Invitation / Agenda

- **Training in the operation and maintenance of the Alcotest 9510 -**
- **Refresher Training of previously trained technicians**

Title / Reason for Meeting	**WSP Technician Training Alcotest 9510**			**Venue**	BW Icicle Inn Leavenworth	**Date**	2014-09-08
Participants	**WSP Alcotest Technicians/Trainers**					**Start**	**Sept 8, 2014 12:00**
Invitation by	Draeger Safety Diagnostics, Inc. / B. Shaffer, N. Schwarz, H. Ryser	**Facilitator**	Sgt. Villanti	**Timekeeper**	B. Shaffer	**Scribe**	N. Schwarz	**End**	**Sept 10, 2014 18:00**

no.	Subject	Expected Result	Responsible	Start	Duration/ hr:min
	Lunch and Arrival	Everybody is welcomed	All	12:00	1:00
1	**Introduction of Students and Draeger representatives September 8, 2014**	Everybody is welcomed	All	13:00	0:15
2	**Review of training agenda and time schedule**	Everybody is informed	Brian Shaffer	13:15	0:10
3	**Alcotest 9510 SYSTEM Overview**	Information is presented and observed	Hansueli Ryser	13:25	0:25
4	**The Alcotest 9510 Device:** - Controls - Ports and interfaces	Information is provided and validated on instrument	Hansueli Ryser	13:50	0:15
5	**The analytical system of the 9510 - Fuel Cell and Infrared** - Types and applications of fuel cells - The alcohol specific fuel cell - Electro-Chemical Reaction - Sampling system and gas dynamics - Fuel cell's electrical output - Fuel cell's aging effect - Real time (IR) versus snap shot (EC) analysis - Fundamentals of IR spectroscopy - 9510 IR cuvette design - The cuvette's ports - IR source and IR detector	Students have a general understanding of the Draeger Electro-Chemical Cells (fuel cells), its sampling system, IR spectroscopy.	Hansueli Ryser	14:05	0:50
6	**The analytical system of the 9510 - Fuel Cell and Infrared** (continued)	Students have a general understanding of the Draeger Electro-Chemical Cells (fuel cells), its sampling system, IR spectroscopy.	Hansueli Ryser	14:55	0:50
7	**Break**	Everybody is refreshed	All	15:45	0:15

no.	Subject	Expected Result	Responsible	Start	Duration/ hr:min
8	**Dual Technology EC / IR** - Alcohol specificity - Interfering Substance susceptibility - Airblank Check vs. Ambient Air-Check - Mouthalcohol detection	Students have a general understanding of the benefits of dual-technology analysis as applied in the Alcotest 9511	Hansueli Ryser	16:00	0:35
9	**Alcotest 9510, its Peripherals and Lay-out**	Understand inner components of the 9510 and its connected peripherals	Norbert Schwarz	16:35	0:15
10	**Wet-bath Control Standard and Simulator Methodology** - Simulating breath? - How the sensors address this type of standard - Strength and Weakness	Understanding Simulator Methodology	Hansueli Ryser	16:50	0:20
11	**Dry-Gas Standard Methodology** - Simulating breath? - How the sensors address a dry standard - Strength and Weakness - Cold temperature operation - Safety and Disposal	Understanding Dry-Gas Methodology	Hansueli Ryser	17:10	0:25
12	**Overview of "Settings" Test Modes and Access Rights** - Service phonenumber - Sound - Display - Printer - Database management - Reprint - Location Database - Change current location - Data Entry - Set date and time - Network - Modem Country Settings - Modem Setup - Modem Commanding - Modem Diagnostic	Understanding All Menu Functions in "Settings"	Brian Shaffer	17:35	0:25
13	**End of Day 1**	Everybody gets rested	All	18:00	
14	**Start of Day 2**	Training continues	All	8:00	
15	**Overview of "Settings" Test Modes and Access Rights** (continued)	Understanding All Menu Functions in "Settings"	Brian Shaffer	8:00	0:15

no.	Subject	Expected Result	Responsible	Start	Duration/ hr:min
16	**Overview of "Maintenance" Test Modes and Access Rights** - Instrument Status - Print DUI Packet - Supervisor Test - ABA - External Standard Change + QAP - Show Cylinder Info - Diagnostic Information - Training Mode - Factory Init. + Calibration - Update Configuration Files - Update Measurement System Firmware - Update WinCE Application - Bootloader Update - Event Logger - Transfer Records to USB - Delete Older Measurement Tests - Database Update	Understanding All Menu Functions in "Maintenance"	Brian Shaffer	8:15	1:30
17	**Break**	Everybody is refreshed	All	9:45	0:15
18	**Preparing and warming up the Simulators** - Standard solution concentration: 0.040 g/210L - Standard solution concentration: 0.080 g/210L - Standard solution concentration: 0.150 g/210L - Standard solution concentration: 0.200 g/210L	Getting the simulators ready	Students	10:00	0:30
19	**Pressure Sensor and Internal Standard Adjustment** - Adjust Sensors - NIST traceability	Understanding procedure	Hansueli Ryser	10:30	0:20
20	**WSP Quality Assurance Procedure** - QAP - Printout - QAP - Adjustment - QAP - Lin Test (1-4) - QAP - Invalid Sample - QAP - Interference Test - QAP - Breath Test - QAP - Set Certification	Execute and understand the Quality Assurance Procedure	Brian Shaffer	10:50	1:10
21	**Lunch**	Everybody is refreshed	All	12:00	1:30
22	**WSP Quality Assurance Procedure** (continued)	Execute and understand the Quality Assurance Procedure	Brian Shaffer	13:30	1:20

no.	Subject	Expected Result	Responsible	Start	Duration/ hr:min
23	**External Standard Change Procedure** - Execute Procedure	Execute and understand the External Standard Change Procedure	Brian Shaffer	14:50	0:40
24	**Cylinder Switch-Over Function**	Understand Instrument's Cylinder Change Algorithm	Brian Shaffer	15:30	0:15
25	**Break**	Everybody is refreshed	All	15:45	0:15
26	**Overview of "Calibration" Test Modes in "Maintenance"** - Alcohol - Auto Adjust - External Standard Parameters - IR / EC Correction - Internal Standard Adjust - Calibration Dates - EC sensor configuration - Ambient Pressure Correction	Understand all Menu functions in "Calibration"	Hansueli Ryser	16:00	1:00
27	**System Errors and Test Status Messages** - "Diagnostic OK" explained - Breath sample acceptance errors - System errors	Understanding breath sample insufficiencies and errors	Brian Shaffer	17:00	0:30
28	**Data Flow Overview** - Big Picture concept (hub/spoke) - Technology/components employed (smart cards, WELMEC) - How sensitive data is kept private - How sensitive data is protected from tampering	Understanding data transfer and data integrity	Norbert Schwarz	17:30	0:20
29	**End of Day 2**	Everybody gets rested	All	17:50	
30	**Start of Day 3**	Training continues	All	8:00	
31	**Data Flow Details - Operational perspective** - Normal Case operation - modem polling on set interval - Exception Case operation - Diagnosing problem/Troubleshooting modem connection problems - USB stick data transfer procedures	Understanding data flow details	Brian Shaffer	8:00	0:30
32	**Diagnostic Program** - Overview - Establish Unit List Database - Setting up the ring dialing mode - Remote Control - Software update (WinCE, M16, Configuration, Drinking Location database)	Understanding the Diagnostics program	Norbert Schwarz Brian Shaffer	8:30	0:45

no.	Subject	Expected Result	Responsible	Start	Duration/ hr:min
33	**Technicians' Common Instrument Interactions** - How do I print copies? - How do I delete older test records? How long? Policy? - How do I manually transfer data records to host via USB stick? Policy? - Etc.	Understanding special actions	Brian Shaffer	9:15	0:40
34	**Break**	Everybody is refreshed	All	9:55	0:15
35	**Legal Matters and Mock Trial** - Q & A - Mock Trial		Moses Garcia Hansueli Ryser Brian Shaffer In-house Prosecutor	10:10	1:50
36	**Lunch**	Everybody is refreshed	All	12:00	1:30
37	**Legal Matters and Mock Trial** (Continued)		Moses Garcia Hansueli Ryser Brian Shaffer In-house Prosecutor	13:30	2:00
38	**Break**	Everybody is refreshed	All	15:30	0:15
39	**Legal Matters and Mock Trial** (Continued)		Moses Garcia Hansueli Ryser Brian Shaffer In-house Prosecutor	15:45	2:00
40	**Training Adjourn**		All	17:45	