethyl alcohol concentration greater than 0.02 g/210 L.
- c. The simulator will be heated to approximately 34 degrees C. (Note: After the simulator has reached approximately 34° C the Area Supervisor may purge the headspace from the simulator and allow it to re-equilibrate before testing to obtain an optimal vapor sample.)
- d. Procedures:
 - (1) Press Start
 - (2) Insert card
 - (3) Answer questions as follows:
 - a. Operator: Area Supervisor name
 - b. Permit #: Area Supervisor #
 - c. Subj. last name: Difference
 - d. Subj. first name: Check
 - e. Subj. DOB: Today's date
 - f. D/L #: NA
 - g. Arresting Off: Area Supervisor name
 - h. Agency: GSP Implied Consent
 - i. Violation Time: Present Time
 - j. Violation Date: Today's date
 - k. Case #: Year-Quarter (e.g. 2004-02)

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- e. When the instrument indicates "Please Blow", the supervisor will hook the simulator to the breath line and blow through the simulator until an adequate sample has been provided.
- f. The instrument should display a reading greater than 0.02 g/210 L.
- g. When the instrument indicates "Please Blow" the second time, the supervisor will blow his/her breath directly into the breath line and the display should read .000.
- h. The printout card must indicate the **SAMPLE DIFFERENCE, OUTSIDE REQUIRED PARAMETER, WAIT 20 MINUTES AND RETEST** to pass the evaluation criteria for this test.
- i. If the instrument fails this requirement, call CMI for recommendations and send in for repair as necessary. If the instrument meets the requirements, move on to the next step.
- j. The supervisor will fill in the following information at the bottom of the card:
 - (1) Subject's Name: Difference Check
 - (2) Time/Location: Year-Quarter (e.g. 2004-02)
 - (3) Operator: Area Supervisor signature
- k. The Area Supervisor will maintain a record of this test with the instrument file and will record whether the test passed or failed the evaluation criteria on the Quarterly Inspection Report.

Passing Criteria: The instrument must indicate **SAMPLE DIFFERENCE, OUTSIDE REQUIRED PARAMETER, WAIT 20 MINUTES AND RETEST** to pass this evaluation.

8. Calibration Check (Step Six of Internal Instrument Evaluation):

- a. A standardization will be performed utilizing an alcohol wet solution of known concentration certified by the manufacturer to produce 0.08 grams of ethanol per 210 L at 34 degrees C. A dry gas standard may be used in lieu of a wet solution at the discretion of the Implied Consent Manager.
- b. The simulator will be heated to 34 degrees C.
- c. Procedure:
 - (1) Press: ESC ESC
 - (2) Pass Word: XXXX
 - (3) Insert Card
 - (4) Press: T
 - (5) Hook the simulator to the side and back port of the instrument.
- d. The instrument will now begin the calibration check.
- e. After the instrument completes the first calibration check, the display screen will ask the operator to attach a second simulator and press F1.
- f. The supervisor will leave the simulator attached and simply

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press the F1 key.

- g. The results of this calibration check must be within plus or minus five percent of the expected value. In addition, the difference in sequential results can not exceed 0.004 g/210 L.

Examples

First Calibration Check	.080	(Good Sample)
Second Calibration Check	<u>.081</u>	(Good Sample)
		(.001 Difference Good Test)

First Calibration Check	.076	(Good Sample)
Second Calibration Check	<u>.080</u>	(Good Sample)
		(.004 Difference Good Test)

First Calibration Check	.075	(Bad Sample, Bad Test)
(This is below the +/- 5% expected value)		

First Calibration Check	.076	(Good Sample)
Second Calibration Check	<u>.084</u>	(Good Sample)
		(.008 Difference – Bad Test)
(The sequential results outside the +/- 0.004 difference requirement)		

- h. The instrument results must fall within both test parameters to pass the calibration check.
- i. If the instrument fails to pass the calibration check, change solutions and attempt a second time. Also check the temperature of the simulator.
- j. If the instrument fails on the second attempt, call CMI for recommendations and send in for repair as necessary.
- k. If the instrument passes, move on to the next step.
- l. The Area Supervisor will fill in the following information at the bottom of the card:

- (1) Subject's Name: Calibration Check
- (2) Time/Location: Year-Quarter (e.g. 2004-02)
- (3) Operator: Area Supervisor's signature
- (4) Addition Name of Solution and Lot # (Guth 11111)
- Information: Expiration of Solution (7/1/04)

- m. The Calibration printout will be maintained with the instrument file and the Area Supervisor will record the results of the evaluation on the Quarterly Inspection Report.

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9. Reports:

- a. The Area Supervisor will fill out the following reports and all reports will be maintained with the instrument file:
- (1) Quarterly Inspection Report
 - (2) Maintenance and Repair Log
 - a. The quarterly inspection will be noted on this form.
Date – Quarterly inspection – Supervisor Initials
 - b. List any repairs. Example:
 1. Replaced printer belt. 2. Oiled Printer. Etc.Note: Cleaning should not be listed as a repair.
 - (3) Certificate of Inspection
The Area Supervisor will issue a Certificate of Inspection if the instrument meets all of the aforementioned passing criteria. The original certificate and a copy of the six printout card are to be attached together and left with the agency. A copy of the certificate and remaining cards are to be kept with the Area Supervisor's files.
- b. The Area Supervisor will log the quarterly inspection on the Agency GBI-DOFS Log Sheet:
- (1) Date: Today's Date
 - (2) Time: Present Time
 - (3) Subject Name: Quarterly Inspection
 - (4) Operator: Area Supervisor Name
 - (5) Arr. Officer: Georgia State Patrol
 - (6) Sample 1: Results of First Calibration Check. (.080)
 - (7) Sample 2: Results of Second Calibration Check. (.080)
- c. The area supervisor will send to GBI a quarterly report of the aforementioned tests at intervals designated by the IC manager in a format designated by the IC manager. The following documents should be submitted:
- (1) A copy of the quarterly inspection report.
 - (2) A copy of all inspection cards.
 - (3) A copy of the maintenance log for the year to date.
 - (4) A copy of the certificate of inspection.
 - (5) A copy of any F-10 letters generated during the course of the inspection

Installation of New Instrument/ Instrument Returning from Repair:

1. All new instruments or instruments returning from repair must be inspected and successfully pass the instrument certification procedures before being placed into service.
2. The Quarterly Inspection Procedures/Protocol will be completed before the

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instrument is ready for service. An F-10 reprint test will not be required for new instruments or instruments returning from repair service.

3. Reports:

- a. The area supervisor will issue an Inspection Certificate with the six print cards to the agency.
- b. The area supervisor will issue an Approval Certificate to the agency. (Only necessary for new installations)
- c. The area supervisor will maintain an original of both certificates.
- d. The area supervisor will maintain a file with both certificates and the Information form therein for all new instrument installations.
- e. The area supervisor will send a copy of the Approval Certificate and the information form to the IC Manager for all new instrument installations.
- f. Quarterly Inspection documents will be retained and disseminated as described in the protocol for quarterly inspection.

Installation of Unit's/Area Supervisor Spare Instrument:

1. A spare instrument is to be used for temporary replacement of existing instruments that have been temporarily taken out of service. The spare is typically utilized at agencies that have only one instrument and have little or no access to another instrument in their county. The spare instruments are to be used only while the original instrument is at CMI for repair.
2. Before the area supervisor spare instrument is placed in service, the instrument must be inspected and the area supervisor must successfully complete the instrument certification procedure.
3. The area supervisor will set the instrument up with the agency's name and indicate that it is a spare instrument. The instrument and all paperwork will reflect that this is a spare instrument. For example:
Laurens Co. Sheriff Department/GSP Spare
4. The Quarterly Inspection and Certification Procedures/Protocol will be completed before the new instrument is ready for service. An F-10 reprint test will not be required for installation of a spare instrument.

5. Reports:

- a. The area supervisor will issue an Inspection Certificate with the six print out cards to the agency.
- b. The supervisor will issue an Approval Certificate to the agency.
- c. The area supervisor will maintain an original of both certificates.
- d. The certificates will be placed in the file.
- e. The area supervisor will send a copy of the Approval Certificate to the IC manager. No information form is required on the spare instrument.
- f. Quarterly Inspection documents will be retained and disseminated as

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described in the protocol for quarterly inspection.

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The following methods and procedures will be performed on each breath testing instrument used for evidential breath alcohol test within the supervisor's area. These inspections will be conducted at least once each calendar quarter and upon return of the instrument from the manufacturer after repair.

An inspection consists of four categories:

1. External Instrument Evaluation
2. Operator Evaluation
3. Internal Instrument Evaluation
4. Reports

The instrument will pass each inspection requirement before continuing on to next step.

An inspection will consist of the following, without deviation, in the order listed.

1. Visual inspection (External Instrument Evaluation):

- a. The factory keyboard is attached and all keys are present.
- b. The breath line is attached and heated.
- c. The display scrolls and all units are operational.
- d. The unit displays the correct date and time. The time and date should be corrected if significant deviations from the current date and time are present.
- e. The instrument follows the correct informational question sequence.
 1. Operator Name
 2. Permit Number
 3. Subject Name
 4. Subject Date of Birth
 5. Drivers License Number
 6. Arresting Officer Name
 7. Arresting Officer Agency
 8. Violation Time
 9. Violation Date
 10. Case Number
- f. The area around the instrument is clean.
- g. The instrument and keyboard are clean.

Note: If the instrument is opened for cleaning such as brushing or blowing dust from the internal section, it should not be listed as a repair on the maintenance log.

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Instruments which exhibit external signs of proper operation will be awarded a passing score on the Visual Inspection while external indications of mechanical failure will result in a failing score. The results of the Visual Inspection will be indicated on the Quarterly Inspection Report. Environmental conditions deemed to be potentially harmful to the mechanical health of the instrument will also be noted on the Quarterly Inspection Report. Chronic failure to address these conditions may result in the failure of the Visual Inspection and the withholding of the Certificate of Inspection.

2. F-10 Reprint Card (Operator Evaluation):

- a. A reprint of the last breath test will be printed to determine if the operator conducted the test as trained and correctly logged the results.
- b. Procedures:
 1. Press F10 button
 2. Insert card
- c. The Area Supervisor will check all information on the printout card against the information on the GBI-DOFS log sheet for accuracy.
- d. If the operator needs improvement conducting these duties correctly, a letter will be filled out detailing areas for improvement and forwarded to the operator and the Implied Consent Manager. Non-compliance of the operator with operational procedures as trained by the GBI-DOFS may result in the issuance of a letter of non-conformance and the requirement of additional operator training.
- e. The Area Supervisor will fill in information at the bottom of card:
 1. Subject's name: F10 Reprint
 2. Time/Location: Year-Quarter (2004-02)
 3. Operator: Area Supervisor signature
- f. The reprint card will not be left at the agency as part of the calibration check. This is for administration purposes only.
- g. After the F-10 card has been inspected for conformance and all deviations have been recorded on the Quarterly Inspection Report, all personal information will be redacted using a black marker or similar technique. The card will then be retained with the inspection record for the instrument. The F-10 reprint test will have no bearing on the issuance of the Certificate of Inspection but will be used to monitor the proficiency of operators in the field and evaluate the need for retraining.

3. Self diagnostic (Step One of Internal Instrument Evaluation):

- a. The instrument will be tested for operation by performing the instrument Self diagnostic routine.
- b. Procedures:
 1. Press: ESC ESC

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2. Password: XXXX
3. Insert Card
4. Press: D
- c. The instrument will perform a self check diagnostic and print the findings.
- d. The area supervisor will check the print out card for print clarity. If the printer needs cleaning or oiling, do so now.
- e. The instrument must indicate PASS in all areas to pass the evaluation and to continue to the next step.
- f. If the instrument fails to pass this diagnostic, call CMI for recommendations and possibly send in for repair.
- g. The Area Supervisor will fill in the following information at the bottom of the card:
 1. Subject Name: Diagnostic
 2. Time/Location: Year-Quarter (2004-02)
 3. Operator: Area Supervisor signature
- h. The Diagnostic printout will be maintained with the instrument file and the Area Supervisor will record whether the test passed or failed the evaluation criteria on the Quarterly Inspection Report.

4. Mouth Alcohol (Step Two of Internal Instrument Evaluation):

- a. The Area Supervisor will test the instrument's ability to correctly identify the presence of mouth alcohol in a sample.
- b. Procedures:
 1. Press Start
 2. Insert card
 3. Answer questions as follows:
 - a. Operator: Area Supervisor name
 - b. Permit #: Area Supervisor #
 - c. Subj. last name: Mouth
 - d. Subj. first name: Alcohol
 - e. Sub DOB: Today's date
 - f. D/L #: N/A
 - g. Arresting Off: Area Supervisor
 - h. Agency: GSP Implied Consent
 - i. ViolationTime: Present time
 - j. Violation Date: Today
 - k. Case #: Year-Quarter (2004-02)
- c. When the instrument indicates "Please Blow", the supervisor will rinse his/her mouth with a mouthwash containing alcohol (Scope) and blow into the breath line.
- d. The instrument MUST indicate an INVALID SAMPLE and display

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XXX as the reading to pass the evaluation.

- e. If the instrument fails to read invalid sample, try this process again. If this test fails to produce an Invalid Sample message on the second attempt, call CMI for recommendations and send in for repair as necessary. If the instrument meets this requirement, move on to the next step.
- f. The supervisor will fill in the information at the bottom of the card:
 1. Subject's Name: Mouth Alcohol
 2. Time/Location: Year-Quarter (2004-02)
 3. Operator: Area Supervisor signature
- g. The Area Supervisor will maintain a record of this test with the instrument file and will record whether the test passed or failed the evaluation criteria on the Quarterly Inspection Report.

5. RFI Detection (Step Three of Internal Instrument Evaluation):

- a. The Area Supervisor will test the instrument's ability to detect radio frequency transmissions in its immediate vicinity.
- b. Procedures:
 1. Press Start
 2. Insert card
 3. Answer questions as follows:
 - a. Operator: Area Supervisor name
 - b. Permit #: Area Supervisor #
 - c. Subj. last name: Radio
 - d. Subj. first name: Detected
 - e. Sub DOB: Today's date
 - f. D/L #: N/A
 - g. Arresting Off: Area Supervisor
 - h. Agency: GSP Implied Consent
 - i. Violation Time: Present time
 - j. Violation Date: Today
 - k. Case #: Year-Quarter (2004-02)
- c. When the instrument indicates "Please Blow", the supervisor will hold the state hand held radio in the vicinity of the breathline and press the talk button.
- d. The instrument MUST indicate INHIBITED RFI to pass the evaluation.
- e. If the instrument fails to read inhibited RFI, call CMI for recommendations and send in for repair as necessary.
- f. The supervisor will fill in the information at the bottom of the card:
 1. Subject Name: RFI-Check
 2. Time/Location: Year-Quarter (2004-02)
 3. Operator: Area Supervisor signature

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- g. The Area Supervisor will maintain a record of this test with the instrument file and will record whether the test passed or failed the evaluation criteria on the Quarterly Inspection Report.

6. Interferent Detection (Step Four of Internal Instrument Evaluation):

- a. The Area Supervisor will test the instrument's ability to correctly detect the presence of an interferent.
- b. A wet simulator containing a solution of acetone and ethanol will be used for this test. This solution will be prepared as necessary by adding 0.25 to 0.5 ml of acetone to approximately 500 ml of an ethyl alcohol solution.
- c. The simulator will be heated to 34 degrees C.
- d. Procedure:
 - 1. Press Start
 - 2. Insert card
 - 3. Answer questions as follow:
 - a. Operator: Area Supervisor name
 - b. Permit #: Area Supervisor #
 - c. Sub Last Name: Simulator
 - d. Sub First Name: Interferent
 - e. Sub. DOB: Today's date
 - f. Sub. D/L: NA
 - g. Arr. Off Last: Concentration
 - h. Arr. Off First: Zero Eight
 - i. Agency: GSP Implied Consent
 - j. Violation Time: Present time
 - k. Violation Date: Today's date
 - l. Case #: Year-Quarter (2004-02)
- e. When the instrument indicates "Please Blow", the supervisor will hook the acetone simulator to the instrument breath line and blow into the top of the simulator until tone stops.
- f. The instrument must indicate INTERFERENT DETECTED on the screen and printout card to pass the evaluation criteria.
- g. If the instrument fails to read Interferent Detected, call CMI for recommendations and send in for repair as necessary. If the instrument passes the evaluation criteria, move on to the next step.
- h. The supervisor will fill in the following information at the bottom of the card:
 - 1. Subject Name: Interferent
 - 2. Time/Location: Year-Quarter (2004-02)
 - 3. Operator: Area Supervisor signature
- i. The Area Supervisor will maintain a record of this test with the

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instrument file and will record whether the test passed or failed the evaluation criteria on the Quarterly Inspection Report.

7. Difference Check (Step Five of Internal Instrument Evaluation):

- a. The Area Supervisor will test the instrument's ability to correctly identify and indicate sample results that differ by more than 0.02 grams.
- b. A wet simulator will be prepared with approximately 500 ml of a solution certified to produce an ethyl alcohol concentration of 0.08 g/210 L.
- c. The simulator will be heated to 34 degrees C.
- d. Procedures:
 1. Press Start
 2. Insert card
 3. Answer questions as follows:
 - a. Operator: Area Supervisor name
 - b. Permit #: Area Supervisor #
 - c. Subj. last name: Difference
 - d. Subj. first name: Check
 - e. Subj. DOB: Today's date
 - f. D/L #: NA
 - g. Arresting Off: Area Supervisor name
 - h. Agency: GSP Implied Consent
 - i. Violation Time: Present Time
 - j. Violation Date: Today's date
 - k. Case #: Year-Quarter (2004-02)
- e. When the instrument indicates "Please Blow", the supervisor will hook the simulator to the breath line and blow through the simulator until the tone stops.
- f. The instrument should display a reading between .076 and .084.
- g. When the instrument indicates "Please Blow" the second time, the supervisor will blow his/her breath directly into the breath line and the display should read .000.
- h. The printout card must indicate the **SAMPLE DIFFERENCE, OUTSIDE REQUIRED PARAMETER, WAIT 20 MINUTES AND RETEST** to pass the evaluation criteria for this test.
- i. If the instrument fails this requirement, call CMI for recommendations and send in for repair as necessary. If the instrument meets the requirements, move on to the next step.
- j. The supervisor will fill in the following information at the bottom of the card:
 1. Subject's Name: Difference Check
 2. Time/Location: Year-Quarter (2004-02)

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3. Operator: Area Supervisor signature
- k. The Area Supervisor will maintain a record of this test with the instrument file and will record whether the test passed or failed the evaluation criteria on the Quarterly Inspection Report.

8. Calibration Check (Step Six of Internal Instrument Evaluation):

- a. A standardization will be performed utilizing an alcohol wet solution of known concentration certified by the manufacturer to produce 0.08 grams of ethanol per 210 L at 34 degrees C.
- b. The simulator will be heated to 34 degrees C.
- c. Procedure:
1. Press: ESC ESC
 2. Pass Word: XXXX
 3. Insert Card
 4. Press: D
 5. Hook the simulator to the side and back port of the instrument
- d. The instrument will now begin the calibration check.
- e. After the instrument completes the first calibration check, the display screen will ask the operator to attach a second simulator and press F1.
- f. The supervisor will leave the simulator attached and simply press the F1 key.
- g. The results of this calibration check must be within plus or minus five percent of the expected value. In addition, the difference in sequential results can not exceed 0.004 g /210 L.

Examples

First Calibration Check	.080	(Good Sample)
Second Calibration Check	<u>.081</u>	(Good Sample) (.001 Difference Good Test)
First Calibration Check	.076	(Good Sample)
Second Calibration Check	<u>.080</u>	(Good Sample) (.004 Difference Good Test)
First Calibration Check	.075	(Bad Sample, Bad Test) (This is below the +/- 5% expected value)
First Calibration Check	.076	(Good Sample)
Second Calibration Check	<u>.084</u>	(Good Sample) (.008 Difference – Bad Test)

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(The sequential results outside the +/- 0.004 difference requirement)

- h. The instrument results must fall within both test parameters to pass the calibration check.
- i. If the instrument fails to pass the calibration check, change solutions and attempt a second time. Also check the temperature of the simulator.
- j. If the instrument fails on the second attempt, call CMI for recommendations and send in for repair as necessary.
- k. If the instrument passes, move on to the next step.
- l. The Area Supervisor will fill in the following information at the bottom of the card:
 - 1. Subject's Name: Calibration Check
 - 2. Time/Location: Year-Quarter (2004-02)
 - 3. Operator: Area Supervisor's signature
 - 4. Addition Name of Solution and Lot # (Guth 11111)
Information: Expiration of Solution (7/1/04)
- m. The Calibration printout will be maintained with the instrument file and the Area Supervisor will record the results of the evaluation on the Quarterly Inspection Report.

9. Reports:

- a. The Area Supervisor will fill out the following reports and all reports will be maintained with the instrument file
 - 1. Quarterly Inspection Report
 - 2. Maintenance and Repair Log
 - a. The quarterly inspection will be noted on this form.
Date – Quarterly inspection – Supervisor Initials
 - b. List any repairs. Example:
 - 1. Replaced printer belt. 2. Oiled Printer. Etc.
 - 3. Certification of Inspection
 - a. The Area Supervisor will issue a certification of Inspection if the instrument meets all of the aforementioned requirements. The original certificate and the top copy of the six printout card are to be attached together and left with the agency. A copy of the certificate and remaining cards are to be kept with the Area Supervisor's files.
- b. The Area Supervisor will log the quarterly inspection on the Agency GBI-DOFS Log Sheet (see attached sheet).
 - 1. Date: Today's Date

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2. Time: Present Time
 3. Subject Name: Quarterly Inspection
 4. Operator: Area Supervisor Name
 5. Arr. Officer: Georgia State Patrol
 6. Sample 1: Results of First Calibration Check. (.080)
 7. Sample 2: Results of Second Calibration Check. (.080)
- c. The area supervisor will send to GBI a quarterly report of the aforementioned tests at intervals designated by the IC manager:
1. Submit a copy of the quarterly inspection report.
 2. Staple the Cal check printouts to the front upper left corner of the report sheet.
 3. Arrange the reports alphabetically by agency name.
 4. Place in a large yellow envelope labeled with the area supervisor name and area number.
 5. F-10 letters for the quarter are to be submitted in a separate yellow envelope labeled "F-10 letters" with the area supervisor name and area number. Staple a copy of the F-10 printout to the front upper left corner of each letter.

Installation of New Instrument/ Instrument Returning from Repair:

1. All new instruments or instruments returning from repair must be inspected and successfully pass the instrument certification procedures before being placed into service.
2. The Quarterly Inspection Procedures/Protocol will be completed before the instrument is ready for service. An F-10 reprint test will not be required for new instruments or instruments returning from repair service.
3. Reports:
 - a. The area supervisor will issue an Inspection Certificate with the six print cards to the agency.
 - b. The area supervisor will issue an Approval Certificate to the agency. (Only necessary for new installations)
 - c. The area supervisor will maintain an original of both certificates.
 - d. The area supervisor will maintain a file titled New Instruments with both certificates and the Information form there-in for all new instrument installations.
 - e. The area supervisor will send a copy of the Approval Certificate and the information form to the IC Manager for all new instrument installations.
 - f. Quarterly Inspection documents will be retained and disseminated as described in the protocol for quarterly inspection.

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Installation of Unit's/Area Supervisor Spare Instrument:

1. A spare instrument is to be used for temporary replacement of existing instruments that have been temporarily taken out of service. The spare is typically utilized at agencies that have only one instrument and have little or no access to another instrument in their county. The spare instruments are to be used only while the original instrument is at CMI for repair.
2. Before the area supervisor spare instrument is placed in service, the instrument must be inspected and the area supervisor must successfully complete the instrument certification procedure.
3. The area supervisor will set the instrument up with the agency's name and indicate that it is a spare instrument. The instrument and all paperwork will reflect that this is a spare instrument. For example:
Laurens Co. Sheriff Department/GSP Spare
4. The Quarterly Inspection and Certification Procedures/Protocol will be completed before the new instrument is ready for service. An F-10 reprint test will not be required for installation of a spare instrument.
5. Reports:
 - a. The area supervisor will issue an Inspection Certificate with the six print out cards to the agency.
 - b. The supervisor will issue an Approval Certificate to the agency.
 - c. The area supervisor will maintain an original of both certificates.
 - d. The certificates will be placed in the file marked New Instruments.
 - e. The area supervisor will send a copy of the Approval Certificate to the IC manager. No information form is required on the spare instrument.
 - f. Quarterly Inspection documents will be retained and disseminated as described in the protocol for quarterly inspection.