

	<b>STANDARD OPERATING PROCEDURE</b> <small>State Form 39870 (R/S-06)</small>	<small>Reference Number</small> <b>ENF-036</b>
	<small>Subject</small> <b>Preliminary Breath Testers (PBTs)</b>	
	<small>Special Instructions</small> <b>Replaces ENF-036 dated March 1, 2015</b>	<small>Effective Date</small> <b>February 24, 2026</b>

**I. PURPOSE**

Establish guidelines for the requisition, inventory, calibration and disposal of preliminary breath test (PBT) instruments.

**II. POLICY**

The Department will provide, within the confines of availability, properly calibrated PBTs to enforcement personnel to use to determine the possible blood alcohol content (BAC) of a driver who is under investigation for driving while intoxicated.

**III. PROCEDURE**

**A. PBT Calibration**

1. Each district shall have a PBT coordinator.
2. A PBT coordinator (of any rank) shall be selected from enforcement personnel by the district commander.

**B. PBT Coordinators shall:**

1. Obtain PBTs by the use of RMS form ISP Stockroom Request submitted to the Quartermaster Section;
2. Complete a RMS ISP Logistics Equipment Transfer form when:
  - a. When a PBT is transferred from one officer to another; or
  - b. When a PBT is relinquished and not reassigned to another officer; or
  - c. When a PBT is submitted to Quartermaster Section for repair, the repair should be noted in the report.
3. Complete an accuracy check/calibration prior to all PBT's being issued into the field;
4. Ensure no officer is issued more than one (1) Department PBT;
5. Maintain one (1) spare PBT at the district and ensure the PBT is on the district property record;
6. Maintain a calibration log of the PBTs assigned to their district which shall include the following:
  - a. Accuracy checks on all district PBT's shall be conducted semi-annually using a dry gas standard issued by Quartermaster. Calibration shall be completed when a PBT is not within manufacturer's acceptable tolerances.
  - b. The PBT coordinators shall ensure all accuracy checks and calibrations are documented on the calibration log and all logs maintained at the district.
  - c. The calibration log shall include the following information:

- (i) The assigned Officer's name and PE number;
- (ii) Instrument serial number;
- (iii) Date and time completed;
- (iv) Type of test (accuracy or calibration);
- (v) Technician's name and PE number;
- (vi) Location of test;
- (vii) Standard tank number, lot number, expiration date and target value of standard;
- (viii) Result.

#### C. PBT Coordinator Training:

1. PBT Coordinators shall be trained in the proper methods to calibrate PBTs.
2. The training shall be conducted by a qualified PBT Calibration Trainer.
3. At least three (3) district PBT coordinators shall be identified to serve as calibration trainers. The calibration trainers shall conduct periodic PBT calibration training as necessary. One trainer will be geographically located in each of the north, central and south sections of the state. One of the PBT Calibration Trainers shall be assigned to serve as the lead trainer and coordinator of all PBT calibration training.

#### D. PBT Malfunctions and Repairs.

1. Officers who discover that a PBT is not functioning properly shall make arrangements for the district PBT coordinator to examine and calibrate the instrument.

2. If the PBT Coordinator determines that a PBT needs repair beyond the capabilities of the PBT Coordinator, the PBT Coordinator shall cause the malfunctioning PBT to be delivered to the Quartermaster Section.

#### 3. Replacement Process

- a. A replacement PBT will be assigned to the officer whenever possible.
- b. If a replacement is unavailable for immediate issue:

- (i) The Quartermaster Section will contact the officer once the PBT has been repaired;
- (ii) The Quartermaster Section shall notify the applicable district's PBT coordinator; and
- (iii) The PBT coordinator shall arrange for pickup and return of the PBT to the district and/or officer.

#### 4. Non-Repairable PBTs

a. When a PBT is determined to be non-repairable, the Quartermaster Section shall

- (i) Complete a [Receiving Report \(State Form #15838 – Stock #545\)](#); and
- (ii) Record the appropriate notation on the affected officers property record.

b. The district PBT coordinator shall update the PBT inventory/calibration log as necessary.

E. Officer Responsibilities:

To reduce the chance of acquiring a communicable disease, officers should use caution when handling a used mouthpiece after PBT test. Once the testing is complete, the officer who administered the test should remove the mouthpiece from the PBT without touching it with bare fingers and properly dispose of it in a refuse container.

F. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies and procedures.