



# Officer In Charge (OIC) Reference Guide



Office of Alcohol Testing (OAT)

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# Office of Alcohol Testing

- 124 Acton Street  
Maynard, MA 01754
- Phone: (857) 377-3030
- Fax: (857) 377-3035
- OAT Email: [POL-DL-OAT@mass.gov](mailto:POL-DL-OAT@mass.gov)
- BTO Email: [OATBTOprogram@mass.gov](mailto:OATBTOprogram@mass.gov)

- **ENTRANCE TO THE BUILDING**

- *Call ahead to ensure OAT personnel will be present.*
- *OAT entrance is behind the building with a ramp leading up to a blue door with a blue awning.*
- *Parking is available at the ramp.*
- *Use the phone on the wall in the vestibule to call the main line to notify an OAT member that you have arrived.*

- **DIRECTIONS FROM ROUTE 2**

- Take Exit 117: MA-27 Maynard/Acton
- Turn onto MA-27S
- Follow MA-27S for approximately 2 miles
- Turn right onto Acton Street
- Turn right after housing community

- **DIRECTIONS FROM ROUTE 495**

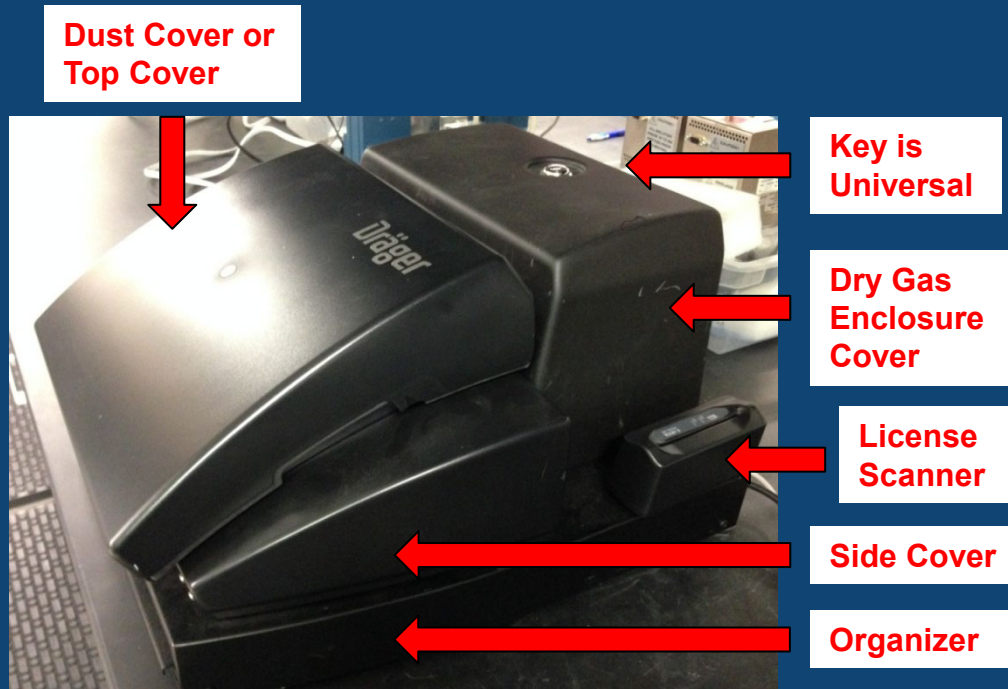
- Take Exit 70: MA-117 Bolton/Stow
- Turn onto MA-117E
- Turn left onto Pompositticut Street
- Continue onto Summer Street
- Turn Left onto Concord Street
- Turn Left onto Acton Street
- Grey Commercial building on the left

# Draeger Alcotest 9510

Also known as: BATS, BT, or Breath Test Instrument  
(not a Breathalyzer)



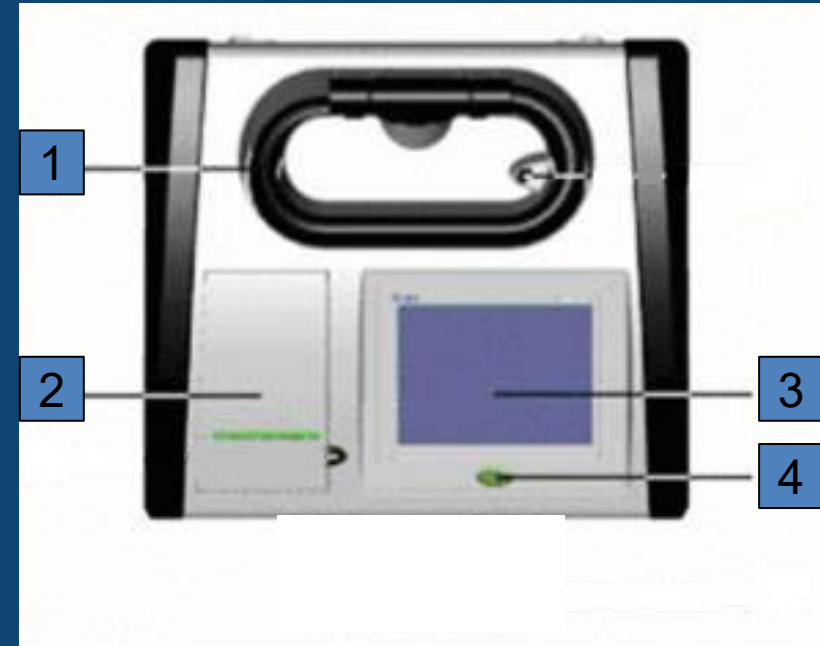
# Draeger Alcotest 9510



# Draeger Alcotest 9510

## Instrument Layout

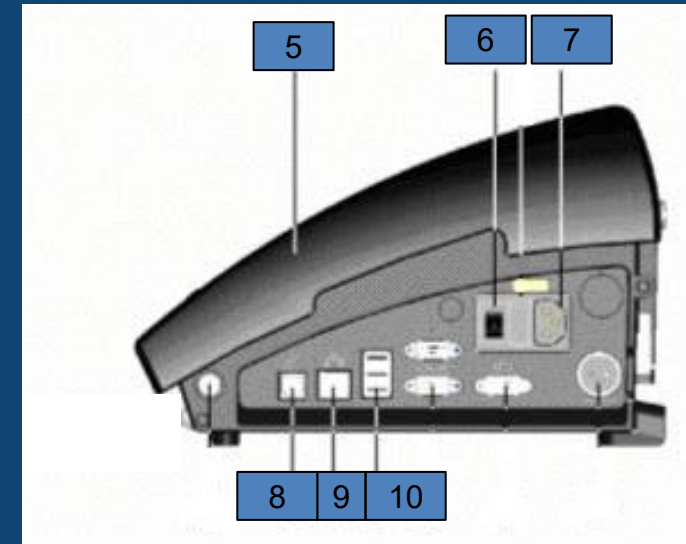
- 1) Heated and temperature controlled breath hose in compartment
- 2) Cover of internal printer compartment
- 3) Color LCD touch screen
- 4) Start button



# Draeger Alcotest 9510

## Instrument Layout

- 5) Dust cover or top cover
- 6) Main power switch
- 7) Power cord receptacle
- 8) Modem port
- 9) Ethernet port
- 10) 3 USB ports
  - Scanner USB
  - Printer USB
  - Keyboard USB

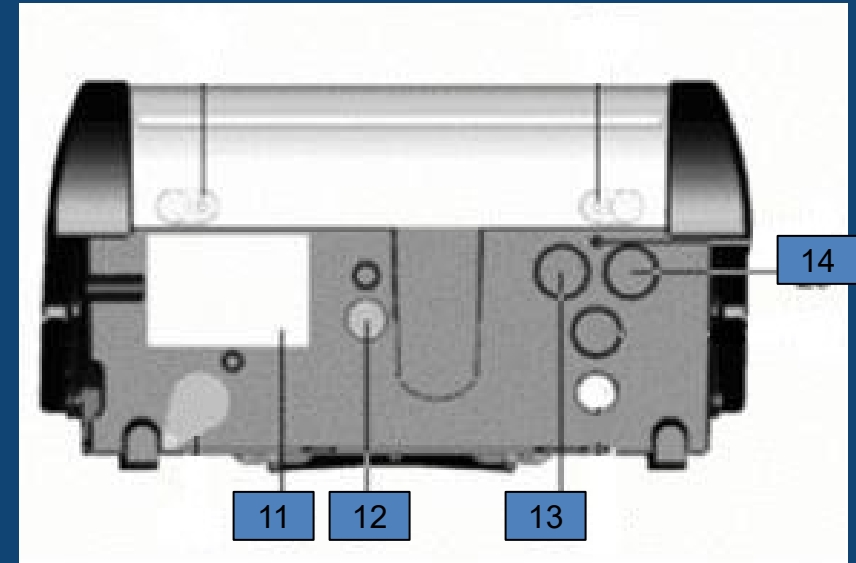




# Draeger Alcotest 9510

## Instrument Layout

- 11) Model and serial number plate
- 12) Cuvette port
- 13) Dry gas inlet 1
- 14) Dry gas inlet 2



# Officer in Charge (OIC)

As defined by 501 CMR 2.00

- ⊙ **Officer In Charge (OIC):** a breath test operator responsible for maintaining the breath test device and breath test documentation. The Officer in Charge is the keeper of the breath test records for instruments assigned to his or her individual department or barracks.
  
- ⊙ **2.10: Officer in Charge (OIC): Training and Designation**
  - (1) For each certified breath test device in the Commonwealth, there shall be at least one designated OIC. The OIC(s) shall be responsible for ensuring the breath test device is in proper working order and shall act as the keeper(s) of the records for such device.
  - (2) The name(s) of the designated OIC(s) shall be submitted in writing by the chief of police or designee of the department or agency to the Office of Alcohol Testing. Any changes in this designation shall also be submitted in writing to the Office of Alcohol Testing.
  - (3) OIC(s) must be certified Breath Test Operator(s) (BTO).
  - (4) The Director shall establish a uniform statewide training program for the OIC. The program shall be implemented by the Office of Alcohol Testing.



# Becoming an OIC

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- Must currently possess a valid Breath Test Operator certification
- OIC Designation Form must be signed by Chief of Police or Station Commander and sent to OAT
- Each Agency/Department needs at least 1 OIC but may have up to 3
- An OIC may be in charge of multiple BTs

# Officer in Charge (OIC) Designation Form

Agency E-mail and Phone Number  
ONLY

No personal information

PLEASE NOTE: A list of all OIC's is  
provided through the  
eDiscovery Portal

DEPARTMENT OF STATE POLICE  
CRIME LABORATORY  
OFFICE OF ALCOHOL TESTING  
124 Acton Street  
Maynard, MA 01754  
[OATBTOprogram@mass.gov](mailto:OATBTOprogram@mass.gov)

**OFFICER IN CHARGE (OIC) DESIGNATION FORM**  
The submission of this form will supersede all other OIC Designations.

AGENCY/ DEPARTMENT:
Officer in Charge (Primary):
Agency E-mail (Primary):
Agency Phone# (Primary):
EFFECTIVE DATE (Primary):

Officer in Charge (Alternate):	Officer in Charge (Alternate):
Agency E-mail (Alternate):	Agency E-mail (Alternate):
Agency Phone# (Alternate):	Agency Phone # (Alternate):
EFFECTIVE DATE (Alternate):	EFFECTIVE DATE (Alternate):

Pursuant to 501 CMR 2.10, I am designating the above named as the Officer(s)-in-Charge of breath testing equipment at the above designated location and effective date.

<div></div>	<div></div>
Name of Chief/Station Commander	Signature of Chief/Station Commander

*For each certified breath test device in the Commonwealth, there shall be at least one designated OIC. The OIC(s) shall be responsible for ensuring the breath test device is in proper working order and shall act as the keeper(s) of the records for such device. The name(s) of the designated OIC(s) shall be submitted, in writing, by the chief of police or designee of the department or agency to the Office of Alcohol Testing. Any changes in this designation shall also be submitted, in writing, to the Office of Alcohol Testing. OIC(s) must be certified BTO(s). - 501 C.M.R. 2.10 (03/25/2016).*

PLEASE NOTE: A list of all OIC's is provided through the eDiscovery Portal.

# OIC Responsibilities

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- Liaison between the Agency/Department and OAT
- BT Maintenance
- Periodic Testing
- Keeper of the Records
- Ordering Supplies
- Monitoring BTO certification status
- Portable Breath Test Instruments (PBTs)

# Contact with OAT

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- **Email is the primary form of communication between OAT and OICs.**
  - Please monitor your agency email address for important updates, memos, and other notifications from OAT and distribute the information to your current BTOs.
  - Please notify OAT of any changes to your department email address.
- **Annually, the current OIC(s) will receive an email with an attached BT Certification Appointment letter.**
  - Please bring all active PBTs in addition to the BT to your certification appointment.

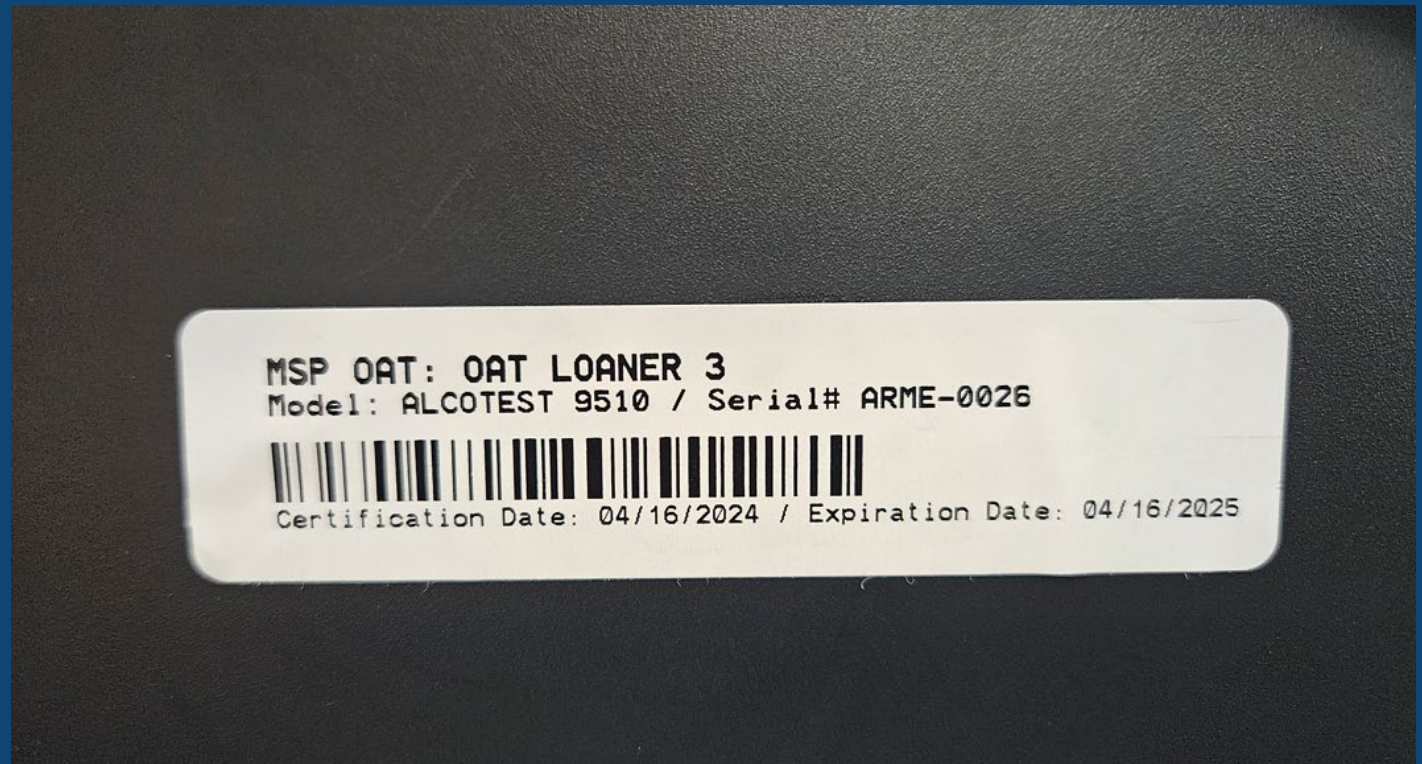
# Contact with OAT

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- **BTO Classes and User ID List**
- **BTO online recertification assistance**
- **Troubleshooting**
  - *Red X or loss of network connection, any message on the BT, printer issues, etc.*
  - *Make sure the 9510 is back on the READY screen before contacting OAT*

# BT Certification

- Each Draeger Alcotest 9510 needs to be annually certified by OAT.
- The BT Certification is valid for one year from the date that the BT was certified.
- The OAT Certification label is located on the left side of the BT.
- The BT Certification is also listed on every Breath Test Report Form and Periodic Test Report Form.





Please bring  
BT and PBTs

Date and Time  
of Appointment

Please confirm  
appointment

The Commonwealth of Massachusetts  
Department of State Police Forensic Services Division  
Crime Laboratory Office of Alcohol Testing  
124 Acton Street Maynard, Massachusetts 01754  
[OATnotifications@mass.gov](mailto:OATnotifications@mass.gov) Phone (857) 377-3030

### Draeger Alcotest 9510 Certification Appointment

The infrared breath testing instrument owned by your department is due for recertification. The date and time of your appointment are listed below.

Please contact OAT to either confirm or reschedule your appointment by replying to this email or by calling 857-377-3030.

Please bring all **ACTIVE** portable breath test devices (PBTs) AND the following equipment to your appointment:

Instrument Name:	OAT Loaner 13
Serial Number:	ARBE-0079

#### Appointment details:

Location: Office of Alcohol Testing  
State Police Crime Laboratory  
124 Acton Street  
Maynard, MA 01754

Date: 12/22/2025

Time: 7:30 A.M.

Please note: Arrivals after 9:00 A.M. will not be accepted for same day certification.  
Certifications will take at least 5-6 hours.  
We will contact you when the instruments are ready to be returned.  
Please do not expect instruments to be returned prior to 1:00 P.M.

Please reply to this email or call OAT at 857-377-3030  
to CONFIRM or RESCHEDULE your appointment.

Please keep all cords with the BT except for the ethernet cable.  
Please unplug the printer cord from the back of the printer and the power cord from the power source.

Thank you!



# 9510 Certification Appointment

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- Appointments always begin at 7:30am.
- Late arrivals are not guaranteed to be certified.
  - *BTs may be dropped off in advance if the 7:30am appointment time is not possible.*
  - *Please notify OAT if you wish to deliver your BT prior to your appointment date/time.*
- The OIC is the preferred person to transport the BT to OAT for certification.
  - *However, ANY officer can transport the BT to and from OAT.*
- The certification typically takes 5 to 6 hours but may take longer.

# 9510 Certification Appointment

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- **In preparation for certification appointment:**
  - *Turn off BT by using the power switch and unplugging it from the wall outlet.*
    - The power switch is located on the right side of the BT under the side panel.
    - PLEASE be careful taking off the side panel, it can break.
  - *Disconnect the printer USB from the printer.*
  - *DO NOT unplug Ethernet cable from wall.*
    - Please unplug the Ethernet cable from the BT (also under the side panel).
  - *Bring any PBTs so both BT and PBTs will be on the same schedule.*
- **Reprint any needed tests BEFORE your appointment.**
  - *Not all tests may be accessible after certification.*

# 9510 Certification Appointment

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- **Transport the BT with all the covers on, especially the top cover to protect the touch screen.**
- **Exposure to extreme temperatures should be limited to ensure proper function of the BT during certification as well as the integrity of those results.**
  - ***The 9510 is an analytical instrument with computer components.***
  - ***Ethanol dry gas cylinders must stay above freezing.***

# Ethanol Dry Gas in 501 CMR 2.00

## **2.11: Calibration Standards**

*(2) The gas control standard used as part of a valid Implied Consent Breath Test sequence shall be manufactured at an alcohol concentration not to exceed 0.080% +/- 0.006. The test shall be considered valid if the analysis of the gas control standard results in an alcohol concentration of **0.074% - 0.086%**. The results shall be truncated to three decimal places.*

## **2.12: Periodic Tests**

*(1) The periodic test sequence shall consist of five consecutive control standard analysis tests. The results of the alcohol concentration of each of these tests must be inside the range specified in 501 CMR 2.11 (2). The periodic test results shall be truncated to three decimal places. This report shall serve as the record of a valid periodic test, that the device is working properly, and shall be admissible in a court of law.*

*(2) At a minimum, the OIC(s) shall initiate the periodic test sequence **whenever the control standard is replaced and after the breath test device is certified by OAT.***

# Periodic Testing Basics

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- ⦿ **Only an OIC can perform a Periodic Test.**
- ⦿ **A Periodic Test (or Per Test) is a series of 5 calibration standard analysis tests.**
- ⦿ **A Periodic Test must be performed on the BT every 100 days. The BT will generate reminders from the internal printer beginning at 90 days from the last Periodic Test.**
  - *If the BT has gone past the 100 days without a Periodic Test, it will no longer be operational as it will lock out all users and prevent the administration of any breath tests.*
  - *To unlock the BT, an OIC must complete a valid Periodic Test.*

# Periodic Testing Basics

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- ⦿ **A Periodic Test uses a known concentration of ethanol dry gas to ensure that the BT is functioning properly.**
- ⦿ **The 0.080% ethanol dry gas comes with a Certificate of Analysis from the manufacturer. OAT also performs a quality control check of each lot of dry gas prior to releasing it into the field.**
- ⦿ **Each Periodic Test uses approximately 100 psi while each subject breath test consumes approximately 20 psi.**

# Periodic Testing Basics

- Cylinder 1 is always the TOP cylinder.
- Cylinder 2 is always the BOTTOM cylinder.
- Use the information on the OAT label to install a cylinder.
- All dry gas lot numbers now begin with "AG".
- Never remove the OAT label from the cylinder.





# Periodic Testing Basics

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## The Officer in Charge

**\*\*MUST\*\***

**install both cylinders following certification by OAT and when borrowing a loaner BT.**

# Periodic Testing Basics

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- **Install new cylinder?**
  - Answer *Yes* if:
    - Returning from certification or repair.
    - Returning from exchanging an empty cylinder for a full cylinder.
  - Answer *No* if:
    - Performing a regularly required Periodic Test.
- **You MUST answer the question “Printout complete?” on the pop-up window after the 5 tests are completed before the timer runs out or you will have to repeat the Periodic Test.**

# Periodic Test Report

- Test Date
- Sequential Test #
- Lot Number (begins with **AG**)
- Concentration
- Expiration date
- Inlet used
- Results
  - All five IR results must fall within the acceptable range **0.074% - 0.086%**.
- BTO Certification

**Massachusetts Office of Alcohol Testing**  
**Periodic Test Report**  
OAT Loaner 27

Test Date: 11/21/2024 Sequential Test #: 1976

**Periodic Test Results: PASS**

**Breath Test Instrument Information**  
The breath test instrument was certified at the time the Periodic Test was administered.

Model Number	Serial Number	Certification Begins	Certification Expires	Firmware Version
Alcotest 9510	ARBF-0063	09/04/2024	09/04/2025	8322232 0.7.1

**Calibration Standard Information**

Lot Number	Concentration	Expiration	Inlet
Drygas Cylinder: AG416201	0.080	06/10/2026	DrygasInlet2

**Periodic Test Details**

Function	Result %BAC	Time HH:MM:SS
Air Blank Test	0.000	09:15:33
<b>Calibration Standard</b>	<b>0.080</b>	<b>09:15:57</b>
Air Blank Test	0.000	09:17:16
<b>Calibration Standard</b>	<b>0.080</b>	<b>09:17:17</b>
Air Blank Test	0.000	09:18:36
<b>Calibration Standard</b>	<b>0.080</b>	<b>09:18:37</b>
Air Blank Test	0.000	09:19:55
<b>Calibration Standard</b>	<b>0.080</b>	<b>09:19:57</b>
Air Blank Test	0.000	09:21:15
<b>Calibration Standard</b>	<b>0.080</b>	<b>09:21:17</b>
Air Blank Test	0.000	09:21:45

**Breath Test Operator Certification**  
The Officer in Charge was a certified Breath Test Operator (BTO) at the time the Periodic Test was administered.

	Certification Begins	Certification Expires
Operator: DANIEL J. RENCZKOWSKI	01/01/2022	01/01/2025

Signature: Daniel Renczkowski Signature Date: 11/21/2024

BATS-05-PTR

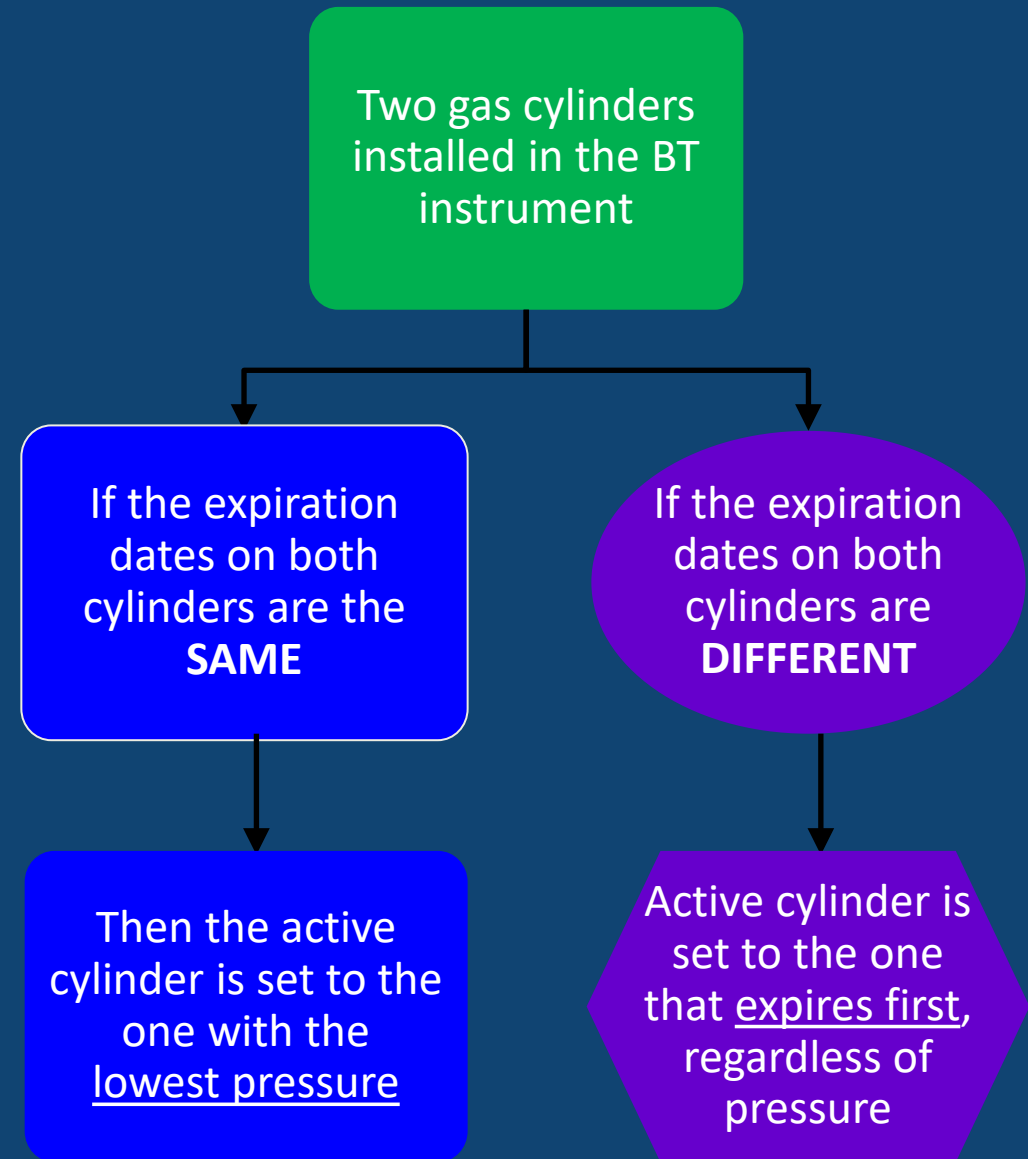
# Periodic Testing Results

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- ⦿ **All 5 Calibration Standard results must fall within the acceptable range of 0.074% - 0.086%.**
- ⦿ **Do not only rely on the “Periodic Test Results” section of the Periodic Test Report.**
- ⦿ **Failure to identify an invalid Periodic Test may nullify the subsequent breath tests performed on your instrument.**

# Active Gas Cylinder

- Which cylinder does the BT instrument use as the active cylinder?
- The instrument automatically uses this logic to assign the active cylinder.



# Empty Cylinder Exchange

- ⦿ When an ethanol dry gas cylinder reaches a psi of less than 100, an officer can bring the cylinder to a designated lab to exchange it for a new cylinder.
- ⦿ Please call ahead to schedule an appointment and confirm cylinder availability.

MSP Crime Laboratories Supplying Cylinders	
OAT	Springfield ECU
124 Acton Street Maynard, MA 01754	190 Carando Drive Springfield, MA 01104
(857) 377 - 3030	(413) 205 - 1837

# Empty Cylinder Exchange

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- ◎ The new cylinder **MUST** be installed by entering the data from the label into the BT and conducting a successful Periodic Test.
- ◎ If you are unable to immediately exchange the cylinder, you can remove the low or empty cylinder from the dry gas enclosure and re-install the other cylinder to force it to be the active cylinder.



# Breath Test Report Form

- Test Date
- Sequential Test #
- Test Results –Valid subject tests say “The subject’s Blood Alcohol Concentration (BAC) is” followed by a %.
- The ethanol dry gas cylinder information saved in the instrument from when you installed the cylinder.

Massachusetts Office of Alcohol Testing

Breath Test Report Form

OAT Loaner 27

Test Date: 11/21/2024

Sequential Test #: 1978

Dept. Case #: 1234

Citation #: 123456

Test Results: The subject's Blood Alcohol Concentration (BAC) is 0.20%.

Breath Test Instrument Certification

The breath test instrument was certified at the time the breath test was administered.

Model Number	Serial Number	Certification Begins	Certification Expires
Alcotest 9510	ARBF-0063	09/04/2024	09/04/2025

Calibration Standard Information

Lot Number	Concentration	Expiration	Inlet
Dry Gas Cylinder: AG416201	0.080	06/10/2026	DrygasInlet2

Subject Information

Last Name:	DINGLE	D. O. B.:	12/12/1955
First Name, MI:	PAUL, J	License State:	MASSACHUSETTS
License #:	123456789		

Breath Test Sequence Details

Function	Result %BAC	Time HH:MM:SS	Volume Liters (L)	Duration Seconds (s)
Air Blank Test	0.000	09:36:23		
Subject Test 1	0.206	09:36:57	2.1L	7.6s
Air Blank Test	0.000	09:39:10		
Calibration Check	0.080	09:39:35		
Air Blank Test	0.000	09:40:59		
Subject Test 2	0.206	09:41:35	2.1L	8.8s
Air Blank Test	0.000	09:42:47		

Breath Test Operator Certification

The Breath Test Operator was certified at the time the breath test was administered.

Operator:	DANIEL J. RENCZKOWSKI	Certification Begins	Certification Expires
		01/01/2022	01/01/2025

Signature: Daniel Renczkowski

Signature Date: 11/21/2024

BATS-01-BTR

# Calibration Check Result

- The BTO must review the result of the Calibration Check of the control standard in between the two subject blows.
- The Result must fall within the acceptable range of 0.074% - 0.086%.
- If the Result is not within the acceptable range, the subject breath test is not valid and a new subject breath test must be run.

Massachusetts Office of Alcohol Testing  
Breath Test Report Form

OAT Loaner 27

Test Date: 11/21/2024 Sequential Test #: 1978  
Dept. Case #: 1234 Citation #: 123456

Test Results: The subject's Blood Alcohol Concentration (BAC) is 0.20%.

Breath Test Instrument Certification

The breath test instrument was certified at the time the breath test was administered.

Model Number	Serial Number	Certification Begins	Certification Expires
Alcotest 9510	ARBF-0063	09/04/2024	09/04/2025

Calibration Standard Information

Lot Number	Concentration	Expiration	Inlet
Dry Gas Cylinder: AG416201	0.080	06/10/2026	DrygasInlet2

Subject Information


Last Name:	DINGLE	D. O. B.:	12/12/1955
First Name, MI:	PAUL, J	License State:	MASSACHUSETTS
License #:	123456789		

Breath Test Sequence Details

Function	Result %BAC	Time HH:MM:SS	Volume Liters (L)	Duration Seconds (s)
Air Blank Test	0.000	09:36:23		
Subject Test 1	0.206	09:36:57	2.1L	7.6s
Air Blank Test	0.000	09:39:10		
Calibration Check	0.080	09:39:35		
Air Blank Test	0.000	09:40:59		
Subject Test 2	0.206	09:41:35	2.1L	8.8s
Air Blank Test	0.000	09:42:47		

Breath Test Operator Certification

The Breath Test Operator was certified at the time the breath test was administered.

Operator:	DANIEL J. RENCZKOWSKI	Certification Begins	Certification Expires
		01/01/2022	01/01/2025
Signature:		Signature Date:	11/21/2024

BATS-01-BTR

# Keeper of the Records

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- ◎ The OIC is the Keeper of the Records for all tests conducted on any Draeger Alcotest 9510 instrument in the custody of their agency/department/barracks.
- ◎ This includes all 90-24 tests and Refusals, 90B tests and Refusals, Protective Custody tests, Training tests, and Periodic Tests conducted by your agency or any other agency.

# Discoverable Tests

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- ◎ All tests that are conducted on the 9510 instrument while it is in your custody are discoverable, not just the valid tests.
- ◎ Other test results include but are not limited to:
  - Test Terminated
  - Mouth Alcohol
  - Interferent Detected
  - Power Loss
  - Refusal
  - Cal. Standard Fail
  - Cal Gas Supply
  - Test Outside Tol.
  - Alcohol in Ambient Air
  - Data Input Timeout

# Keeper of the Records

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- ⦿ Follow your agency's SOP for record keeping if there is one but OAT does not require agencies to have an SOP.
- ⦿ Check with the District Attorney's office in your county as to what records are necessary for court.
- ⦿ Be aware that not all records are accessible from the BT after a certification appointment.

# Keeper of the Records

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- ◎ You may receive a request for BT records to be used in court.
- ◎ This request may come directly from the DA's office, either in-person or via phone or email, or may be in the form of a formal Discovery Request.
- ◎ If you have any questions regarding the content of any Discovery Request, please contact the MSPCL at [OATdiscoveryrequest@mass.gov](mailto:OATdiscoveryrequest@mass.gov) .

# Power Loss Tests

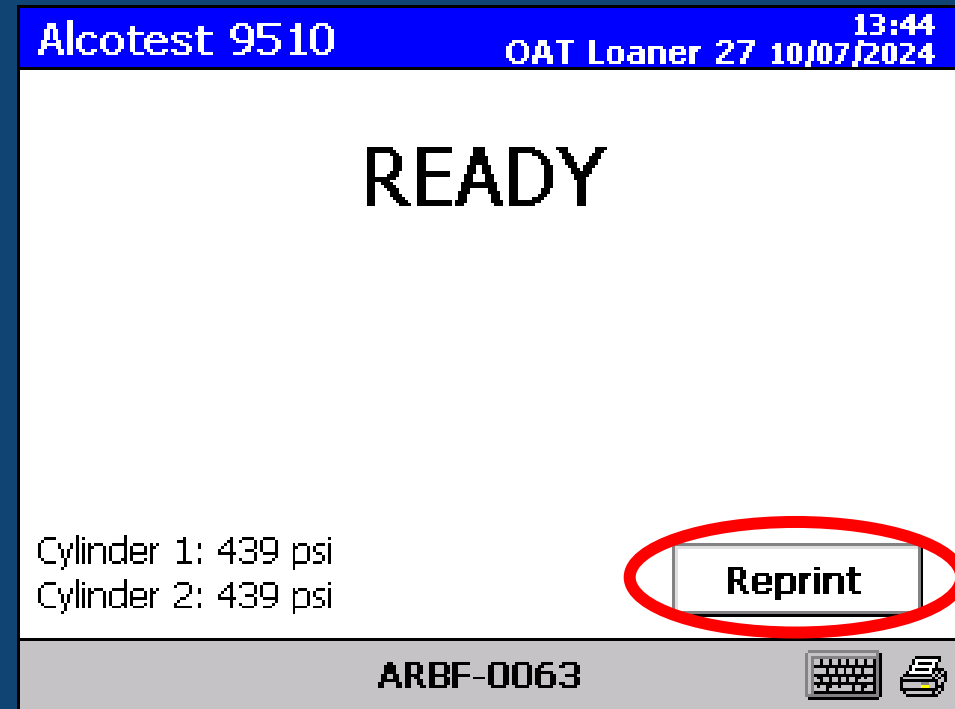
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- ⦿ Power Loss Tests occur any time power is interrupted to the instrument during a test.
- ⦿ Power Loss Tests do not automatically print. You will need to manually print them using the Reprint function.
- ⦿ Power Loss Tests are part of required discovery if they exist.



# Reprint Function

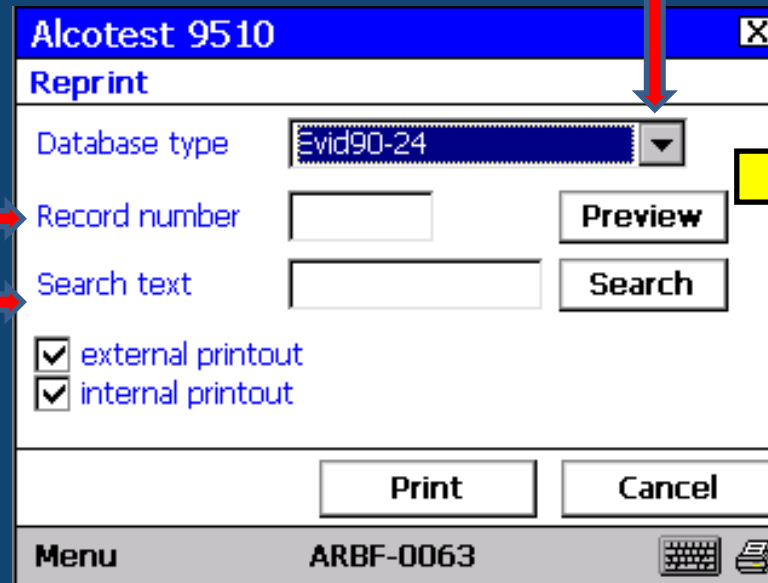
- Any test type can be reprinted.
  - 90-24
  - 90B
  - Protective Custody
  - Training Test
  - Periodic Test



# Reprint Function

- Search by sequential test number.
- Search by any text in the data record.
  - Names
  - Dates
  - Address
  - License number

Test Type Drop  
Down Menu



Alcotest 9510

Reprint

Database type: Evid90-24

Record number:

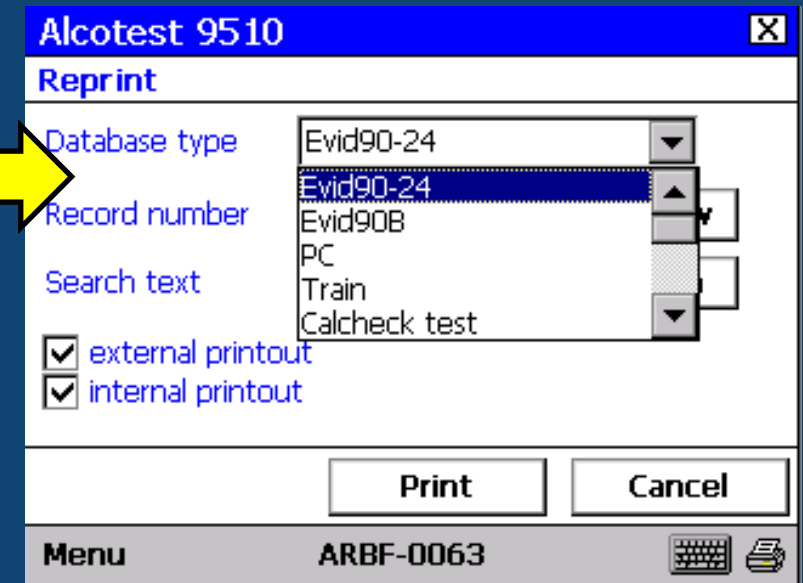
Search text:

☒ external printout

☒ internal printout

Print Cancel

Menu ARBF-0063



Alcotest 9510

Reprint

Database type: Evid90-24

Record number:

Search text:

☒ external printout

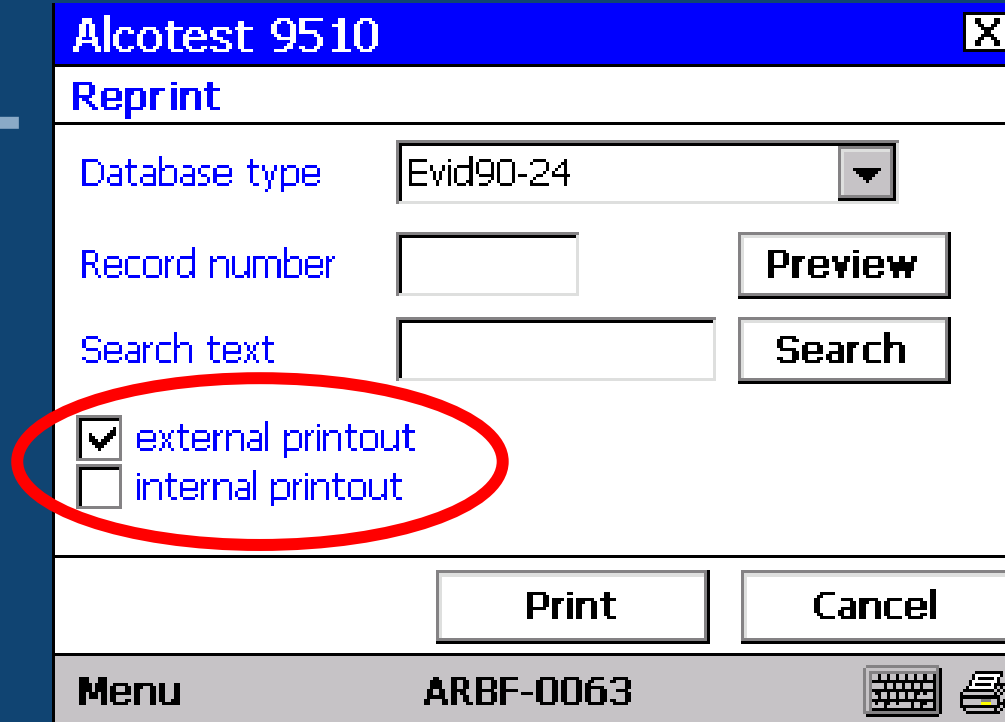
☒ internal printout

Print Cancel

Menu ARBF-0063

# Printout Options

- External Printout: prints to the external Brother printer.
- Internal Printout: prints to the 9510 internal printer.
- Be sure only the External Printout option is selected.



The screenshot shows a Windows-style dialog box titled "Alcotest 9510" with a close button (X) in the top right corner. Below the title bar is a section labeled "Reprint". Inside this section, there are several fields and buttons:

- "Database type" is a dropdown menu currently showing "Evid90-24".
- "Record number" is an empty text input field.
- "Search text" is an empty text input field.
- To the right of the "Record number" field is a button labeled "Preview".
- To the right of the "Search text" field is a button labeled "Search".
- Below these fields are two checkboxes:
  - The first checkbox is checked (contains a checkmark) and is labeled "external printout". This entire checkbox and label area is circled in red.
  - The second checkbox is unchecked and is labeled "internal printout".
- At the bottom of the dialog, there are two buttons: "Print" and "Cancel".
- Below the buttons is a status bar with the text "Menu" on the left, "ARBF-0063" in the center, and two small icons (a keyboard and a printer) on the right.

# Memory Low

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- ⦿ The Draeger Alcotest 9510's memory can only hold 250 of each type of test.
- ⦿ When the instrument reaches 200 tests in its memory, the instrument will display "Memory Low" on the screen.
- ⦿ Once "Memory Low" is reached, contact OAT to schedule an appointment to have the memory cleared.
- ⦿ Tests of that test type will no longer be available to reprint.

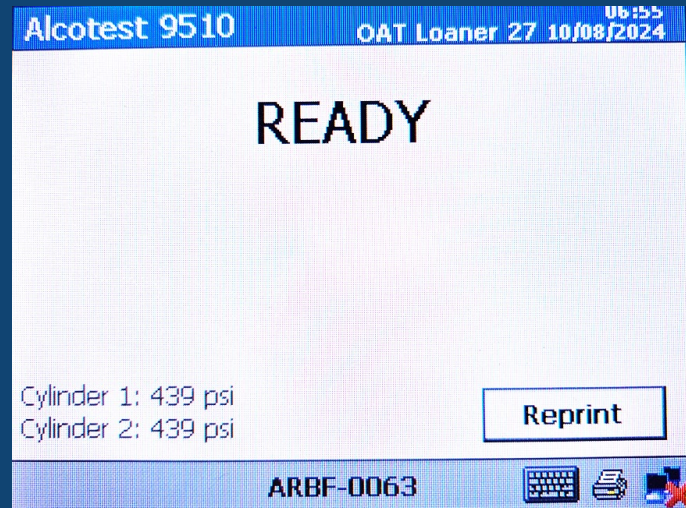
# Memory Full

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- ⦿ If the instrument reaches 250 tests in its memory, the instrument will display “Memory Full” on the screen.
- ⦿ At this point, no further tests may be performed on the instrument as the data can no longer be saved or sent to the CJIS database.

# Network Connection Troubleshooting

If your Draeger Alcotest 9510 has a red **X** at the bottom right corner of the main screen, restart the instrument using the power switch.



# Network Connection

## Troubleshooting



- ⦿ Is the CAT5 cable plugged into the correct port on the wall?
- ⦿ Is the CAT5 cable plugged into BT properly?
- ⦿ Is there a **green light** in the lower left corner of the CAT5 port on the BT?
- ⦿ Has there been any network maintenance lately?
- ⦿ Has your IT department changed anything recently with the CJIS switch?

# BATS Data Not Transmitted

- This form may print out a few minutes after the completion of a Breath Test.
- This means that the Breath Test was not able to be transmitted to the CJIS database or to the RMV.
- This is often the result of a loss in network connection and the instrument will display a red **X** on the screen.
- May also print if the network is busy at the time of the test.

**Facsimile Transmittal Sheet**  
Fax: 857.377.3035

TO: Office of Alcohol Testing      DATE: \_\_\_\_\_  
FROM: \_\_\_\_\_      Number of Pages: \_\_\_\_\_

**SUBJECT: BATS DATA NOT TRANSMITTED**

Instrument Serial #: \_\_\_\_\_      Sequential Test #: \_\_\_\_\_  
Test Date: \_\_\_\_\_      Breath Test Operator: \_\_\_\_\_  
Defendant: \_\_\_\_\_      Case #: \_\_\_\_\_

Receipt of this Facsimile Transmittal Sheet indicates that at the completion of the Breath Test or Refusal the associated **data has not been transmitted** to the Office of Alcohol Testing (OAT). This may result in the inability of the RMV to suspend certain operators. Breath Test Operators are required to complete this form. This form, along with a copy of all printed documentation associated with the Test that printed from the BATS, shall be faxed forthwith, to the Office of Alcohol Testing at (857) 377-3035.

\*\* CONFIDENTIALITY NOTE\*\*

The documents accompanying this facsimile transmission contain information of the State Police Crime Lab – Office of Alcohol Testing which may be CONFIDENTIAL AND/OR PRIVILEGED. The information is intended to be for the use of the individual or entity named on the transmittal sheet. If you are not the intended recipient, be aware that any disclosure, copying, distribution, or use of the contents of this information is prohibited. If you received this facsimile in error, please notify us by telephone immediately and return the original message to us at the above address by First Class Mail via the U.S. Postal Service. Thank you.

IF THERE ARE PROBLEMS RECEIVING THIS TRANSMITTAL, PLEASE CONTACT SENDER.

**List of Associated Documents:**  
**BATS – Completion Record**  
**Breath Test Report Form**  
**Notice of Suspension**

OAT – 04 - FTS



# BATS Data Not Transmitted

- Email or fax the form and the associated documents listed on the bottom of the form:
  - BATS – Completion Record
  - Breath Test Report Form
  - Notice of Suspension
- OAT will verify if the record has transmitted, troubleshoot your network connection if necessary, and forward the documents to the RMV if connection cannot be immediately restored.
- Email: POL-DL-OAT@mass.gov
- Fax: 857-377-3035

**Facsimile Transmittal Sheet**  
Fax: 857.377.3035

TO: Office of Alcohol Testing      DATE: \_\_\_\_\_

FROM: \_\_\_\_\_      Number of Pages: \_\_\_\_\_

**SUBJECT: BATS DATA NOT TRANSMITTED**

Instrument Serial #: \_\_\_\_\_      Sequential Test #: \_\_\_\_\_

Test Date: \_\_\_\_\_      Breath Test Operator: \_\_\_\_\_

Defendant: \_\_\_\_\_      Case #: \_\_\_\_\_

Receipt of this Facsimile Transmittal Sheet indicates that at the completion of the Breath Test or Refusal the associated **data has not been transmitted** to the Office of Alcohol Testing (OAT). This may result in the inability of the RMV to suspend certain operators. Breath Test Operators are required to complete this form. This form, along with a copy of all printed documentation associated with the Test that printed from the BATS, shall be faxed forthwith, to the Office of Alcohol Testing at (857) 377-3035.

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**List of Associated Documents:**  
**BATS – Completion Record**  
**Breath Test Report Form**  
**Notice of Suspension**

OAT – 04 - FTS

# 9510 Troubleshooting

---

- ⦿ Some status messages, such as “Error 109”, will not allow you to begin a subject breath test or a Periodic Test but only require restarting your BT to clear the status message.
- ⦿ Retain any printouts from the internal printer.
- ⦿ If restarting the BT does not resolve the issue, contact OAT.
- ⦿ When in doubt....Restart!

# 9510 Repairs

---

- ⦿ OAT facilitates the repairs for all MA Draeger Alcotest 9510 instruments.
- ⦿ All repairs of Draeger Alcotest 9510 instruments are conducted by Draeger at their facility in Houston, Texas.
- ⦿ Most MA Draeger Alcotest 9510 instruments are no longer covered under the extended warranty for any repairs.
- ⦿ Your agency is responsible for any necessary repairs to the 9510.

# 9510 Repairs

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- ⦿ For all 9510 repairs, please make an appointment to bring your BT to OAT.
- ⦿ OAT will document all 9510 components received.
- ⦿ OAT will process the instrument into our custody and contact Draeger for permission to send the instrument for repair.
- ⦿ OAT will remove the instrument from the stand and ship it to Draeger.

# 9510 Repairs

---

- ⦿ Once Draeger has evaluated the instrument, they will send the primary OIC a quote for the repair.
- ⦿ Once Draeger has received the Purchase Order for the repair from your agency, they will conduct the repair and ship the instrument back to OAT.
- ⦿ OAT will process the instrument back into our custody and certify the instrument prior to contacting your agency to return the instrument.

# Loaner Instruments

---

- ⦿ OAT may be able to provide your agency with a 9510 loaner instrument while your instrument is at Draeger for repair.
- ⦿ Loaner instruments come with all components, cords, and covers except for the CAT5 cable and dry gas enclosure key.
- ⦿ You **MUST** install both cylinders in the loaner instrument **AND** run successful Periodic Tests on each cylinder.
- ⦿ All components, cords, and covers of the loaner instrument must be returned when you pick up your instrument after repair.

# BATS Data Correction Form

- Use this form to correct any information in a subject breath test, including:
  - Subject information
  - BTO information
  - Observations
  - Test performed in error
  - 90-24 instead of Training Test
  - Blank fields tests
- This document only goes to the RMV at the email address or fax number on the top of the form. It does not get sent to OAT.

## BATS DATA CORRECTION FORM

Email To: DCULegal@dot.state.ma.us  
OR Fax To: 857.368.0019

TO: DRIVER CONTROL UNIT  
REGISTRY OF MOTOR VEHICLES

FROM: \_\_\_\_\_  
(Officer)  
\_\_\_\_\_  
(Department or Agency)

RE: Sequential Test Number: \_\_\_\_\_  
(Found on BATS Completion Record)  
Defendant: \_\_\_\_\_  
(Found on BATS Completion Record)

Correction(s) needed:

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Signed under the pains and penalties of perjury this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
(Officer's Signature)

Revised 2/15/2023

# Blank Fields Tests

- After the two subject blows or after a Refusal is entered, there are five additional questions at the end of the data entry sequence that need to be answered and Saved.

Alcotest 9510 09:26  
90-24 Arrest 03/29/2023

Report Prepared By Testing Officer?  
YES

Under Penalties of Perjury?  
YES

Stop Save

ARBK-0013

Alcotest 9510 09:29  
90-24 Arrest 03/29/2023

Did you seize MA license?  
YES

Citation Number  
12345

OBTN  
67890

Stop Save

ARBK-0013



# Blank Fields Tests

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- ⦿ If these questions are not answered within 25 minutes, the 9510 instrument ends the test, prints the results, and transmits the data to CJIS.
- ⦿ However, any answers to these five questions that had not been saved will display as “-” in the data record.
- ⦿ “Report Prepared By Testing Officer?” and “Under Penalties of Perjury?” are required to be answered as “Yes” for the RMV to legally suspend the license.

# Blank Fields Tests

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- ⦿ If a Blank Fields Test occurs, the MSPCL will be notified who will in turn notify the OIC of the instrument, the RMV, and each of the District Attorneys' point of contact.
- ⦿ The BTO must submit a BATS Data Correction Form to the RMV with the answers to the questions.
- ⦿ "Report Prepared By Testing Officer?" and "Under Penalties of Perjury?" are now printed on the BATS – Completion Record to notify the BTO at the time of the test if blank fields are present for those questions.

# BATS – Completion Record

## Massachusetts Office of Alcohol Testing BATS - Completion Record

OAT Loaner 22

Test Date: 07/06/2023 Seq. Test #: 1886  
Dept. Case #: 12345 Citation #: 54321  
Model #: ALCOTEST 9510 Firmware: 8322232 0.7.1  
Serial #: ARBK-0013 License #: S00276722  
Date of Arrest: 07/06/2023 License State: MASSACHUSETTS  
Arrest Town: MAYNARD Last Name: MARSHALL  
Test Type: 90-24 ARREST First Name, MI: LENA, A  
Test Result: 0.18 %BAC D. O. B.: 02/02/1960

### Breath Test - Arresting Officer Observation Report

Public Way: YES OUI Alcohol Arrest: YES Offered Test: YES  
Observed Driving: YES Unsteady on Feet: YES Slurred Speech: YES  
Glassy Eyes: YES Bloodshot Eyes: YES Odor: MODER.  
PBT: FAIL Crash: YES  
Other Grounds: SFST INDICATE IMPAIRMENT

Arresting Officer's Name: BROOKE BARAN  
Arresting Officer Signature: \_\_\_\_\_  
Breath Test Operator: BROOKE E. BARAN  
Observed Subject 15 Minutes: YES  
Refusal Witness: N/A  
Report Prepared by Testing Officer: YES  
Under Penalties of Perjury: YES

### List of Associated Documents:

Breath Test Report Form (BATS-01-BTR)  
Notice of Suspension For Chemical Test Failure

BATS-02-BTR-CR

## Massachusetts Office of Alcohol Testing BATS - Completion Record

CERTLAB

Test Date: 07/06/2023 Seq. Test #: 2051  
Dept. Case #: 12345 Citation #: \_\_\_\_\_  
Model #: ALCOTEST 9510 Firmware: 8322232 0.7.1  
Serial #: ARBE-0032 License #: S00276722  
Date of Arrest: 07/06/2023 License State: MASSACHUSETTS  
Arrest Town: MAYNARD Last Name: MARSHALL  
Test Type: 90-24 ARREST First Name, MI: LENA, A  
Test Result: 0.00 %BAC D. O. B.: 02/02/1960

### Breath Test - Arresting Officer Observation Report

Public Way: YES OUI Alcohol Arrest: YES Offered Test: YES  
Observed Driving: YES Unsteady on Feet: YES Slurred Speech: YES  
Glassy Eyes: YES Bloodshot Eyes: YES Odor: STRONG  
PBT: FAIL Crash: YES  
Other Grounds: SFST INDICATE IMPAIRMENT

Arresting Officer's Name: BROOKE BARAN  
Arresting Officer Signature: \_\_\_\_\_  
Breath Test Operator: BROOKE E. BARAN  
Observed Subject 15 Minutes: YES  
Refusal Witness: N/A  
Report Prepared by Testing Officer: \_\_\_\_\_  
Under Penalties of Perjury: \_\_\_\_\_

### List of Associated Documents:

Breath Test Report Form (BATS-01-BTR)

BATS-02-BTR-CR

# 90B Refusals

- 90B Tests are NEVER transmitted to the RMV.
- A "BATS Data Not Transmitted" form will NEVER print out after a 90B test.
- For 90B Refusals, you must send the documents to the RMV to suspend the subject's license.
- Email: DCUlegal@dot.state.ma.us
- Fax: 857-368-0019

## Massachusetts Office of Alcohol Testing BATS - Completion Record

CERTLAB2

Test Date:	<u>10/18/2024</u>	Seq. Test #:	<u>140</u>
Dept. Case #:	<u>4321</u>	Citation #:	<u>98765</u>
Model #:	<u>ALCOTEST 9510</u>	Firmware:	<u>8322232 0.7.1</u>
Serial #:	<u>ARME-0029</u>	License #:	<u>123456789</u>
Date of Arrest:	<u>10/18/2024</u>	License State:	<u>MASSACHUSETTS</u>
Arrest Town:	<u>DEVENS</u>	Last Name:	<u>DINGLE</u>
Test Type:	<u>90B ARREST</u>	First Name, MI:	<u>PAUL, J</u>
Test Result:	<u>REFUSAL</u>	D. O. B.:	<u>12/12/1955</u>

### Breath Test - Arresting Officer Observation Report

Public Way:	<u>YES</u>	OUI Alcohol Arrest:	<u>YES</u>	Offered Test:	<u>YES</u>
Observed Driving:	<u>YES</u>	Unsteady on Feet:	<u>YES</u>	Slurred Speech:	<u>YES</u>
Glassy Eyes:	<u>YES</u>	Bloodshot Eyes:	<u>YES</u>	Odor:	<u>STRONG</u>
PBT:	<u>FAIL</u>	Crash:	<u>YES</u>		
Other Grounds:	<u>SFST INDICATE IMPAIRMENT</u>				

Arresting Officer's Name:	<u>DANIEL RENCZKOWSKI</u>
Arresting Officer Signature:	_____
Breath Test Operator:	<u>DANIEL J. RENCZKOWSKI</u>
Observed Subject 15 Minutes:	<u>N/A</u>
Refusal Witness:	<u>JOHN TROOPER</u>
Report Prepared by Refusal Officer:	<u>YES</u>
Under Penalties of Perjury:	<u>YES</u>

This test information was not transmitted to the Registry of Motor Vehicles. Please FAX the BATS Completion Record and the list of associated documents (below) to the RMV @ 857-368-0019

### List of Associated Documents:

Breath Test Report Form (BATS-01-BTR)  
Notice Of Suspension For Chemical Test Refusal

BATS-04-90B-CRR

# Ordering Supplies

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- ◎ Your agency/department is responsible for the following supplies for the Draeger Alcotest 9510:
  - Toner for the external printer
  - Paper for the external printer
  - Draeger 9510 mouthpieces
  
- ◎ OAT provides the ethanol dry gas cylinders and the annual certification of the instrument.

# Breath Test Operator (BTO) Certification

---

- ⦿ Most officers first attend a BTO certification class as a recruit.
- ⦿ Not all MPTC academy recruits are entered into the BTO database immediately upon graduation.
  - Some sponsored recruits are not yet hired by the department.
  - Some recruits are self-sponsored and are not hired by any department.
  - Some departments only allow Sergeants and Lieutenants to conduct subject breath tests.
- ⦿ Monitor the BTO certification status of all members of your agency/department.

# Breath Test Operator Certification

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- ⦿ BTO Certification is valid for 3 years.
- ⦿ BTO Certification is still valid if the BTO changes departments or works for more than one department. Changes in departments must be communicated to OAT in writing.
- ⦿ Once your BTO Certification expires, you can no longer log into the Draeger Alcotest 9510 to give breath tests. There are no extensions to BTO Certification for any reason.

# Continuing BTO Certification

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◎ Once a law enforcement officer is BTO certified, there are two ways to maintain that certification.

1)Breath Test Operator online recertification program

2)Breath Test Operator certification class



# BTO Online Recertification

---

- ⦿ You must be a current Breath Test Operator.
- ⦿ Expired BTOs will not be able to access the website.
- ⦿ The BTO Online Recertification can only be taken within the 6 months prior to the expiration of your current BTO certification.
- ⦿ Once you are expired, you must attend a BTO certification class in order to be recertified. There are no exceptions to this.

# BTO Online Recertification

Massachusetts Breath Test Operator (BTO) Training

You are not logged in.

Log in

Username

Password

☐ Remember username

Log in

Forgotten your username or password?

Cookies must be enabled in your browser

# BTO Online Recertification

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- ⦿ Website: <http://mspbtcertification.com/login>
- ⦿ Username is your BTO user ID.
- ⦿ Initial password is “changeme”.
- ⦿ Once you log in, you will be prompted to change your password, enter your email address, and select security questions.
- ⦿ You may then use the “Forgotten your username or password?” link.

# BTO Online Recertification

Massachusetts Breath Test Operator (BTO) Training

Resource Library | DANIEL RENCZKOWSKI (Logout)

[Home](#) ✓

Introduction

1. Preparing for the Breath Test
2. Administering the Breath Test
3. Completing the Breath Test
4. Legal Considerations
5. Other Situations

Assessment


MASSACHUSETTS STATE POLICE

# BTO Training

(Breath Test Operator Training)

GET STARTED

This program is funded by the Massachusetts Executive Office of Public Safety and Security.



# BTO Online Recertification

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- ◎ The BTO Online Recertification program consists of an Introduction and 5 modules of information.
- ◎ For each page, you must completely listen to the entire audio, answer any questions asked, explore any diagrams by clicking on each tab, and open any “+” in blue boxes before you will be allowed to move onto the next page.

# BTO Online Recertification

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- ⦿ You must complete the Introduction and all 5 modules prior to attempting the assessment.
- ⦿ You must achieve 80% or better on the assessment to be considering passing. You can reattempt the assessment once.
- ⦿ After you pass the assessment, you will see a “Congratulations!” screen with instructions to complete a Training Test on the 9510. The Training Test **MUST** be completed after passing the assessment AND prior to your expiration date in order to be recertified.

# Recertification Training Test

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- ⦿ Verify and use only your correct full legal name as the BTO.
- ⦿ Enter your name as the arresting officer.
- ⦿ Once the Training Test is complete and prints out, sign the Breath Test Report Form on the signature line.
- ⦿ Scan and email the Breath Test Report Form and BATS – Completion Record to OAT at: [OATBTOprogram@mass.gov](mailto:OATBTOprogram@mass.gov)
- ⦿ Retain the original documents as Keeper of the Records.

# BTO Certification Classes

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- ⦿ If a BTO expires or fails the BTO online recertification, they must attend a BTO Certification Class to be recertified.
- ⦿ NHTSA Highway Safety grant funded BTO Certification Classes are available throughout the year at no cost to your agency.
- ⦿ Visit <https://www.mass.gov/how-to/breath-test-operator> for a list of available BTO Certification Classes.
- ⦿ Agencies can also directly hire OAT designated Breath Test Instructors to run private BTO Certification Classes.



# BTO User ID Lists

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- ⦿ Following a BTO Certification Class, processing the documentation may take up to one month before the updates are made to the BTO database so plan accordingly.
- ⦿ OICs will be emailed an updated BTO user ID list for your department once the BTO database has been updated.
- ⦿ If any changes are needed to the BTO user ID list, please complete a BTO User List Form and send it to OAT at [OATBTOprogram@mass.gov](mailto:OATBTOprogram@mass.gov) .

# BTO User ID

**The use of a BT user ID other than your own is strictly prohibited at all times.**

## 2.08: Breath Test Operator (BTO): Certification Revocation

The Director may suspend or revoke the certification of a BTO who fails to comply with the requirements of M.G.L. c. 90, § 24K, 501 CMR 2.00 or the breath alcohol testing or training procedures established by the Office of Alcohol Testing.

# Portable Breath Test Devices (PBTs)

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- ⦿ All new PBTs must be sent to OAT prior to using them in the field for preparatory measures and an Adjustment Procedure.
- ⦿ The Adjustment Procedure for all PBTs serviced by OAT has a one year (365 day) expiration from the date of the Adjustment. Currently available PBT models will lock out after 365 days.
- ⦿ OAT recommends bringing all of your PBTs to your 9510 certification appointment and keeping them on the same schedule.

# Portable Breath Test Devices (PBTs)

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- ⦿ OAT recommends running monthly Accuracy Checks on all PBTs.
- ⦿ PBTs in Massachusetts are set to use 0.080% ethanol dry gas for running Accuracy Checks. Ethanol solution is not used with PBTs.
- ⦿ Your agency is responsible for the purchase of PBT mouthpieces and the 0.080% ethanol dry gas for Accuracy Checks.
- ⦿ Please be sure to purchase the proper type of gas, “corrected” for Intoximeters FSTs and “uncorrected” for Draeger models.

# OAT eDiscovery Portal

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- ◎ The OAT eDiscovery Portal is a public website that is available to everyone, including law enforcement, prosecutors, defense attorneys, and defendants.

<https://oatediscovery.chs.state.ma.us/oatpublic/ext/global/landing.action?bod=1530107477358&page=1&m=presentLanding>

# OAT eDiscovery Log-in Screen

- Create an account with:
  - Name
  - Email address
  - Username
- Website will email you a temporary password and activation code in separate emails
- Log in with temporary password to create your own password
- Accept the terms and conditions

The screenshot shows the login interface for the Office of Alcohol Testing (OAT) eDiscovery Portal. At the top, there is a dark header with the portal name and input fields for 'Username' and 'Password', followed by a green 'Log In' button with a right-pointing arrow. The main content area is divided into two columns. The left column features a large 'Welcome!' heading, a paragraph explaining the portal's purpose and the requirement for an active user account, and a green 'Create User Account' button with a right-pointing arrow. The right column contains links for 'Retrieve User Name' (with a person icon), 'Reset Password' (with a lock icon), and 'Questions?' followed by an email address 'OATeDiscovery@massmail.state.ma.us' and a blue 'View Online Help' button with a question mark icon. Below these sections, there are four links: 'Search Breath Test Records', 'Search Periodic Test Records', 'Search Certification Records', and 'View Reference Material', each with a brief description of the search capabilities. The footer includes copyright information '© 2016 Massachusetts State Police Version: 1.3.2' and links for 'Contact Us', 'Terms of Use', and 'Accessibility'.

Office of Alcohol Testing (OAT) eDiscovery Portal

Username Password Log In →

## Welcome!

Welcome to the Office of Alcohol Testing (OAT) eDiscovery Portal, a service of the Massachusetts State Police. You must have an active user account to use this service. Create a user account below.

Create User Account →

### Having trouble logging in?

[Retrieve User Name](#)

[Reset Password](#)

### Questions?

If you have any questions about this service please email us at [OATeDiscovery@massmail.state.ma.us](mailto:OATeDiscovery@massmail.state.ma.us).

[View Online Help](#)

<b>Search Breath Test Records</b> Search by instrument serial number or Police Department/MSP Barracks breath test instrument location. Access and print report information.	<b>Search Periodic Test Records</b> Search by instrument serial number. Access and print report information.	<b>Search Certification Records</b> Search breath test instrument certification records by instrument serial number. Access and print report information.	<b>View Reference Material</b> View or download reference material and notices posted by OAT.
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Version: 1.3.2

[Contact Us](#) [Terms of Use](#) [Accessibility](#)

# eDiscovery Home Screen

Office of Alcohol Testing (OAT) eDiscovery Portal

[Home](#) [Search](#) [Reference](#) [Help](#)

Instrument File Search

[Instrument File History Search](#)

Breath Test Searches

[Search for Breath Test Records by Serial Number](#)  
[Search for Breath Test Records by Police Department/MSP Barracks Breath Test Instrument Location](#)

Breath Test Instrument Certification Searches

[Search for Breath Test Certification Records by Serial Number](#)  
[Search for Breath Test Certification History by Serial Number](#)

Periodic Test Searches

[Search for Periodic Test Records by Serial Number](#)

Reference

[Reference Material](#)  
[Dry Gas Cylinder Certificate of Analysis Search](#)  
[Solution Certificate of Analysis Search](#)  
[Solution Quality Control Document Search](#)  
[Dry Gas Quality Control Document Search](#)  
[Instrument File History Search](#)

Recent Notices

[View Past Notices](#)

Updated Notice - Dry Gas Lot Number ARBE-0028

Published: 05/31/2024, 10:43 AM

An updated notice regarding a data entry error of the dry gas lot number for instrument ARBE-0028 that occurred on 5/1/23 and was reflected on tests through 10/11/23. This updated notice has added sequential test numbers for periodic tests.

[Updated notice - ARBE-0028 dry gas lot number 05.31.24.pdf \(306 KB\)](#)

Content Updated: 05/31/2024, 10:43 AM

Dry Gas Lot Number - ARBE-0028 Topsfield

Published: 05/29/2024, 5:26 PM

A notice regarding a data entry error of the dry gas lot number for instrument ARBE-0028 that occurred on 5/1/23 and was reflected on tests through 10/11/23.

[Notice - ARBE-0028 dry gas lot number 05.29.24.pdf \(306 KB\)](#)

Content Updated: 05/29/2024, 5:26 PM

Non conformance workflow 73299

Published: 04/25/2024, 2:28 PM

A notice pertaining to closed nonconformance workflow 73299.

[Notice - Closed non conformance workflow 24.04.25.pdf \(379 KB\)](#)

Content Updated: 04/25/2024, 2:28 PM

# eDiscovery Searches

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- ⦿ Instrument File searches – all OAT documentation related to a specific instrument uploaded manually by OAT
- ⦿ Breath Test searches – highly redacted versions of all breath tests searched either by instrument serial number or location automatically uploaded directly from the CJIS database
- ⦿ Certification searches – data from OAT certification tests automatically uploaded directly from the CJIS database
- ⦿ Periodic Test searches – data from Periodic Tests run by the OICs automatically uploaded directly from the CJIS database
- ⦿ Notices posted regarding either the website or 9510 instruments



# eDiscovery Reference Material

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◎ Reference Material includes but is not limited to:

- BTO Manual
- OIC information
- CMRs
- OAT protocols
- Data Dictionary
- Message codes
- Notifications
- Training presentations
- Quality Assurance
- Quality Control
- Accreditation
- OAT organizational chart



# Thank you!

