

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.


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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 donors identification 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. 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 not required) 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	If the required ID is not available and no authorised person is available to verify the identity of the individual, STOP the test and call Crystal Health immediately . Photographic ID must have a uniquely identifying number eg passport / Driving licence number
4) Donor Consent	If the donor refuses to provide consent or the test cannot be completed for any reason: Complete Section 10 (Non-Conformity) 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 and then blow hard 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.</p> <p>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.</p> <p>In the event of any printer failure / issue contact Crystal Health <u>immediately</u>.</p>

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