



TENNESSEE BUREAU OF INVESTIGATION

Forensic Services Division

Breath Alcohol Unit Standard Operating Procedures Manual Breath Alcohol Instrument Adjustment Procedure

3. BREATH ALCOHOL INSTRUMENT ADJUSTMENT PROCEDURE

3.1. Scope –

The purpose of this procedure is to adjust the State of Tennessee's evidentiary breath alcohol instruments after they have failed calibration.

3.2. Terms and Definitions –

EC/IR II: EC/IR II Evidentiary Breath Instrumentation

ASV-XL: Alco-Sensor V-XL Portable Evidentiary Breath Instrumentation

Adjustment dry gas standard: a 0.100g/210L dry gas standard.

3.3. Procedure

3.3.1. Remove internal dry gas standard and replace with the adjustment dry gas standard, if applicable.

3.3.2. Initiate the "Standard Setup" on the instrument through the menu.

- For STD1 change the lot number and tank number to what the adjustment standard shows.
- Separate the two numbers with a dash
 - For example: "lot no. – tank no"

3.3.3. Initiate the "Calibration" procedure by selecting that menu option.

3.3.4. Verify that the standard to use is "STD 1 – Dry Gas".

3.3.5. Verify that the standard value is 0.100g/210L.

3.3.6. Start the adjustment sequence on the instrument.

3.3.7. A successful adjustment will be specified on the instrument printout.

- If the adjustment is not possible, remove the instrument from service and return to the manufacturer for repair.

3.3.8. Run the instrument through the calibration procedure (Section 4).

3.3.9. Document all adjustment and calibration information in the Calibration Worksheet.

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3.3.10. An unsuccessful adjustment will cause the instrument to be removed from service and repaired at the manufacturer.

All documentation will be retained for review. Worksheets will be saved electronically on the TBI share drive in the “Breath Alcohol” folder. Once the review of the printouts and worksheets is complete, the printouts will be destroyed.

- Any printouts requiring edits will be scanned and saved on the TBI share drive in the “Breath Alcohol” folder.
- If an instrument is unable to produce printouts for review, the reviewer will be notified by email to review the instruments worksheet from the TBI share drive.