

DATAMASTER OPERATOR INFORMATION MANUAL

# Washington State Patrol DataMaster & DataMaster CDM Operator Information Manual

## Impaired Driving Section

This document is intended as a guide to assist operators of the BAC Datamaster and Datmaster CDM. It is not intended to take the place of Operator course outlines, individual instruction, or officer's discretion. This manual is also not intended to be used for evidence admissibility in litigation involving breath test instruments.

### ADMINISTRATION OF THE BREATH TEST PROGRAM

In the State of Washington, only blood and breath testing are approved methods of testing for the presence of alcohol in a subject. Chapter 448-15 & 448-16 of the Washington Administrative Code (WAC) are the rules governing breath testing. Testing and approved instrumentation. This document refers to the DataMaster and DataMaster CDM evidential breath test instruments.

# STEPS OF OPERATION

## STEPS OF OPERATION FOR THE DATAMASTER AND DATAMASTER CDM

- Step 1: Confirm power (via display) to DataMaster or DataMaster CDM is on. Always leave instrument on.
- Step 2: Check the subject's mouth for food, gum, tobacco, or any foreign objects, to include any oral piercing or tongue studs. Remove any observed objects and record the time of this examination using the time displayed on the DataMaster or DataMaster CDM's LED screen. Begin the 15 minute observation period. When the observation time is entered, the instrument will automatically calculate if the 15 minute observation time is complete.  
NOTE: Dental work fixed or removable need NOT be removed.
- Step 3: Confirm the simulator is on, the paddle is turning, and the temperature is 34 ° C +/- 0.2 ° C. Check that the breath tube is warm or hot to the touch.
- Step 4: The DataMaster or DataMaster CDM will display the date, time, "READY," and a flashing "PUSH RUN." At the conclusion of the 15 minute observation period, push the RUN button. The DataMaster instrument will display: "INSERT TICKET"  
Insert the evidence ticket in the lower slot, face down, notch to the right.  
The DataMaster CDM will display "INSERT TICKET" if the printer is turned off or the printer is out of paper. If this occurs add paper to the paper tray located in the bottom of the printer. "Do not turn off or disconnect the printer for any reason."
- Step 5: The DataMaster or DataMaster CDM will then sequentially display up to 18 questions which pertain to the subject and the circumstances of his/her arrest.
- a. Use the keyboard to type in answers (data) to these questions.
  - b. After determining that the answer is correct, press the ENTER/RETURN key to advance the display to the next question.
- Step 6: After answering the last question, press the RETURN key. The instrument will display:

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"REVIEW DATA (Y/N)?"

a. If you want to review the data, type Y for yes. The first question will reappear, along with the answer you typed.

(1) If the data is correct, press the RETURN key to continue.

(2) To correct typing errors in the review mode.

**NOTE:** When reviewing data, only the letter/number in the cursor can be changed. Moving the cursor does not erase data. Once the cursor is positioned above the letter/number to be corrected, type in the correct character.

(3) When you have finished reviewing the data, the instrument will again display:

"REVIEW DATA (Y/N)?"

b. If all data is correct, type N for no. The DataMaster or DataMaster CDM will begin the breath test sequence.

Step 7: The instrument will sequentially display the following:

a. PURGING - Room air is being drawn through the breath tube and sample chamber.

b. AMBIENT ZEROING - Setting of the internal optics in the sample chamber to zero.

c. BLANK TEST - A check of the sample chamber for contaminants.

d. INTERNAL STANDARD CHECK - A check of the Quartz Plate to ensure the DataMaster or DataMaster CDM is calibrated properly.

Step 8: The DataMaster or DataMaster CDM will then displays:

"SUBJECT REFUSE (Y/N)?"

a. If subject consents to the breath test, type N for no, it is not a refusal.

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Proceed to Step 9.

- b. If the subject refuses to provide a breath sample, type Y for yes, the subject refused. The printed evidence ticket will document the refusal and the breath testing sequence automatically ends.

Step 9: If the subject has consented to the breath test, the display now flashes:

"PLEASE BLOW"

Insert the mouthpiece in the breath tube.

- a. Each mouthpiece is in its own plastic bag. Open one end of the plastic bag. Remove and save the bag. Use the plastic bag to avoid touching the mouthpiece as you firmly insert the mouthpiece in the breath tube.
- b. At this time, instruct the subject to provide a continuous, moderate, breath sample through the mouthpiece. As the subject complies, the words "PLEASE BLOW" become steady and you will hear a humming/buzzing signal. The subject must continue to blow for 10 to 15 seconds and you will tell them when to stop. If the sampling parameters have been met, then the instrument accepts the sample and the instrument will display

"ANALYZING"

- d. Other considerations

- (1) If after two minutes, the subject has not furnished an accepted breath sample, the instrument will display:

"SUBJECT REFUSE (Y/N)?"

- (a) If the subject refused to provide an accepted breath sample, type Y for breath test refusal. The printed evidence ticket will document the refusal and the breath-sampling sequence automatically ends.
- (b) If the subject has made an earnest attempt to furnish a valid breath sample, but it is not accepted by the instrument, type N for not a refusal. The printed evidence ticket will document the incomplete test.

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(c) To determine if the instrument is not taking the sample or the subject is not providing a proper sample, the operator, at their discretion, may perform a breath test on the instrument using his/her own breath. Retain a copy of the breath ticket for later proceedings. To do this follow these steps:

1. Set up instrument to perform breath test.
2. In Operator's name enter your name.
3. Under citation number enter "test"
4. Under subject's name enter "test"
5. After these lines are entered on all other locations with letters enter an "O" for numbers enter a "0".
6. Complete the breath test and retain the ticket .

- (1) If the breath sample provided is not valid, and the instrument see's the potential that mouth alcohol is present, the instrument will display:  
"INVALID SAMPLE"

No evidence ticket is printed and all of the data is erased. The operator must recheck the mouth and **wait another 15 minute observation** period before restarting the test. Enter the new observation time when restarting the test.

- (2) If an interfering substance is present in the breath, the instrument will display:

"INTERFERENCE DETECTED"

The DataMaster or DataMaster CDM will stop the test. Run a second test. If it also displays "Interference Detected", you may invoke Implied Consent for Blood. Or you could try going to another instrument if you prefer.

Step 10: Remove the mouthpiece from the breath tube by first covering it with its original plastic bag and dispose of both as soon as the sample has been accepted.

**NOTE:** After the instrument displays "ANALYZING" it will sequentially display:

"PURGING"  
"AMBIENT ZEROING"  
"BLANK TEST"  
"EXTERNAL STANDARD"

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The DataMaster or DataMaster CDM then automatically tests a sample of the external standard. The external standard is in the simulator, which is connected to the instrument. The purpose of the external standard is to provide a known alcohol concentration standard. Since the external standard must read within .072 - .088 g/210L, inclusive, the DataMaster or DataMaster CDM is shown to be in proper working order for every subject test, when the expected results are obtained. The instrument then displays:

"ANALYZING"

"TEST RESULTS ALCOHOL ... (three digits)"

- a. If the external standard is less than .072 or greater than .088 g/210L, then the instrument automatically stops the test.

(1) The instrument will display:

"SIMULATOR OUT OF RANGE"

"OUT OF SERVICE"

- (a) Tag the instrument out of service.
- (b) Report external standard out of tolerance to WSP radio.
- (c) Take the subject to another instrument for breath test.

After the external standard value has been displayed, the instrument will display:

"PURGING"

"AMBIENT ZEROING"

"BLANK TEST"

Step 11: After "BLANK TEST," the instrument displays:

"SUBJECT REFUSE (Y/N)?"

At this point, repeat Step 8 and Step 9 to obtain the second breath sample. Obtain a sample similar to the first sample. Discard the used mouthpiece as

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soon as the sample has been accepted. The DataMaster or DataMaster CDM will display:

"ANALYZING"  
"PURGING"  
"AMBIENT ZEROING"  
"BLANK TEST"

On the DataMaster only the evidence ticket will then advance through the upper slot and be printed. Remove the ticket after the printer has stopped. On the DataMaster CDM the external printer will automatically print two copies of the evidence ticket. These copies will be printed on 8½ by 11 paper.

**NOTE:** The evidence ticket for the DataMaster is printed in triplicate. It is intended that:

- The copy printed COURT COPY will go to the prosecutor/court.
- The copy printed ARRESTING OFFICERS COPY will be retained by the arresting officer.
- The copy printed DEFENDANT'S COPY will be given to the subject.
- A photocopy of the evidence ticket should be made and faxed to DOL along with the arrest report.

**NOTE:** The DataMaster CDM will automatically print two copies of the evidence ticket. One copy shall be given to the defendant and the other for the operator who should photocopy if additional copies are needed.

If procedures for distribution within your jurisdiction are contrary to the above instructions, follow local procedure.

a. If the display reads "SAMPLES OUTSIDE 10%" after the second breath sample is analyzed, no ticket will be printed. The two breath samples given are not within +/- 10% of their average.

(1) Run another complete test, including two samples, to obtain a valid breath test. Strive for consistent breath samples.

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- (2) There is no need to wait and additional 15 Minutes between test

# DATA ENTRY

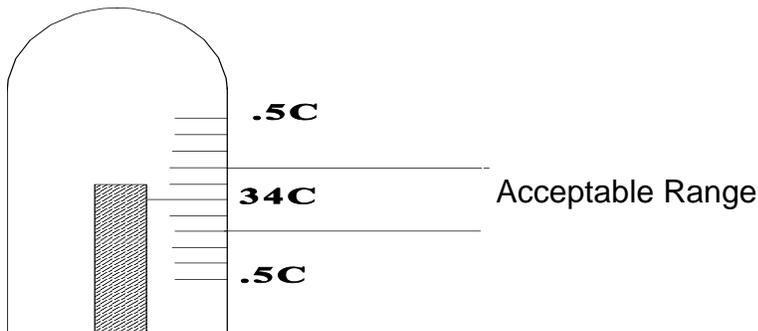
## DATA ENTRY AND REVIEW PROCEDURES

The DataMaster and DataMaster CDM will ask you 15 questions regarding your DUI arrest. Data entry codes for the answers to questions appearing on the display are kept by each DataMaster and DataMaster CDM in a codebook. Use the keyboard to type in data (answers) to these questions. After each answer, press the return key to advance the display to the next question. Data entered by an operator is used by many state and county agencies; therefore, correct and complete data entry is important.

**NOTE:** As you type in each character (letter or number), you will hear a beep. If a disallowed character is typed, you will hear a louder beep and the character will not be displayed.

When you answer the last question (and press the return key), the display will ask "REVIEW DATA? <Y/N> "If you want to review the data, type Y for yes. The first question and answer will reappear. Pressing the return key advances the display to the next question. Correct any data that has been entered incorrectly.

When the above question is displayed on the DataMaster or CDM, check the simulator solution temperature, either mercury in glass or digital thermometers must read the temperature between 33.8 ° C and 34.2 ° C, type "Y" for yes.



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Guth 34C



Guth 2100 Digital

Press ENTER/RETURN key to continue.

If "N" is entered, the test will abort. Make sure the simulator switch is ON. If it is, then you cannot correct the temperature, move on to another instrument.

If the switch is OFF, turn it on and within 10-15 minutes the temperature should be rechecked. If the temperature is in the proper range, a test can then be run.

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QUESTION 2

OBSERVATION BEGAN:

Enter the time you began the 15 minute direct observation of the subject.

Use the instrument clock and record in 24 hour time, 0000-2359.

Examples: 0300

1408

2318

The DataMaster will not accept less than a 16 minute observation time.

Press ENTER/RETURN key to continue.

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QUESTION 3

CITATION NUMBER:

Enter the letters/numbers of the alcohol related citation or agency case number.

If Citation or case number not available you can use the word "PENDING" or "UNKNOWN" or just leave blank, hit enter and continue.

If using an electronically filed citation that has no applicable number associated with it, you may either leave the field blank or use your agency case number if available.

Press ENTER/RETURN key to continue.

QUESTION 4

OPERATOR'S NAME (L/F/M):

NOTE: Operator is the operator of the DataMaster.

Forty characters are allotted. They may be

1. A letter
2. A slash (/)
3. A hyphen (-)

Type "last name/first name/middle initial"

Use hyphen only when part of your name. Use slashes to separate names.

Examples: FURILLO/FRANK/J

DAVENPORT-FURILLO/JOYCE/A

Use the same name every time you run a test, such as the name you use to sign a citation.

Press ENTER/RETURN key to continue.

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QUESTION 5

ARRESTING AGENCY:

Your agency has been assigned a seven digit code. The first three characters may be letters or numbers. The remaining four characters must be numeric.

Refer to codebook for agency codes.

Examples: -WSP0805  
-USA1234  
-0140100  
-DJ12456

Press ENTER/RETURN key to continue.

QUESTION 6

SUBJECT'S NAME (L/F/M):

Forty characters are allotted. They may be

1. A letter
  2. A slash (/)
  3. A hyphen (-)
- Type "last name/first name/middle initial".

Enter full name as shown on driver's license.

Use hyphen only when part of their name. Use slashes to separate names.

If none, use what you have or UNKNOWN.

Examples:-BLOWS/JOE/E  
-MERTS-RICARDO/LUCILLE/S  
-UNKNOWN

Press ENTER/RETURN key to continue.

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QUESTION 7

SUBJECT'S DOB: (mm/dd/yyyy)

Subject's date of birth.

Eight numbers must be entered; NO SLASH, it is already in place.

Examples: 01 24 1974

11 25 1914

08 08 2009

If DOB unknown type in eight zeros, 00 00 0000.

Press ENTER/RETURN key to continue.

QUESTION 8

SUBJECT'S SEX (M/F):

Must be M or F. M = Male F = Female

Press ENTER/RETURN key to continue.

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QUESTION 9

SUBJECT'S ETHNIC GROUP:

One letter is allowed for the subject's race.

(DataMaster Only)

A = Asian

B = Black

I = Native American

W = White

U = Unknown

(DataMaster CDM Only)

A – Asian

B – Black

E – East Indian

I – Native American

H – Hispanic

P – Pacific Islander

W – White

O – Other (unknown)

Press ENTER/RETURN key to continue.

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QUESTION 10

D.L. STATE/NUMBER:
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Two parts are divided by a slash. \_\_\_\_\_ /

1. State Abbreviation (Enter the two letter state code, the slash is already in place.)
2. Driver's License Number

For an \* press the SHIFT-8 keys.

If unknown or none enter XX for the State and Press ENTER/RETURN key to continue.

Alabama.....	AL	Montana.....	MT
Alaska.....	AK	Nebraska.....	NE
Arizona.....	AZ	Nevada.....	NV
Arkansas.....	AR	New Mexico.....	NM
California.....	CA	New Jersey.....	NJ
Colorado.....	CO	New Hampshire.....	NH
Connecticut.....	CT	New York.....	NY
Delaware.....	DE	North Dakota.....	ND
Dist. of Columbia.....	DC	North Carolina.....	NC
Florida.....	FL	Ohio.....	OH
Georgia.....	GA	Oklahoma.....	OK
Hawaii.....	HI	Oregon.....	OR
Idaho.....	ID	Pennsylvania.....	PA
Illinois.....	IL	Rhode Island.....	RI
Indiana.....	IN	South Carolina.....	SC
Iowa.....	IA	South Dakota.....	SD
Kansas.....	KS	Tennessee.....	TN
Kentucky.....	KY	Texas.....	TX
Louisiana.....	LA	U.S.A.....	US
Maine.....	ME	Utah.....	UT
Maryland.....	MD	Vermont.....	VT
Massachusetts.....	MA	Virginia.....	VA
Michigan.....	MI	Washington.....	WA
Minnesota.....	MN	West Virginia.....	WV
Mississippi.....	MS	Wisconsin.....	WI
Missouri.....	MO	Wyoming.....	WY

See next page for other territories, provinces, and countries.

Press ENTER/RETURN key to continue.

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**Territories and Canadian Provinces**

Alberta .....	AB	Manitoba.....	MB
American Samoa.....	AM	Mariana Islands .....	MK
British Columbia .....	BC	Ontario.....	ON
Canal Zone .....	CZ	Prince Edward Island ..	PI
Guam.....	GU	Puerto Rico.....	PR
New Brunswick .....	NB	Quebec .....	PQ
Newfoundland.....	NF	Saskatchewan .....	SK
Northwest Territory.....	NT	Virgin Islands.....	VI
Nova Scotia .....	NS	Yukon Territory .....	YT
Wake Island.....	WK		

**Additional Country Abbreviations**

Australia.....	AS	Mexico .....	MM
Bahamas .....	BD	New Zealand .....	NZ
Brazil.....	BZ	Norway.....	NW
England .....	EN	Panama .....	PM
France .....	FN	Philippines .....	PI
Germany.....	GE	Saudi Arabia.....	SB
Italy .....	IT	South Vietnam.....	VS
Jamaica .....	JM	South Korea.....	KO
Japan.....	JA	Sweden.....	SQ
Korea .....	KR	Venezuela.....	VZ
OTHER .....	YY		

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QUESTION 11

COUNTY OF ARREST:
-------------------

Enter the two digit County code found below.

- |    |              |    |              |
|----|--------------|----|--------------|
| 01 | Adams        | 21 | Lewis        |
| 02 | Asotin       | 22 | Lincoln      |
| 03 | Benton       | 23 | Mason        |
| 04 | Chelan       | 24 | Okanogan     |
| 05 | Clallam      | 25 | Pacific      |
| 06 | Clark        | 26 | Pend Oreille |
| 07 | Columbia     | 27 | Pierce       |
| 08 | Cowlitz      | 28 | San Juan     |
| 09 | Douglas      | 29 | Skagit       |
| 10 | Ferry        | 30 | Skamania     |
| 11 | Franklin     | 31 | Snohomish    |
| 12 | Garfield     | 32 | Spokane      |
| 13 | Grant        | 33 | Stevens      |
| 14 | Grays Harbor | 34 | Thurston     |
| 15 | Island       | 35 | Wahkiakum    |
| 16 | Jefferson    | 36 | Walla Walla  |
| 17 | King         | 37 | Whatcom      |
| 18 | Kitsap       | 38 | Whitman      |
| 19 | Kittitas     | 39 | Yakima       |
| 20 | Klickitat    |    |              |

Press ENTER/RETURN key to continue.

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QUESTION 12

CRIME ARRESTED FOR:

Enter the two digit code found in the codebook at the DataMaster.

Examples: 01     DUI

02     PHYSICAL CONTROL

03     .02 MINOR LAW

04     COMMERCIAL DRIVER'S LICENSE

20     ADMINISTRATIVE PROCEDURE

30     OTHER

50     ASSAULT

51     DOMESTIC VIOLENCE

60     OPERATION OF A VESSEL UNDER THE INFLUENCE OF  
INTOXICATING LIQUOR

62     HOMICIDE BY WATERCRAFT

64     ASSAULT BY WATERCRAFT

Press ENTER/RETURN key to continue.

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### QUESTION 13

ACCIDENT INVOLVED:
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- Enter "Y" or "N" only.
  - Type "Y" for Yes, if the subject was involved in an accident.
  - Type "N" for No, if the subject was not involved in an accident.
- Press ENTER/RETURN key to continue.**

### QUESTION 14

- The subject's drinking location has been assigned an eight character code.
- The first character must be NUMERIC.
- The second character must be ALPHA.
- The last six must be NUMERIC.

Refer to codebook for drinking location codes. They are listed by county, then by business name. If the subject will not give a specific location, attempt to find out if it was a bar, home, vehicle etc. and use its generic code.

Public Bar/Tavern	9A000001
Club (Elks, Moose, Etc.)	9A000002
Dining Establishment	9A000003
Banquet/Formal Party	9A000004
Private Home	9A000005
Pass/Commercial conveyance	9A000006
Private Conveyance	9A000007
Commercial Non Passenger	9A000008
Vessel, Privately owned (boat/ PWC)	9V000001
Vessel, Commercial (Cargo/ passenger)	9V000002
Event-Sporting, Concert, Etc.	9A000009
Subject was drinking in Oregon	9A000020
Subject was drinking in Idaho	9A000030
Subject was drinking in Canada	9A000040
Other	9A000010
Unknown	9A999999
Refused (subject refused to provide information)	9R000000
Subject refuses to give information	9R000000

Press Enter/ Return to continue.

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**QUESTION 14**

<b>DRINKING LOCATION:</b>
---------------------------

- The subject's drinking location has been assigned an eight character code.
- The first character must be NUMERIC.
- The second character must be ALPHA.
- The last six must be NUMERIC.

Refer to codebook for drinking location codes. They are listed by county, then by business name.

If the subject will not give a specific location, attempt to find out if it was a bar, home, vehicle etc. and use its generic code.

Public Bar/Tavern	9A000001
Club (Elks, Moose, Etc.)	9A000002
Dining Establishment	9A000003
Banquet/Formal Party	9A000004
Private Home	9A000005
Pass/Commercial conveyance	9A000006
Private Conveyance	9A000007
Commercial Non Passenger	9A000008
Vessel, Privately owned (boat/ PWC)	9V000001
Vessel, Commercial (Cargo/ passenger)	9V000002
Event-Sporting, Concert, Etc.	9A000009
Subject was drinking in Oregon	9A000020
Subject was drinking in Idaho	9A000030
Subject was drinking in Canada	9A000040
Other	9A000010
Unknown	9A999999
Refused (subject refused to provide information)	9R000000
Subject refuses to give information	9R000000

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Press ENTER/RETURN key to continue.

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**QUESTION 15**

SOLUTION BATCH #:

Enter the five digit number taped to the simulator, the external batch #.

Examples: 08008 or 09026 Press ENTER/RETURN key to continue.

**QUESTIONS 16,17, 18 ARE IN REFERNCE TO PBT**

**QUESTION**

**16**

PBT GIVEN:

- Enter "Y" or "N" only.
- Type "N" for No, if the subject was not given PBT.
- Type "Y" for Yes, if the subject was given PBT in accordance with WAC 448-15-030.

Press ENTER/RETURN key to continue.

**QUESTION 17**

PBT TIME:

- (Only asked if answer to question 16 was "Y" for Yes.)
- Enter the time the PBT was given.
- Record in 24 hour time, 0000-2359.

Examples: 0300  
1408  
2318

Time entered must be at least 15 minutes prior to breath test.  
Press ENTER/RETURN key to continue.

**QUESTION**

**18**

PBT RESULT:

(Only asked if answer to question 16 was "Y" for Yes.)

Enter three digit PBT result.

Decimal point is automatic.

Press ENTER/RETURN key to continue.

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**TABLE 3 DATAMASTER HELPS FOR DISPLAYED MESSAGES\***

<b>INVALID SAMPLE</b>	Check Mouth, wait 15 minutes, try one or more tests and then call <b>WSP</b> if fails. <b>TAG</b> instrument "Out of Service"
<b>AMBIENT FAIL</b>	Check for odors, check to see if mouth piece is removed, try one or more test and then call <b>WSP</b> if fails. <b>TAG</b>
<b>SYSTEM WON'T ZERO</b>	Unable to zero detector voltage. Try one or more tests and then call <b>WSP</b> if fails. <b>TAG</b>
<b>DETECTOR OVERFLOW</b>	Try one or more tests and then call <b>WSP</b> if fails. <b>TAG</b>
<b>RADIO INTERFERENCE</b>	Radio transmission detected, remove source, rerun test.
<b>CALIBRATION ERROR</b>	Try one or more tests and then call <b>WSP</b> if fails. <b>TAG</b>
<b>INTERFERENCE DETECTED</b>	Try one more test, if interference is noted on the second test, request blood sample under implied consent.
<b>SAMPLE OUTSIDE 10%</b>	Try one or more tests. Coach the subject to provide similar samples to the instrument.
<b>SIMULATOR OUT OF RANGE</b>	Simulator reading outside of .072-.088 inclusive limits. Call <b>WSP</b> and <b>TAG</b> the instrument out of service. god to another instrument to perform the test.
<b>PRINTER ERROR</b>	Call <b>WSP</b> , <b>TAG</b> the instrument out of service. Go to another instrument
<b>JAMMED/ILLEGIBLE DOCUMENT**</b>	Printer not performing properly. Call <b>WSP</b> , <b>TAG</b> the instrument out of service. Do not press RUN.
<b>BLANK ERROR</b>	Try one or more tests and then call <b>WSP</b> if fails. <b>TAG</b>
<b>FILTER ERROR</b>	Try one or more tests and then call <b>WSP</b> if fails. <b>TAG</b>
<b>TEMPERATURE LOW</b>	Out of service, call <b>WSP</b> and <b>TAG</b>
<b>TEMPERATURE HIGH</b>	Out of service, call <b>WSP</b> and <b>TAG</b>
<b>FATAL SYSTEM ERROR</b>	Out of service, call <b>WSP</b> and <b>TAG</b>
<b>RAM ERROR</b>	Out of service, call <b>WSP</b> and <b>TAG</b>
<b>PUMP ERROR</b>	Out of service, call <b>WSP</b> and <b>TAG</b>
<b>DATA MEMORY BATTERY LOW</b>	Out of service, call <b>WSP</b> and <b>TAG</b>
<b>EXTERNAL STANDARD TEMPERATURE</b>	The simulator temperature must be within 0.2 (two lines above or below) of 34 degrees C.
<b>OUT OF SERVICE</b>	Call <b>WSP</b> at _____ and advise specific problem, serial number and <b>TAG</b> out of service.

\* These are guidelines only, not mandatory, qualified operators may use discretion

\*\* Will not be displayed message