

# Florida Department of Law Enforcement

## Alcohol Testing Program

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### AGENCY INSPECTION PROCEDURES

1. Switch settings or the keyboard option may be used to control instrument functions. For switch settings, "on" is "up" and "off" is "down". The checks and tests below may be conducted in any order. Class A glassware must be used when measuring solutions. Only approved and non-expired alcohol reference solutions must be used during the applicable portions of the inspection.
2. Ensure that the instrument is on. Record all test results on a form provided by the Department. Print cards must be produced for each function supporting print cards.
3. At least two properly operating simulators must be used. Prepare simulators for use and allow them to warm up for at least thirty minutes prior to the first analysis. When changing solutions allow the new solution to warm up for at least ten minutes after heater light turns off for the first time. Ensure that the simulator has an air leak resistant seal and maintains an operational temperature of 34 C (+/- 0.2 C).
4. Visually inspect the exterior condition of the instrument and the surrounding area. Clean with a damp cloth if necessary.
5. Record time and date displayed and actual time and date. Adjust if necessary.
6. Conduct display check (switch 1 "on" all others "off"). Press "Start Test" button to initiate test, and press again to stop. All segments of display must illuminate.
7. Conduct diagnostic check (trip reset switch on rear panel or Esc, Esc, D, Enter on the keyboard). Diagnostic must read "OK".
8. Conduct printer check (all switches "off" and press "Start Test" button or Esc, Esc, P, Enter on the keyboard) and follow instructions on display. Print card must be legible.
9. Conduct alcohol free subject test and mouth alcohol test as follows: Set switches 1 through 5 to "on"; Press "Start Test" button and insert print card; at the instrument prompt introduce an alcohol free breath sample which must result in 0.000 g/210L; at the second breath sample prompt, rinse mouth with mouth alcohol solution and introduce a breath sample. The sample must be detected by an audible low/high tone, and displayed on the instrument and the print card as invalid sample/mouth alcohol. If prompted for a third sample, press the "Start Test" button to record as "Test Refused".
10. Ensure that switches 1 through 5, 7, and 9 are "on" and that at least three results are produced for each of the following tests: alcohol free (simulator containing distilled or deionized water), alcohol free with acetone (add 3 mL acetone solution to a simulator containing distilled or deionized water), alcohol reference solutions of 0.05 g/210L, 0.08 g/210L and 0.20 g/210L. Results must fall within the acceptable ranges. The alcohol free with acetone results must be 0.000 g/210L with "interferent detected" on the display, "interferent subtracted" on the print card, and an audible low/high tone.
11. If any analytical check or test indicates that the instrument does not comply with Chapter 11D-8, determine the cause and take corrective action. If unable to correct, remove the instrument from service and notify the Alcohol Testing Program Regional Inspector.
12. Record all results and all other requested information on the Agency Inspection Report FDLE/ATP Form 24. Record additional information and unusual occurrences on the print card and on the Agency Inspection Report. Keep all print cards generated during the agency inspection. Attach the top copy of each print card to the Agency Inspection Report.

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For regulatory and administrative use only, copies of the Agency Inspection Report and print cards must be submitted to the Alcohol Testing Program Regional Inspector within five business days of completing the inspection.