

# Breathalyser - 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.

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 <b>CRYSTAL</b> Health Group	Version	Approval Date	Review Date
	v09.04.22	April 2022	April 2023

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## COLLECTION INSTRUCTIONS


The following instructions must be completed for this test. A copy of this SOP can be found in your black reference file. If any of the below tasks cannot be completed, call Crystal Health immediately on 0161 707 4935.

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 donors identification and record on the COC/ROR results form <b>Refer to troubleshooting and guidance for instructions</b>
4) <b>IF BREATH TEST ONLY</b> - Ask the donor to read the information in Section 5 of the ROR form (Sample Donor Declaration) then sign and date where indicated.
5) You put on a pair of gloves
6) Confirm and <u>initial</u> that the donor HAS NOT eaten, drank (except water), smoked, chewed gum or used mouth wash in the last 15 minutes <b>Refer to troubleshooting and guidance for instructions</b>
7) Allow the donor to choose from 2 sealed breathalyser mouth pieces
8) Explain the collection procedure to the donor - how to provide a breath sample <b>Refer to troubleshooting and guidance for instructions</b>
9) Obtain a breath sample from the donor <b>Refer to troubleshooting and guidance for error instructions</b>
10) Record the result in the breath section of the COC/ROR results form. Follow the retest guidance if applicable, donor must be supervised throughout. <b>Refer to troubleshooting and guidance for instructions</b>
11) Instruct the donor to sign and date this section to confirm the result. <b>ANY READINGS ABOVE ZERO MUST BE IMMEDIATELY REPORTED TO CRYSTAL HEALTH GROUP BY TELEPHONE.</b>
12) <b>RAIL STANDARD TEST ONLY</b> - Print 2 copies of the breath results on the Martel mobile printer and complete both copies with the donor <b>Refer to troubleshooting and guidance for instructions</b>
13) <b>RAIL STANDARD TEST ONLY</b> - Provide the donor with one of the copies and return the other to Crystal Health
14) <b>RAIL STANDARD TEST ONLY</b> - Attach the printed result copy(s) to the completed COC form (Crystal Health green copy)
15) Provide all COC/ROR result form copies to relevant parties
16) Return all documentation to Crystal Health using the envelope provided

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TROUBLESHOOTING & GUIDANCE	
3) Obtain the donors identification and record on the COC/ROR results form	If the required ID is not available and no authorised person is available to verify the identity of the individual, <b>STOP the test and call Crystal Health immediately.</b>
6) Confirm and initial that the donor HAS NOT eaten, drank (except water), smoked, chewed gum or used mouth wash in the last 15 minutes	If less then 15 minutes ago: <b>You must wait until a full 15 minutes has passed before proceeding with the breath sample.</b>
8) Explain the collection procedure to the donor - how to provide a breath sample	The donor should be asked to “Take a deep breath and hold it for a moment and then blow hard and steadily into the mouthpiece for as long as you can until I ask you to stop”.
9) Obtain a breath sample from the donor	<p><b>ERRORS WHEN GIVING THE BREATH SAMPLE</b></p> <p><b>LOW flow</b> - will appear if the volume of breath sample is too small. A short acoustic signal sounds. 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><b>High flow</b> - the donors breath flow exceeded maximum allowable flow rate.</p> <p><b>INS flow</b> - 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. <b>If E06 appears again, please contact Crystal Health and seek further guidance.</b></p> <p><b>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 immediately.</b></p>
10) Record the result in the breath section of the COC/ROR results form. Follow the retest guidance if applicable	The instructions on the COC/ROR results form must be used with regards to re-test guidance. <b>Wait 15 mins before performing 2nd test and use a fresh mouthpiece.</b>
12) <b>RAIL STANDARD TEST ONLY</b> - Print 2 copies of the breath results on the Martel mobile printer and complete both copies with the donor.	<b>In the event of printer failure contact Crystal Health immediately.</b>

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