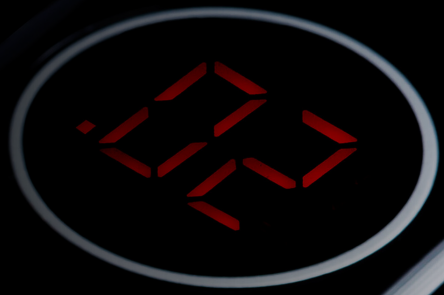


POLICY & PROCEDURE BREATH ALCOHOL TESTING

AlcoHAWK®



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The following guide was assembled to assist and educate staff members at treatment centers on best practices in testing for the presence of alcohol as well as how to establish a successful Alcohol Testing Procedure.



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WHAT IS ALCOHOL TESTING?

Alcohol Testing utilizes a Breathalyzer, like the AlcoHAWK line of breathalyzer units, which is a non-invasive breath alcohol screener, to test for the presence of alcohol in the breath. Measurements obtained by the Breathalyzer are used in the diagnosis of alcohol intoxication.

Alcohol is metabolized rapidly at an average rate of 15 to 25 milligrams per hour, so the detection period is hours, not days. Breath alcohol testing is an ideal solution for quick and accurate results. Blood alcohol concentrations (BAC) are measured in milligrams (mg) of alcohol per deciliter (dl) of blood and correspond closely with measures of alcohol on the breath which results in a percentage value (%BAC).

Below is a chart of BAC levels and their corresponding effects on the body. Effects of Alcohol Variations among people and other factors, such as altitude and air temperature, affect the degree of intoxication.

EFFECTS OF ALCOHOL

BAC	DOSE-SPECIFIC EFFECTS
0.020–0.039%	Generally no loss of coordination, slight euphoria or loss of shyness, Depressant effects are not apparent.
0.040–0.069%	General feeling of well-being, relaxation, lower inhibitions, sensation of warmth. Euphoria. Some minor impairment of reasoning and memory. Lowering of caution. Driving skills may be impaired.
0.040–0.069%	Slight impairment of balance, speech, vision, reaction time, and hearing. Euphoria. Judgment and self-control and reduced. Caution, reason and memory are impaired. Driving skills are always impaired.
0.070–0.099%	Slight impairment of balance, speech, vision, reaction time, and hearing. Euphoria. Judgment and self-control and reduced. Caution, reason and memory are impaired. Driving skills are always impaired.
0.100–0.129%	Significant impairment of motor coordination and loss of good judgment. Speech may be slurred. Balance, vision, reaction time and hearing will be impaired. Euphoria.
0.130–0.159%	Gross motor impairment and lack of physical control. Blurred vision and major loss of balance. Euphoria is reduced and dysphoria begins to appear.
0.160–0.249%	Anxiety and restlessness predominates. Nausea may appear. The drinker has the appearance of a "sloppy drunk."
0.250–0.299%	Needs assistance in walking. Total mental confusion. Dysphoria with nausea and some vomiting.
0.300–0.399%	Loss of consciousness.
0.400%+	Onset of coma, possible death due to respiratory arrest.



PURCHASING A BREATH TESTING DEVICE

There are 2 benchmarks for purchasing a quality breathalyzer device: Department of Transportation Clearance (DOT) and Food and Drug Administration (FDA) Clearance. These organizations help ensure that the performance, accuracy and safety of the breathalyzer devices are cleared for testing. The DOT issues a Conforming Products List for Screener Devices while the FDA offers a list of Registered Companies in Compliance.

The AlcoHAWK Breath Alcohol Tester is intended to measure alcohol in human breath. Readings obtained by the device are used in the diagnosis of alcohol intoxication. The AlcoHAWK devices are battery powered and generally a new set of alkaline batteries will last between 200-300 tests.

DEVELOPING A TESTING PROGRAM

Once it is decided that there will be an Alcohol Testing Program it is imperative to get this communicated with staff, clients, patients and families. Organizations may decide to include this information in the initial paperwork or in an organization handbook.

Information to include in the communication would be:

- Who will be tested for alcohol use?
- When the testing will occur?
- Who will conduct the test?
- What are the consequences of a positive alcohol test?
- What happens if there is a refusal to take the test?
- Who will see the test results, and how will confidentiality be maintained?

BREATH ALCOHOL TESTING TECHNICIANS

Every breath test by a client or patient must be administered by a trained or certified person/s approved by your facility. Friends and family members should not be approved to administer breath tests. Person's eligible for approval as breath test technician include medical practitioners, police officers, registered nurses, pharmacists, medical or nursing technicians or other persons certified by your facility. Breath testers at your facility should participate in a certification program run by your facility or an outside resource. AlcoHAWK does provide certification programs and can assist with training and certifying staff for using breathalyzer devices you can visit www.alcohawk.com for more information.

OPERATION FOR ALCOHAWK BREATHALYZER

**WAIT 20 MINUTES AFTER YOU SMOKE, EATS OR DRINK BEFORE TESTING.
FAILURE TO WAIT 20 MINUTES CAN GIVE INACCURATE BAC READINGS AND
HARM THE SENSOR.**

STEP 1:

Press and hold the ON/OFF power button for one (1) second until you hear a BEEP. The unit reads “Initializing...” as it prepares for use.

STEP 2:

The screen displays “Test” and “Options”. To start a “Test”, press the ENTER button. The unit displays “Blow Now”. Take a deep breath, wrap your lips around the new mouthpiece and blow steadily for five (5) seconds. The unit beeps when the test subject starts blowing and beeps again after obtaining the sample. Do not cover the BREATH OUT hole.

STEP 3:

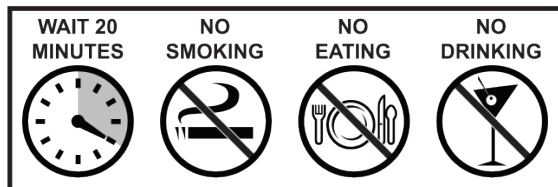
The unit displays “Processing” while analyzing the sample. After about three (3) seconds, the unit then displays the estimated BAC.

STEP 4:

The unit shows the test result for 90 seconds before beeping twice and shutting off.

STEP 5:


To turn off the unit, press and hold the ON/OFF power button for one (1) second.



READ THE RESULTS

The displayed result is an estimate of the test subject’s BAC. A breath alcohol tester cannot determine the exact BAC in the blood of the test subject. Correlation between BrAC and BAC depends on many factors, such as temperature and health conditions. Therefore, only use this device as a tool to screen for the presence of alcohol. Many people consider a 0.02% or greater a positive test for alcohol in “zero tolerance” screening. Most states have 0.08% as the legal BAC limit for tasks such as operating a motor vehicle. Some states prohibit driving commercial vehicles or any vessel with a 0.04% BAC or higher. Many states prosecute individuals for driving under the influence at any level.

ERROR MESSAGES

ERROR MESSAGE	CAUSE AND COURSE OF ACTION
Insufficient Breath Sample	The user failed to provide a sufficient breath sample. Repeat test and have user blow firmly and steadily for the entire test.
	Low Battery — install two (2) new AA alkaline batteries.

MENU OPTIONS

When the screen displays “Test” and “Options”, press the SELECT button to view the menu options. Use the SELECT button to move down through the menu options. Use the ENTER button to enter the selected menu option.



TEST COUNTER

To read the number of tests that have been performed since the last time the unit was calibrated, press the SELECT button to view the menu options. The first option on the list is TEST COUNTER. It should be highlighted. Press the ENTER button and the number of tests will be displayed. If the number reads 200 or greater, we recommend sending the unit in for recalibration (see Calibration, pg. 14).

ALARM POINT

The unit will read “High” if the BAC reading exceeds the alarm point setting. The default setting is 0.020% BAC. You can change the alarm point from between 0.020%-0.080% BAC.

To change the setting press the SELECT button until the unit shows the desired value on the screen. Press the ENTER button to save the setting.

TEMPERATURE SCALE

You can switch between Celsius (C) and Fahrenheit (F) for the temperature sensor. The default setting is Fahrenheit (F).

To change the setting press the SELECT button until the unit shows the desired scale. Press the ENTER button to save the setting.

CONVERT UNITS

You can change the unit of alcohol concentration shown for tests. You can choose between %BAC (U.S.A), g/L, or %°BAC. The default setting is %BAC (U.S.A) (the U.S.A standard).

To change the setting press the SELECT button until the unit shows the desired conversion. Press the ENTER button to save the setting.

PRECAUTIONS

- After drinking, smoking and eating, users should wait at least 20 minutes before testing.
- Avoid testing in strong winds, in a closed room with a heavy amount of smoke, or where alcohol is present.
- When the battery low symbol appears replace the AA batteries.
- Do not blow cigarette smoke, food or liquid into the unit.
- Only use the unit in a temperature range of 10 - 40°C or 50 - 104°F.
- Operation above or below this range may affect the results.
- BAC changes over time depending on many factors. BAC at one time can differ from BAC a few minutes later.
- Do not use this product with an ignition interlock device or while inside a vehicle.
- You cannot use the results of this product in court.
- Do not use this device to determine if you or anyone else can operate any vehicle or machinery.
- Do not let yourself or anyone else drink and drive. Always use a designated driver when you or anyone else drinks alcohol.
- It is very important to have the instrument calibrated as recommended in this owner's manual (see Calibration, pg. 14). Failure to do so may result in readings that are inaccurate.
- Please carefully review one-year limited warranty sheet included in product package.

SPECIFICATIONS

Dimensions	5" x 2.63" x 1.25" (12.7 cm x 6.68 cm x 3.18 cm)
Weight	3.6 oz (102 g) without batteries 5.2 oz (147 g) with batteries
Power Supply	Two (2) AA alkaline batteries
Battery Life	200 tests
Sensor Technology	PT Core™ Electro-chemical Fuel-cell
Sensor Warm-Up Time	10-20 seconds
Blowing Time	5 seconds
Response Time	3 seconds
Operating Temperature	10 - 40°C (50 - 104°F)
Detection Range	0.000 - 0.400%
BAC Warranty	1 Year Limited Warranty

Visit our online store at www.alcoholhawk.com
to purchase the following accessories:

Mouthpieces
Soft Carrying Pouch
Hard Carrying Case

CALIBRATION

Calibration of the AlcoHAWK® device occurs during manufacturing using advanced alcohol simulation equipment. The manufacturer passes known BAC levels through the sensor to set baseline values for testing. During testing, the unit compares users' breath samples to these baseline values. If the verification determines that the BAC is not consistent with actual BAC levels, a technician calibrates the unit. The accuracy of breath alcohol testers can fluctuate after six to twelve months, depending on frequency of use and operating conditions. We recommend sending the unit in for calibration after 200 tests have been performed, or every six to twelve months if less than 200 tests have been performed. If the unit is providing inconsistent results, unusually high or low readings, or no readings at all, a professional needs to recalibrate the unit. For recalibration or support, please visit www.alcohawk.com or call 262-925-0970. During recalibration, a technician will perform a diagnostic check on the unit and reset the baseline sensor values.



ONE-YEAR LIMITED WARRANTY

Quest Products, Inc (Quest) warrants this unit to be free from defects in workmanship or material (excluding calibration) under normal use for ONE (1) YEAR from the date of retail purchase by the original buyer ("Warranty Period").

The warranty covers parts and labor on covered repairs and ground freight back to the customer (USA only). Except as provided above, Quest provides this product "as is."

If a defect arises and Quest receives a valid claim within the Warranty Period, at its option, QUEST will either (1) repair the product, (2) exchange the product with a product that is new or which has been built from new or serviceable used parts and functionally equivalent to the original product, or (3) refund the purchase price of the product. If a refund is given, the returned product becomes QUEST's property. The warranty does not cover shipping to QUEST. The warranty is void if anyone tampers or abuses the unit.

This warranty is limited to the original consumer purchaser and cannot be transferred to any other owner.

FOR WARRANTY SERVICE PLEASE FOLLOW THESE INSTRUCTIONS:

1. Call 262-925-0970 or visit our website at www.Breathalyzers.com to obtain an RMA number. Return the unit postage paid, insured and in proper box.
2. You should obtain a proof of delivery receipt. You must pay the cost for shipping the unit to us.
3. You must enclose the following with the unit:
 - a. The completed RMA form (available at www.Quest.com/support.php)
 - b. Your name return address and description of the problem. (No PO Box)
 - c. Your phone number to reach you during the day.
 - d. A copy of your sales receipt or invoice.

RECORDING ALCOHOL BREATH-TESTING RESULTS

All participants undergoing alcohol breath-testing should keep a breath analysis logbook. The logbook should include the following details:

- Date
- Time of breath-test
- Location
- Result of breath-test
- Signature and name of person administering the breath-test

Following the breath-test, the person who has administered the test is to record the result in the logbook and sign the result where indicated in order to validate the result. AlcoHAWK does provide forms for recording breath alcohol test results which may be found at www.alcoholhawk.com.

POSITIVE BREATH-TESTS

A breath-test should be considered positive if a participant submits a test greater than 0.01% BAC. If a result greater than 0.01% BAC is returned the test is to be re-administered (the second testing) 15 minutes after the initial test. A participant should not resume activity on any occasion they have returned a breath-test result of greater than 0.01% BAC on the second testing.

If a participant wishes to dispute a positive breath test result, the registrant is required to submit a blood alcohol test taken within two hours of the recorded positive breath test and be able to submit evidence of chain of custody with the blood alcohol test result. The participant may be responsible for meeting the cost of the blood alcohol test.

MISSED BREATH-TESTS

If a participant fails to be present for breath testing when required, they should be required to contact in writing, by email, and explain why they failed to be present for testing. Consequences for no-show appointments should be discussed within your facility or organization and added to the formal testing policy.

SAMPLE FORMS

Sample Screening Consent Form

I, the undersigned, hereby voluntarily consent to the taking of specimens for substance abuse screening. I authorize the release of all results of such screening to _____ (hereafter referred to as the Company) I release the Company; their agents, servants, and assigns; the testing laboratory, its physicians, nurses, technicians; and any other employees or agents involved with my tests from any and all liabilities, claims, or causes of action relating to such substance abuse screening including, without limitation, those that may result from administering such tests and/or the disclosure of test results. I understand and freely and voluntarily agree that if the Company asks me to, I will submit to substance abuse screening. In the case of a breath alcohol test, I understand and agree that if the breath alcohol test level as determined by the test reflects an illegal level of intoxication, I will be unable to operate a motor vehicle and must use an alternative form of transportation operated by someone other than myself. If I refuse alternative transportation, I understand and agree law enforcement officials may be notified.

Signature

Date

Printed Name

SAMPLE TEST RECEIPT

Customer:				Project:					
Address:				Sampled by:					
Report Attention:				P.O. #:					
Phone #:									
Sample Description	Date Sampled	Time Sampled	# of bottles	Required Tests	Sample Type	Matrix	Bottle Type	Preserve	Field Data (pH / Temperature)
									Field Lab
Signature	Print Name (Company)	Date	Time	Sample Received Checklist		Sample Type		Preservation	
Received by _____				Temperature upon receipt: _____		Grab		HC - HCl	
Received by _____				# of bottles agrees with COC? Yes No		Comp		HS - H ₂ SO ₄	
Received by _____				Samples intact? Yes No		WATER		HN - HNO ₃	
Received by _____				Samples properly preserved? Yes No		AQ - Water		HP - H ₃ PO ₄	
Received by _____				Samples in holding time? Yes No		SO - Soil / Sludge		OH - NaOH	
Received in lab by _____						OT - Other		ST - Sodium Thiosulfate	
						BOTTLE TYPE		AA - Ascorbic Acid	
						P - Plastic		Al - AlCl ₃	
						G - Amber Glass		Cu - CuSO ₄	
						VOA - 40 ml Vial			
						Cali - bacteria			
				Compliance Monitor					
				Initial Flow					
				Final Flow					

Note: Samples are discarded 30 days after results are reported, unless other arrangements are made. Rev 2 Effective 6/1/17

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