

Breathalyser Alcohol Testing- SOPDRG006S

The following instructions must be completed for this test. A copy of this SOP can be found in your black reference file or online at <https://crystal-health.co.uk/sample-collector-training/>. If any of the below tasks cannot be completed, call Crystal Health immediately on 0161 707 4935.

The specific sample collection details will be emailed to you for each confirmed booking.

PREPARATION OF FACILITIES

YOU MUST PERFORM THE FOLLOWING TO MAINTAIN CHAIN OF CUSTODY

- Ensure the sample collection facility is private and includes adequate fixtures to perform the sample collection e.g. desk/table and chairs.
- Confirm that no other individuals with exception to the test participant, will have access to the sample collection facility while the work is on progress.
- You must comply with GDPR and confidentiality requirements, and not disclose any personal information or materials either purposefully or accidentally.
- Employers / Line managers should not be present during the collection process, unless the donor specifically requests this.
- The donor must be accompanied and supervised by an authorised person at all times throughout the collection process.
- Prior to testing the Onsite manager must witness the calibration certificate of the breathalyser to be used and sign the Commercial Testing form to confirm this.

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COLLECTION INSTRUCTIONS

1) Provide the donor with the DONOR ADVICE SHEET
2) Record the donors details on the Chain of Custody (COC) / Record of Results (ROR) form
3) Obtain the donor's ID and record on the COC/ROR results form Refer to troubleshooting and guidance for instructions
4) IF BREATH TEST ONLY - Ask the donor to sign and date Section 5 (Sample Donor Declaration) of the ROR form, after reading the consent on the reverse. Refer to troubleshooting and guidance for further instruction
5) Put on a pair of gloves
6) Confirm and <u>initial</u> that the donor HAS NOT eaten, drank (except water), smoked/ vaped, chewed gum or used mouth wash in the last 15 minutes Refer to troubleshooting and guidance for instructions
7) Allow the donor to choose from 2 sealed breathalyser mouthpieces
8) Explain the collection procedure to the donor - how to provide a breath sample Refer to troubleshooting and guidance for instructions
9) Turn on breathalyser & obtain a breath sample from the donor. The result will display on the breathalyser screen a couple of seconds after an adequate sample has been provided. Refer to troubleshooting and guidance
10) Record the result in the breath section of the COC/ROR results form. Follow the retest guidance to obtain a second sample if the first result is greater than the cut off level. Second breath sample must be witnessed & signed by onsite manager. The donor must be supervised at all times. Refer to troubleshooting and guidance for instructions
11) Instruct the donor to sign and date the breath result section to confirm the result. ANY READINGS ABOVE ZERO MUST BE IMMEDIATELY REPORTED TO CRYSTAL HEALTH GROUP BY TELEPHONE.
12) Network Rail Testing Only - Print 2 copies of the breath result on the Martel mobile printer and complete both copies with the donor (witness section is only required for a second breath reading) Refer to troubleshooting and guidance for instructions
13) Network Rail Testing Only - Provide the donor with one of the copies and return the other to Crystal Health with the corresponding ROR / COC form
14) Donors who produce a positive breath alcohol result should not be allowed to return to duties and CHG will immediately inform the manager / employer.
15) Provide all COC/ROR result form copies to relevant parties & take photographs to upload via the specific link sent via email.
16) Return all documentation (including your invoice) to Crystal Health using the 1st class envelope provided.

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TROUBLESHOOTING & GUIDANCE	
3) Donor ID	Photo ID must be original and current (e.g. passport or driving licence) and include a unique identification number for recording. If the candidate does not have valid photo ID, their identity may be verified by an authorised person (e.g. a manager). When a manager verifies identity, the manager's ID details must be requested and recorded. If neither option is available, stop the test and contact CHG immediately.
4) Donor Consent	If the donor refuses to provide consent or the test cannot be completed for any reason: Complete Non-Conformity section of form and call CHG immediately
6) Confirmation of NIL by mouth	If less than 15 minutes ago: You must wait until a full 15 minutes has passed before proceeding with the breath sample.
8) Explain the collection procedure	The donor should be told to "Take a deep breath and hold it for a moment, then blow firmly and steadily into the mouthpiece for as long as you can until I ask you to stop". A click sound will be heard when an adequate sample has been obtained. The donor must provide a continuous breath sample, if they pause at any stage an error warning will appear on the breathalyser.
9) Obtaining a breath sample	With the display screen facing towards you press the ON button. The room temperature will display and then an instruction to BLOW will appear. Now instruct donor to provide a breath sample. 
9) Error Warnings	<p>ERRORS WHEN GIVING THE BREATH SAMPLE- A short acoustic signal sounds.</p> <p>LOW flow - will appear if the volume of breath sample is too small. The device will automatically prompt the donor to give a repeat sample. The donor is given a preset number of attempts to provide an adequate sample before the test is aborted. If an adequate sample is not given within these attempts then the device will display E06 (exceeded sample attempt allotment).</p> <p>High flow - the donors breath flow exceeded maximum allowable flow rate.</p> <p>INS flow - the donors breath flow was not consistent.</p> <p>If the number of preset attempts by the donor is exceeded, switch the Alcometer device off and on and repeat the procedure. If E06 appears again, please contact Crystal Health and seek further guidance.</p> <p>E63 - Date & Time need to be reset - Call CHG</p> <p>In the case of a malfunction with the device or the donor having a medical condition which prevents them from producing an adequate sample e.g. Asthma - contact Crystal Health <u>immediately.</u></p>
10) Record Result	<p>The instructions on the COC/ROR results form must be used with regards to re-testing guidance. A second breath sample will be required if the first result is GREATER THAN the specified cut off level e.g. 13ug/100ml for Network Rail testing.</p> <p>Wait 15 mins before performing a 2nd test and always use a fresh mouthpiece. Second breath test must be witnessed and signed for by onsite manager. Any result greater than Zero must be immediately reported to CHG.</p>
12) <u>Network Rail Testing Only</u> - Evidential breath print out	<p>Network rail standards state that an evidential print out of the breath result is required for each test. Connect the breathalyser to the printer using the cable provided and this will automatically print. The Martel printer uses rechargeable batteries which must be charged prior to use. Always check that the date and time displayed on the print out is correct & correlates to the test paperwork. In the event of any printer failure / issue contact Crystal Health <u>immediately.</u></p>

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HEADOFFICE USE ONLY

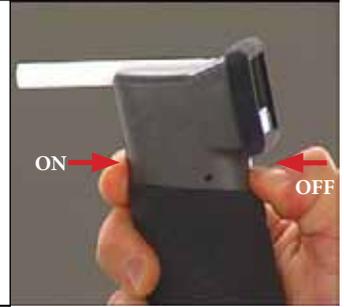
Calibration & Accuracy checks - to be performed by authorised personnel only

Calibration & Accuracy checks must be performed on an annual basis for FST devices and every 6 months for Draeger devices. Shorter calibration certificate validity can be added to any device which has an accuracy check outside of tolerance levels or displays a fault that requires more regular checks. Calibration certificates must be carried at all times to be witnessed prior to collection.

Accuracy check readings should have a tolerance level of within 10% of the target value (31.5 - 38.5 ug/100ml) prior to calibration and within 5% (33.25 - 36.75ug/100ml) following calibration.
If accuracy readings are outside of the tolerance levels then escalate to the QA Manager to review previous tests or reduce calibration certificate expiry date.

How to conduct a calibration (FST Device)

- Attach a new mouthpiece to the FST instrument and press both the ON and OFF button together to select menu settings.
- Scroll through Menu options using the ON button and select "ACC" using the OFF button to run an accuracy check.
- Temperature will display followed by BLNK. A blank reading will run and then the display screen will flash ACC when device is ready to perform the accuracy check.



- Connect the dry gas regulator to the mouthpiece and press the gas regulator button continuously until a click sound is heard. Continue to press the button for an additional 1-2 seconds after the click sound is heard.
- The accuracy reading will display (see above for tolerance limits & target values)
- Connect the FST to the printer to obtain an evidential print out of the accuracy check. Check the time and date is correct on print out before proceeding to next stage.



- To perform the calibration scroll through Menu options using the ON button and select "CAL" using the OFF button.
- To progress the calibration you must enter a specific security code. The code is 999 minus the number displayed on the screen. The first digit will flash and you must use the ON button to scroll to the correct number, then OFF to select e.g. using the example 509. 9-5 =4 select the number 4 and then the next digit will flash. 9-0 = 9, change the second digit to 9 then press OFF. 9-9 =0, change the third digit to 0 and press OFF to select. If the security code is entered correctly then calibration will initiate.
- Temperature will display followed by BLNK. A blank reading will run and then the display screen will flash CAL when device is ready to perform the calibration.
- Connect the dry gas regulator to the mouthpiece and press the gas regulator button continuously until a click sound is heard. Continue to press the button for an additional 1-2 seconds after the click sound is heard.
- The calibration reading will display and this must be changed to 35.0 using ON and OFF buttons as before.
- Connect the FST to the printer to obtain an evidential print out of the calibration.
- Now repeat the accuracy check as conducted previously to check the calibration has worked (see above for tolerance limits & target values)

- A calibration certificate must be created. Attach the evidential print out to one copy of the certificate to be retained at Head Office and print another copy of the certificate to keep with the FST instrument.
- Update the calibration due date sticker on the device.
- Update Swiftcase and add a copy of the calibration certificate to Document manager. Send email to notify device owner and attach copy of the certificate.
- Update the breathalyser asset sheet.



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