

Instrument Acceptance Testing 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
3.1 - Initial Instructions			
3.1.1.2	Download instrument and upload new F/S		<input type="checkbox"/>
3.1.1.3	Print F/S Version		<input type="checkbox"/>
3.1.1.4	Calibrate Instrument		<input type="checkbox"/>
3.1.1.5	Perform Certification		<input type="checkbox"/>
3.3 - Linearity			
3.3.1	Change "Default Standard" to "Std 2- wet sim"		<input type="checkbox"/>
3.3.2	Accuracy Check- 4 samples - 0.300 g/210 L wet bath solution		<input type="checkbox"/>
3.3.3	Accuracy Check- 4 samples - 0.400 g/210 L wet bath solution		<input type="checkbox"/>
3.3.4	Results within 3% of target and within 0.003 g/210 L of each other		<input type="checkbox"/>
3.3.5	Return Default Std to "Std 1 - Dry Gas"		<input type="checkbox"/>
3.4 - Sample Reporting			
3.4.1	Both samples your own breath	0.00 g/210 L	<input type="checkbox"/>
3.4.2	S1 = own breath, S2 ~ 0.015 g/210 L	0.00 g/210 L	<input type="checkbox"/>
3.4.3	S1 ~ 0.015 g/210 L, S2 = own breath	0.00 g/210 L	<input type="checkbox"/>
3.4.4	Change time to 23:55, conduct test, own breath	0.00 g/210 L	<input type="checkbox"/>
3.4.5	Return to today's date, change time to 23:55; S1 = own breath, S2 ~ 0.015 g/210 L	0.00 g/210 L (today's date)	<input type="checkbox"/>
3.4.6	Return to today's date, change time to 23:55, S1 ~ 0.015 g/210 L, S2 = own breath	0.00 g/210 L (tomorrow's date)	<input type="checkbox"/>
3.4.6.4	Return instrument to current date and time.		<input type="checkbox"/>
3.4.7 - No Sample Given Tests			
3.4.7.1	S1 = do not provide a sample, type "Y" to retest	No Sample Given	<input type="checkbox"/>
3.4.7.2	S1 = own breath, S2 = do not provide a sample, "Y" to retest	No Sample Given	<input type="checkbox"/>
3.4.7.3	S1 = own breath, S2 = >0.03 g/210 L, S3 = do not provide a sample, "Retest Y/N" type "N"	No Sample Given	<input type="checkbox"/>
3.4.8 - Deficient Sample Tests			
3.4.8.1	S1 = does not meet sample parameters, "Y" to retest	Deficient Sample	<input type="checkbox"/>
3.4.8.2	S1 = own breath, S2 = does not meet sample parameters, "Y" to retest	Deficient Sample	<input type="checkbox"/>
3.4.8.3	S1 = own breath, S2 = >0.03 g/210 L, S3 = does not meet sample parameters, "Retest Y/N" type "N"	Deficient Sample	<input type="checkbox"/>
3.4.9 - Invalid Sample Tests			
3.4.9.1	S1 = dual simulator with 0.300 stopped after 2 seconds, type "Y" to retest, ensure instrument does not allow immediate retest to proceed, abort test	Invalid Sample	<input type="checkbox"/>
3.4.9.2	S1 = own breath, S2 = dual simulator with 0.300 stopped after 2 seconds, "Retest Y/N" type "N"	Invalid Sample	<input type="checkbox"/>
3.4.9.3	Same subject information as in 3.4.9.2, ensure instrument does not allow test to proceed, abort test		<input type="checkbox"/>
3.4.9.4	S1 = own breath, S2 = >0.03 g/210 L, S3 = dual simulator with 0.300 stopped after 2 sec, "Retest Y/N" type "N"	Invalid Sample	<input type="checkbox"/>
3.4.9.5	Same subject information as 3.4.9.4, ensure instrument does not allow test to proceed, abort test		<input type="checkbox"/>
3.4.10 - Radio Frequency Interference Tests			
3.4.10.1	S1 = own breath, S2 = >0.03 g/210 L, S3 = own breath, key radio during each portion of test sequence	0.00 g/210 L	<input type="checkbox"/>
3.4.11 - Improper Sequence Tests			
3.4.11.1	During diagnostics check provide own breath sample	Sequence	<input type="checkbox"/>

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3.4.11.2	During first blank provide own breath sample	Sequence	<input type="checkbox"/>
3.4.11.3	During second blank provide own breath sample	Sequence	<input type="checkbox"/>
3.4.11.4	During third blank provide own breath sample	Sequence	<input type="checkbox"/>
3.4.11.5	During fourth blank provide own breath sample	Sequence	<input type="checkbox"/>
3.4.11.6	S1 = own breath, S2 = >0.03 g/210L, S3 = own breath, During fifth blank provide own breath sample	Sequence	<input type="checkbox"/>

3.4.12 - Ambient Tests			
3.4.12.1 - 3.4.12.2	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	<input type="checkbox"/>

3.4.13 - Out of Tolerance Tests			
3.4.13.1	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"/>
3.4.13.2	Conduct test	Out of Tolerance	<input type="checkbox"/>
3.4.13.3	Install a 0.080 g/210 L BrAC gas cylinder, update tank lot#, keep target value at 0.100 g/210 L		<input type="checkbox"/>
3.4.13.4	Conduct test (Instrument will be disabled)	Out of Tolerance	<input type="checkbox"/>
3.4.13.5	Perform a 0.100 g/210 L certification		<input type="checkbox"/>

3.5 - Tracking Daylight Savings			
3.5.1	Change the date to the next transition date and 1:58AM. If fall, ensure the time changes to 1AM EST. If spring, ensure the time changes to 3AM EDT.		<input type="checkbox"/>
3.5.2	Repeat 3.5.1 for the next three transitions		<input type="checkbox"/>
3.5.3	Return to current date and time		<input type="checkbox"/>
3.5.4	Certify with 0.100 g/210 L BrAC gas cylinder		<input type="checkbox"/>

3.6 - Certification Expired			
3.6.1	Ensure the certification due date is 180 days from last successful certification		<input type="checkbox"/>
3.6.2 - 3.6.4	Change tank expiration to beyond 180 days and the date to the day before due date and the time to 23:58, ensure instrument is "DISABLED" upon advancement to the next day		<input type="checkbox"/>
3.6.5	Return to current date and time and correct tank information		<input type="checkbox"/>
3.6.6	Certify with 0.100 g/210 L BrAC gas cylinder		<input type="checkbox"/>

3.7 - Three Sample Tests			
3.7.1	S1 = own breath, S2 = >0.08 g/210 L, S3 ~ 0.015 g/210 L	0.00 g/210 L	<input type="checkbox"/>
3.7.2	S1 = >0.08 g/210 L, S2 = own breath, S3 ~ 0.015 g/210 L	0.00 g/210 L	<input type="checkbox"/>
3.7.3	S1 = >0.08 g/210 L, S2 ~ 0.015 g/210 L, S3 = own breath	0.00 g/210 L	<input type="checkbox"/>

3.8 - Sample Parameters Not Met			
3.8.1	S1 = own breath, S2 ~ 0.08 g/210 L, S3 ~ 0.160 g/210 L, Retest "Y"	Sample Parameters Not Met	<input type="checkbox"/>
3.8.2	S1 ~ 0.08 g/210 L, S2 = own breath, S3 ~ 0.160 g/210 L, Retest "Y"	Sample Parameters Not Met	<input type="checkbox"/>
3.8.3	S1 ~0.08 g/210 L, S2 ~0.160 g/210 L, S3 = own breath, Retest "N"	Sample Parameters Not Met	<input type="checkbox"/>

3.9 - Over Range Tests			
3.9.1	S1 ~ 0.60 g/210 L, retest "Y", ensure instrument does not allow immediate retest, abort test	Test Result Over Range or Sample Over Range	<input type="checkbox"/>
3.9.2	S1 = own breath, S2 ~ 0.60 g/210 L, retest "Y", ensure instrument does not allow immediate retest, abort test	Test Result Over Range or Sample Over Range	<input type="checkbox"/>
3.9.3	S1 = own breath, S2 = >0.03 g/210 L but <0.50 g/210 L, S3 ~ 0.60 g/210 L, retest "Y", ensure instrument does not allow immediate retest, abort test	Test Result Over Range or Sample Over Range	<input type="checkbox"/>

3.10 - Communication Software			
3.10.1	Create new instrument location, if necessary		<input type="checkbox"/>
3.10.2	Set communications to "outgoing modem"		<input type="checkbox"/>
3.10.3	Set the system Phone Number		<input type="checkbox"/>

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3.11 - Verify Communication with the Host Computer

3.11.1	Connect instrument to analog phone line		<input type="checkbox"/>
3.11.2	Use Breath Alcohol Laboratory Intoxnet to call the instrument		<input type="checkbox"/>
3.11.3	Verify the communication was successful		<input type="checkbox"/>

3.12 - Set the Call Out Telephone Number

3.12.1	Access the proper menu		<input type="checkbox"/>
3.12.2	Call out telephone number = (see Program Manager or designee for appropriate information)		<input type="checkbox"/>

3.13 - Verify the Call Out Function

3.13.1	Connect instrument modem to analog phone line		<input type="checkbox"/>
3.13.2	Remove dry gas tank or initiate call out		<input type="checkbox"/>
3.13.3	Verify that there is a call made to the host computer		<input type="checkbox"/>

3.14 - Perform Instrument Certification

3.14.1	Notation in BrAD as "Calibrated, Accepted and Certified".		<input type="checkbox"/>
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3.15 - Download the Instrument

3.15.1 - 3.15.3	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"/>
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Firmware/Software Testing - Instrument Acceptance for the Intox EC/IR II Completed:

Signature of Analyst:

Date: _____

Signature of Approver:

Date: _____

Approved for evidential use:

Yes ☐

No ☐