

SAMPLE CALIBRATION LOG BOOK

For
EVIDENTIAL BREATH TESTING DEVICE
(EBT)

Model Name of EBT

EBT Serial Number

This log book meets all requirements for U.S. Department of Transportation regulations as per 49 CFR Part 40.233(c)(4), and can be used to maintain calibration records for both DOT and non-DOT breath testing programs.

Company Name _____

Address _____

City, State, Zip _____

Contact Name _____ Telephone _____

Calibration Log Book # _____

From: _____
Month / Year

To: _____
Month / Year

**RETAIN THIS LOG BOOK FOR A MINIMUM OF 2 YEARS
AFTER THE LAST ENTRY [49 CFR Part 40.333(a)(3)]**



INSTRUCTIONS

OVERVIEW:

This Calibration Log Book must identify the model name of the Evidential Breath Testing Device (EBT) that will be used. Each EBT must have its own Calibration Log Book which should be kept with the instrument.

1. Complete the information on the front cover identifying the EBT.
 2. Fill in the entry lines with the Company Name, Address, City, State, and Zip Code. Be sure to include a Contact Person and Telephone Number.
 3. Each Log Book should be consecutively numbered showing the beginning month/year and the ending month/year.
 4. Fill in the serial number of the EBT on the top of each of the following pages.
 5. Complete one line for each Accuracy Check and each Calibration Adjustment performed.
 6. Pages have been included to accommodate printed results, if desired.
 7. Retain this book for **at least 2 years from last entry** if you are regulated by 49 CFR Part 40.
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HOW TO MAKE LOG BOOK ENTRIES.

Complete the Instrument Serial Number at the top of each page to verify that the EBT in use corresponds with the proper Calibration Log Book.

Complete the line entries for each Calibration Adjustment or Accuracy Check performed. Do not use ditto marks ("") – always write out all information for each entry.

- Test Number. The test number may be viewable on the instrument display. It is also listed on the printout of results obtained after the accuracy check or calibration procedure. If you are using a handheld unit that does not assign a number, you will not have a test number.
- Test Date & Time. Enter the time and date of the procedure.
- Test Type. This log book should record all Calibration Adjustments (enter **Calibration**) and all Accuracy Checks (enter **Acc Check**).
- Technician Name. Enter the name of the technician who is performing the procedure. Do not enter initials. Print the name legibly.
- Test Location. Enter the location where the test is being performed. This could be the name of your company or the name of the city or town.
- Standard Lot Number. Enter the lot number from the label on the dry gas tank.
- Dry Gas Tank Number. Enter the 2-digit tank number from the label of the standard. This information will allow you to obtain a certificate of analysis for the tank on-line.
- Standard Expiration Date. Enter the expiration date from the label of the dry gas tank or from the label on the simulator solution bottle.
- Expected Standard Value. Enter the expected value of the standard. When using a dry gas standard, this value comes from a True-Cal device or from the label on the tank. Some instruments come with an on-board barometer that displays this value automatically.
- Results. Enter the result of the procedure as displayed on the EBT instrument. Per the Intoximeters' Quality Assurance Plan (QAP) as approved for 49 CFR Part 40 workplace testing, the result of an Accuracy Check (Calibration Check) should not differ by more than +/- .005 from the expected value of the standard.
- Printed Results. The Intoximeters' QAP does not require that the printouts from accuracy checks & calibration adjustments be placed in the logbook. However, many customers have chosen to keep printouts of these procedures as additional proof of the accuracy of the EBT. Therefore, we have included space in this logbook to attach your printouts. Best practices would suggest that the printouts be attached in a tamper-evident manner.

CALIBRATION LOG SHEET

Instrument Serial Number: _____

Test Number	Test Date	Test Time	*Test Type Acc Check or Calibration	Technician Name	Test Location	Standard Lot Number	Dry Gas Tank Number	Standard Expiration Date	Expected Value	Result	OK? Y/N
Sample Entry 99	mm/dd/yyyy	09:52 AM	Acc Check	Sally Supervisor (Print full name)	Anytown, US	AG123456	19	mm/dd/yyyy	.0XX	.0XX	Y

* Test Type: **CALIBRATION** = Calibration Adjustment **ACC CHECK** = Accuracy Check

Write down key information from your tank label only when you **begin using a new dry gas tank.**
Suggested entry includes the following data:


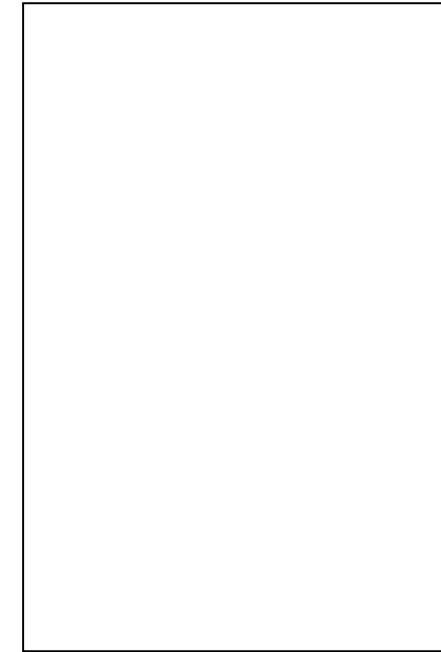
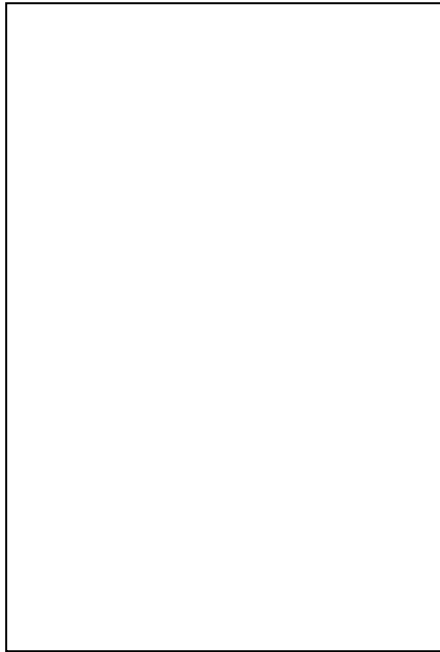
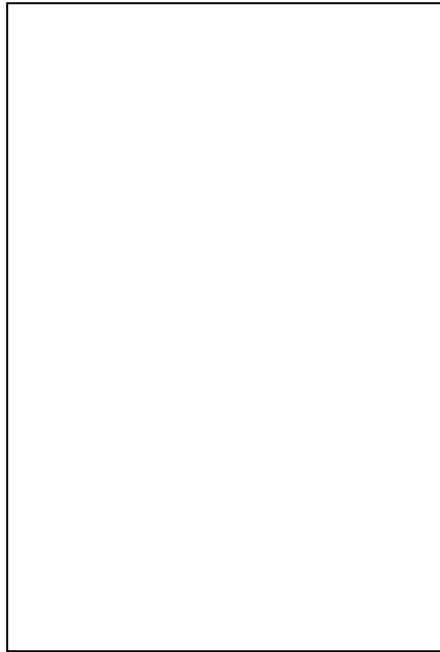
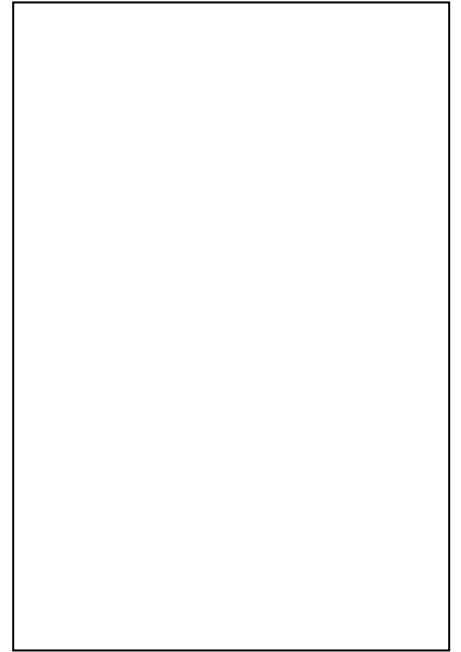
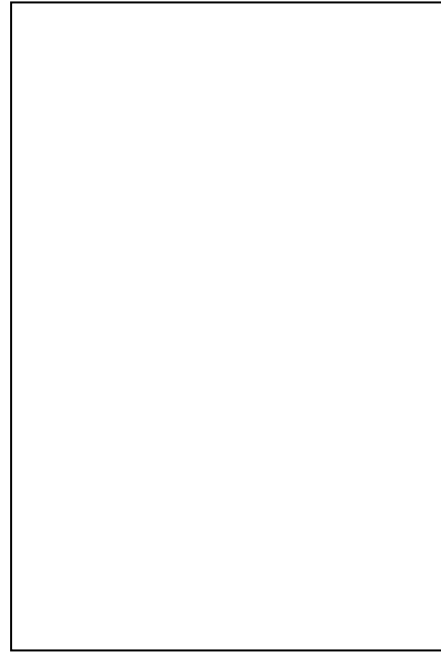
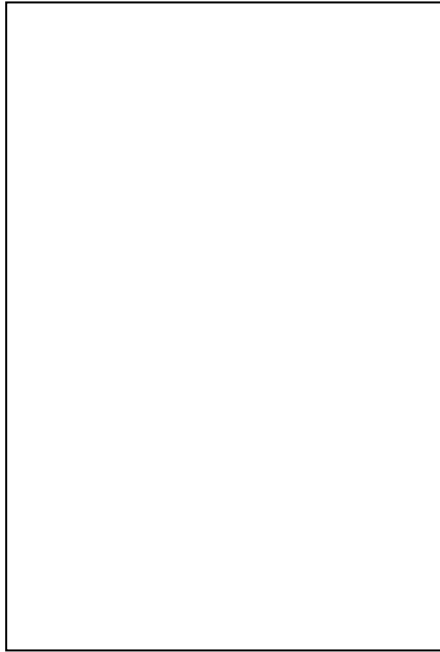
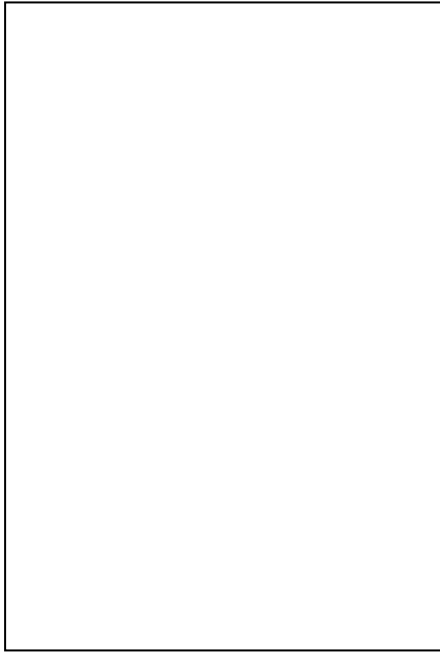
Date the new tank is placed in service: _____

What type of tank is being used? (from the yellow part of the tank label) _____

Lot number of the new tank, including the Tank Number _____

Expiration date of the new tank: _____

Place printed results on this page.



**U.S. DEPARTMENT OF TRANSPORTATION
REGULATIONS FOR MAINTAINING CALIBRATION RECORDS**

§40.233 What are the requirements for proper use and care of EBTs?

(c) As the user of the EBT (e.g., employer, service agent), you must do the following:

(4) You must maintain records of the inspection, maintenance, and calibration of EBTs as provided in §40.333(a)(3).

§40.333 What records must employers keep?

(a) As an employer, you must keep the following records for the following periods of time:

(1) You must keep the following records for five years:

- (i) Records of alcohol test results indicating an alcohol concentration of 0.02 or greater;
- (ii) Records of verified positive drug test results;
- (iii) Documentation of refusals to take required alcohol and/or drug tests (including substituted or adulterated drug test results);
- (iv) SAP reports; and
- (v) All follow-up tests and schedules for follow-up tests.

(2) You must keep records for three years of information obtained from previous employers under §40.25 concerning drug and alcohol test results of employees.

(3) You must keep records of the inspection, maintenance, and calibration of EBTs, for two years.

(4) You must keep records of negative and cancelled drug test results and alcohol test results with a concentration of less than 0.02 for one year.

(b) You do not have to keep records related to a program requirement that does not apply to you (e.g., a maritime employer who does not have a DOT-mandated random alcohol testing program need not maintain random alcohol testing records).

(c) You must maintain the records in a location with controlled access.

(d) A service agent may maintain these records for you. However, you must ensure that you can produce these records at your principal place of business in the time required by the DOT agency. For example, as a motor carrier, when an FMCSA inspector requests your records, you must ensure that you can provide them within two business days.

(e) If you store records electronically, where permitted by this part, you must ensure that the records are easily accessible, legible, and formatted and stored in an organized manner. If electronic records do not meet these criteria, you must convert them to printed documentation in a rapid and readily auditable manner, at the request of DOT agency personnel.

GLOSSARY OF TERMS

49 CFR Part 40	Title 49 of the Code of Federal Regulations covers Transportation. Part 40 is the specific chapter that governs required drug and alcohol testing for certain safety-sensitive transportation workers.
Accuracy Check	An accuracy <u>check</u> (sometimes called a calibration <u>check</u>) is a test of your instrument's ability to read a known standard within a certain variance.
Calibration Check	A calibration <u>check</u> (sometimes called an accuracy <u>check</u>) is a test of your instrument's ability to read a known standard within a certain variance.
Calibration OR Calibration Adjustment	A calibration adjustment is a procedure used to force an instrument to read in conformance with a known standard. It is NOT the same thing as an accuracy <u>check</u> or calibration <u>check</u> . It is required to perform a calibration adjustment if an accuracy check fails.
Quality Assurance Plan (QAP)	A QAP is a set of guidelines followed by the user of any evidential breath test device. This document is written by the manufacturer and provides detailed information about the use of standards, the frequency of accuracy checks, and when maintenance is required.
Standard	A standard is a benchmark used for measurement.