

**SITE INSPECTION PROTOCOL**

Date: 8/12/11

REV: 0

Approved: *W*

The following procedures will be performed upon the installation of any new instrument or upon the movement of any existing instrument from its designated testing location for use in a new testing location. The procedures are designed to evaluate the suitability of a testing site for evidential breath testing. If the testing site is a mobile vehicle, the procedures will be performed with the mobile vehicle on and running as it would under normal conditions.

#### Power Requirements

1. The Area Supervisor will verify that the testing site is equipped with a grounded electrical power outlet capable of delivering 117V AC +/- 10%.
2. The Area Supervisor will evaluate the stability of the power supply by monitoring fluctuations in the delivered voltage for at least one minute. To pass the stability test, the power source shall exhibit no readings of less than 105V or more than 129V. In mobile vehicles other electrical devices commonly used in the mobile vehicle should be functioning during this evaluation in order to evaluate their effect on the stability of the power supplied to the instrument.
3. If an extension cord is used, the Area Supervisor will verify that the cord is a UL or CSA listed three conductor extension cord with a gauge of 14 or heavier.

#### Environmental Conditions

1. The Area Supervisor will verify that the testing site has adequate climate control capable of maintaining ambient temperature between 68 and 86°F. Thermostats will be deemed capable of meeting this requirement if set within this defined temperature range. For all mobile vehicles as well as testing sites where the climate control equipment does not have the ability to measure the ambient temperature, the testing area must be equipped with a thermometer capable of measuring the environmental temperature. (Note: The Area Supervisor will ensure that GBI-DOFS Mobile Testing log sheet, IC Form 8, is utilized for all mobile instruments as well as all testing sites where the climate control equipment does not have the ability to measure the ambient temperature. All other sites will utilize IC Form 6.)
2. The Area Supervisor will verify that the testing site is free of excessive humidity by ensuring that there is no visible condensation in the immediate vicinity of the instrument or in the vehicle.
3. The Area Supervisor will verify that the instrument is mounted on a hard surface with at least one inch clearance on all sides to ensure adequate ventilation.
4. The Area Supervisor will verify that the testing site is clean and free from dust and that eating, drinking, and smoking are prohibited in the immediate vicinity of the instrument.

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For mobile vehicles the Area Supervisor will further verify that the instrument is properly secured in its testing location so as to prevent excessive vibration or mechanical shock.

5. The Area Supervisor will ensure that there are no devices housed in the immediate vicinity of the instrument capable of producing Radio Frequency Interference detectable by the instrument.

**Instrument Configuration**

1. The Area Supervisor will verify that the instrument is a Georgia Model Intoxilyzer 5000 with a current software version.
2. The Area Supervisor will verify that the instrument is configured to properly run the diagnostics-air blank-breath test-air blank-wait-diagnostics-air blank-breath test-air blank sequence.
3. The Area Supervisor will conduct an instrument inspection according to the Instrument Inspection Protocol, IC OPS IO 1.

The Area Supervisor will then complete the Site Inspection Form, IC Form 9. If the testing site satisfies all of the above requirements, the Area Supervisor will initiate the Installation Approval Letter, IC Letter B, and forward it to the Implied Consent Manager for approval with the Site Inspection Form.

The Implied Consent Manager will forward a copy of the completed Installation Approval Letter to the agency.

Testing sites not satisfactorily meeting the above requirements will not be issued an Installation Approval Letter until the appropriate corrections are made to bring the site into compliance.

The Installation Approval Letter shall include a definitive description of the mobile vehicle where the instrument is located, such as a make, model, and tag number of the vehicle.