



POLICY AND PROCEDURE STATEMENT

BRT 4.1.0 Instrument Distribution

Purpose: This Policy and Procedure Statement replaces the current system of instrument assignments to specific agencies/locations in order to prolong instrument life and reduce maintenance costs.

Effective Date: October 1, 2015

Superseded Policy: N/A

References: 47 O.S. §759, 40 O.A.C. 1-1-3

Related Forms: None

Approved By: Kevin Behrens

1. Specific instruments will not be assigned to agencies/locations on a permanent basis. Example: Instrument S/N 80-00xxxx will not be assigned to a specific agency such as the OCPD, but will be assigned to the next location in need of an instrument.
2. When an instrument is retrieved for maintenance by BOT staff a different instrument will be "permanently" assigned to the location. The Technician will note the new instrument assignment in the BOT asset management system.
3. When an instrument is delivered to BOT by an end user, a new instrument will be "permanently" assigned to the location and checked out for delivery and set up by the host agency or the agency delivering the instrument. The name and contact information of the individual exchanging instruments will be recorded for entry into the BOT asset management system. The Technician will note the new instrument assignment in the BOT asset management system.
4. This Policy and Procedure Statement will not apply to instruments owned by individual agencies which have opted out of the program.
 - a. The Technician will conspicuously mark agency owned instruments for the agencies which have opted out of this program.
 - b. The Technician will maintain records of the agency owned instruments in the asset management system in order to return the specific instrument to the agency in the event of disapproval/expungement of the currently approved instrument.
5. Agencies that have opted out of this program will continue to pay the cylinder replacement fee.
6. Agencies that have opted out of this program will continue to be responsible for maintenance and repairs performed by the Manufacturer. Written permission from the agency to perform factory maintenance and repairs is required before work will be authorized by BOT.
7. Because BOT will no longer have "loaner" instruments, Agencies which opt out of this program may be without an instrument when the instrument is removed from the agency for maintenance.

END OF POLICY AND PROCEDURE STATEMENT