

Instrument Verification Worksheet

Name:		Start Date:	
Instrument:		End Date:	
F/S Version:		PM Qualtrax Revision #:	

Please check the box on each requirement as it is completed. Place the BA Procedures Manual Section number (indicated below) and your initials on the related instrument printouts. The instrument serial number should appear on all pages of this testing. (Abbreviations: F/S = Firmware/Software, S = Sample)

BA PM Section	Task	Printed Expected Result	Complete
4.1 - Initial Information			
4.1.1.2	Upload approved F/S Version		<input type="checkbox"/>
4.1.1.3	Print F/S Version		<input type="checkbox"/>
4.1.1.4	Calibrate Instrument		<input type="checkbox"/>
4.1.1.5	Perform Certification		<input type="checkbox"/>
4.3 - Linearity			
4.3.1	Change "Default Standard" to "Std 2- wet sim"		<input type="checkbox"/>
4.3.2	Accuracy Check- 4 samples - 0.300 g/210 L wet bath solution		<input type="checkbox"/>
4.3.3	Accuracy Check- 4 samples - 0.400 g/210 L wet bath solution		<input type="checkbox"/>
4.3.4	Results within 3% of target and within 0.003 g/210 L of each other		<input type="checkbox"/>
4.3.5	Return "Default Standard" to "Std 1 - Dry Gas"		<input type="checkbox"/>
4.4 - Sample Reporting			
4.4.1	S1 = own breath, S2 ~ 0.015 g/210 L	0.00 g/210 L	<input type="checkbox"/>
4.4.2 - No Sample Given Tests			
4.4.2.1	S1 = do not provide a sample, "Retest Y/N" type "N"	No Sample Given	<input type="checkbox"/>
4.4.3 - Deficient Sample Tests			
4.4.3.1	S1 = own breath, S2 = does not meet sample parameters, Retest "N"	Deficient Sample	<input type="checkbox"/>
4.4.4 - Invalid Sample Tests			
4.4.4.1	S1 = rinse with alcohol based aqueous solution, retest "Y", ensure instrument does not allow immediate retest to proceed, abort test	Invalid Sample	<input type="checkbox"/>
4.4.5 - Improper Sequence Tests			
4.4.5.1	During second blank provide own breath sample	Sequence	<input type="checkbox"/>
4.4.6 - Ambient Tests			
4.4.6.1-4.4.6.2	Place open bottle of ethanol by breath tube opening, S1 = own breath, S2 = >0.03 g/210 L, S3 = own breath	0.00 g/210 L (repeat if AMBIENT/ RFI DETECTED)	<input type="checkbox"/>
4.4.7 - Out of Tolerance Tests			
4.4.7.1	Install a 0.150 g/210 L BrAC gas cylinder, update tank lot #, keep target value at 0.100 g/210 L		<input type="checkbox"/>
4.4.7.2	Initiate test	Out of Tolerance	<input type="checkbox"/>
4.5 - Three Sample Tests			
4.5.1	S1 = own breath, S2 = >0.08 g/210 L, S3 = 0.015 g/210 L	0.00 g/210 L	<input type="checkbox"/>
4.6 - Sample Parameters Not Met			
4.6.1	S1 ~ 0.08 g/210 L, S2 = own breath, S3 ~ 0.160 g/210 L, Retest "N"	Sample Parameters Not Met	<input type="checkbox"/>
4.7 - Over Range Tests			
4.7.1	S1 ~ 0.60 g/210 L, next test with same name and ensure instrument does not proceed, abort test	Test Result Over Range or Sample Over Range	<input type="checkbox"/>
4.8 - Interfering Substances Tests			
4.8.1	S1 = 0.100 g/210 L Acetone, S2 = 0.100 g/210 L Acetone	0.00 g/210 L	<input type="checkbox"/>
4.8.2	S1 = 0.020 g/210 L Methanol, S2 = 0.020 g/210 L Methanol	0.00 g/210 L or INTERFERENT DETECTED or FUEL CELL TIMEOUT	<input type="checkbox"/>
4.8.3	S1 = 0.020 g/210 L Isopropanol, S2 = 0.020 g/210 L Isopropanol	0.00 g/210 L or INTERFERENT DETECTED	<input type="checkbox"/>
4.9 - Communication Software			
4.9.1	Create new instrument location, if necessary		<input type="checkbox"/>
4.9.2	Set communications to "outgoing modem"		<input type="checkbox"/>
4.9.3	Set the system Phone Number		<input type="checkbox"/>
4.10 - Verify Communication with the Host Computer			
4.10.1	Connect instrument to analog phone line		<input type="checkbox"/>
4.10.2	Use Breath Alcohol Laboratory Intoxnet to call the instrument		<input type="checkbox"/>
4.10.3	Verify the call was successful		<input type="checkbox"/>
4.11 - Set the Call Out Telephone Number			

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4.11.1	Access the proper menu		<input type="checkbox"/>
4.11.2	Call out telephone number = (see Program Manager or designee for appropriate information)		<input type="checkbox"/>
4.12 - Verify the Call Out Function			
4.12.1	Connect instrument modem to analog phone line		<input type="checkbox"/>
4.12.2	Remove dry gas tank or initiate call out		<input type="checkbox"/>
4.12.3	Verify that there is a call made to the host computer		<input type="checkbox"/>
4.13 - Perform Instrument Certification			
4.13.1	Notation in BrAD as "Calibrated, Verified and Certified"		<input type="checkbox"/>
4.14 - Download the Instrument			
4.14.1-4.14.3	This may be performed multiple times during any portion of this procedure. If download was performed "Direct to PC" return Connection Type to "E-Seek". Print all pertinent information.		<input type="checkbox"/>

Instrument Verification for the above-mentioned Intox EC/IR II Completed:

Signature of Analyst:

Date:

Signature of Approver:

Date:

Approved for evidential use:

Yes ☐

No ☐