FedCure FOIA Litigation
2005-03326
Cover Sheet

This Section Contains:
A. Manufacturing documents or studies stating the accuracy of the to Ion Spectrometer Scanning Methods

Location: FDC SeatAC

Name and phone number of person conducting search:
A. Acuna SIS Tech (206-870-5750)
Explosives
Narcotics

However, you will need to replace the following dope material.

This unit has been tested and is fully functioning.

Technical Service: (800) 856-1716

Wilmington, MA 01887
205 Lowell Street

GE Ion Track
This unit has been tested and is fully functioning. However, you will need to replace the following dopant material:

Narcotics

Explosives
GE Ion Track

To Our Valued Itemiser³ Customer,

We are pleased to announce the release of an enhanced software upgrade immediately available at no charge to current Itemiser³ customers. The Itemiser³ Version 8.10 software upgrade with expanded detection capabilities makes the instrument even easier and more convenient to operate.

Itemiser³ Version 8.10 software features:

- New, user-friendly status bar design
- Updated privilege levels
- Screen saver/sleep pump option, when enabled, extends component life and reduces contamination
- Ability to export History Files via IR port and/or network connection
- Addition of ephedrine to substance library. Allows use of verification traps (not included with instrument)
- Updated golden numbers for TATP and RDX
- Expanded number of users from 200 to 500
- Extended battery life. Automatic daily back-up battery charging time has been increased from 30 to 60 minutes
- Updated time zone setting
- Multi-language selection button enabled (if installed). No keyboard required.

To obtain the complete software upgrade package with User Manual at no charge, just fill out and return the enclosed reply card. To order kits for more than five (5) Itemiser³ units, please contact our Customer Service Department at 1.866.517.5580. If you elect not to upgrade your Itemiser³ at this time, we would appreciate a reply with your most recent contact information, so we can match it to our records and update if necessary. Please direct any technical questions regarding the upgrade to our Technical Services Department at 1.800.433.5346.

Sincerely yours,

Deborah Doherty
Product Manager
978-909-1298
deb.doherty@ge.com
Excepted Packages of Instruments or Articles
Containing Limited Quantities of Radioactive Material

Shipment Number: 7147735 Date: 10/15/2004

This package conforms to the conditions and limitations specified in:

☐ 49 CFR.173.424 for radioactive material, excepted package – instruments or articles, UN2910

☐ 49 CFR.173.421 for radioactive material, excepted package – limited quantity of material, UN2910

☐ 49 CFR.173.428 for radioactive material, excepted package – empty package, UN2910

Shipping Manager: [Signature] Date: 10/15/2004

Comments: For (explosives/narcotics) detection instrument containing a sealed 10 mCi (370 MBq) Ni – 63 source
Prerequisites: Operator Course

Course Objective: At the completion of this course the student will be able to properly operate and perform preventive maintenance of the unit without supervision.

Consumables & Accessories:
1. Identify and describe items needed for maintenance.

Basic Plasmagram Theory:
1. Describe the detector block diagram.

Menus:
1. Describe the menus and functions available for maintenance procedures.

Calibration:
1. State the reasons for calibration.
2. Describe calibration procedures.
3. Demonstrate calibration procedures

Maintenance:
1. State the advantages of scheduled maintenance.
2. State the minimum scheduled maintenance requirements for the product.
3. Perform the scheduled maintenance requirements for the product.
Course Overview

GE Ion Track

- Consumables & Accessories
- Basic Plasmagram Theory
- Maintenance Log On
- Menu
- Calibration
- Preventive Maintenance
These are the consumables and accessories you will need to do maintenance.

If the Dopants [Picture 1] are not immediately used, they should be stored in a freezer.

Check the “Best used by” date on the bottom of the Calibration and Multipurpose Sample Traps. [Picture 4]
Samples are collected with the sample traps and then vaporized by the Desorber. The vaporized molecules then pass through the semi-permeable membrane and into the detector. The molecules are ionized so that they can be mobilized through the detector by an electric field. The length of time it takes a substance to pass through the detector is known as its "time of flight." "Time of flight" depends on the mobility of the ion. The peaks in the plasmagram are generated by the ions as they hit the collector.
The Maintenance PIN is determined by the administrator who set up the system.
Maintenance Menu:

File Functions:
- Recall
- Save
- Print

Edit Functions:
- Options
- Substances
- Users

View Functions:
- Config/Notes
- Status

Action Functions:
- Change Mode
- Burn in Membrane
- Live Mode

Calibration will be covered in the calibration section.
All maintenance procedures start at the Menu Screen.
Recall - Automatically displays the alarm file folder where the user can recall an alarm or other saved file.

Save - Allows the user to save an alarm file (or other data file) in the alarms directory.

Print - Displays a dialog box giving the user various printing options, such as printing the data and configuration, printing the configuration only, page feeding, or accessing the printer options screen where printer properties can be selected to print the data and configuration.
The Maintenance person needs to know how to access the Options screen. This screen contains information and functions that are used under the direction of the system administrator or GE IonTrack technicians.
Users:

A list of users and their access levels can be viewed on this screen. New accounts are created by the system administrator.
Config/Notes:
Allows the user to view information such as time and date, mode, serial number, temperature and substances. This information is printed out when printing configuration. If the time and date is wrong, the administrator should be informed.
The Status window displays flow, temperature, Power and Dryer information.

This screen contains information useful when initiating troubleshooting procedures or contacting GE Ion Track.

**Flows & Temperatures:**
Aids in trouble shooting the itemiser.

**Power** check boxes indicate External DC (car battery, etc.), Battery Operation. The Charge checkbox indicates if charging is in progress. Charging cannot be initiated from the checkbox because it will clear when the screen closes. Battery Status is also indicated ["Charged" in the example depicted].

Purging Dryer status is indicated along with how much time is left before change over. The <Switch Now> button can initiate the change over before the scheduled time.
Saying yes to "Burn in Membrane" results in a four hour period of raised temperature that burns off any contaminants that may have been introduced with the installation of a new membrane.

Initiating the burn in membrane cycle logs you off the system. This is provided as a security feature so that the burn in cycle can be started and the administrator does not have to wait all four hours to log out.
Live mode is a continuous display of what the detector is seeing. The system will not detect a sample trap if left in live mode.
A successful manual calibration will not reset the calibration factors and the system may not Auto Calibrate until someone with Super User access resets the Calibration Factors. However, a successful Manual Calibration allows the system to be used to analyze samples.
1. Press <Auto Calibrate>
2. When the Status bar asks for the Calibration trap, insert a Calibration trap into the Desorber.
3. The itemiser will sample then the Status bar will prompt for the removal of the Calibration Trap.
4. Discard Trap after removal.
5. The unit will go through an analysis then display calibration results in a pop-up window:
   Press OK to accept the calibration values shown on the screen.
6. Press <Clear> and let the itemiser clear.
The manual calibration routine can be accessed via the Menu screen.

"Dual Peak Calibrate" is the preferred manual calibration method.

The system administrator should be notified if a manual calibration is required.
Calibration
Manual Calibration (Dual Peak)

1. Select Neg-CAL-1 and OK.

2. Insert the calibration trap.
3. Remove and discard the trap when directed.
4. Select high peak in or near the white band.
5. Select OK.

Touch the top of the highest peak that is close to the "Standard Location" listed for the substance [Neg-CAL 1]. This should be in or near the white area on the screen. If it is necessary to do a manual calibration the peak may not be in the white band.

The spot will highlight.

Discard trap when finished.
6. Select Pos-CAL-1 and <OK>.

7. Select high peak in white band.
8. Select <OK>.

Touch the top of the highest peak that is close to the "Standard Location" listed for the substance [Pos-CAL 1]. This should be in or near the white area on the screen. If it is necessary to do a manual calibration the peak may not be in the white band.

The spot will highlight.
The user is prompted to verify the peak location. If the calibration is correct, press <Yes>.

A 'System Calibrated' message will appear. Press <OK>. 

9. Press <Yes> to accept the calibration

Clear the System after Calibration.

The system will perform multiple cleaning cycles until the system clears.

If the system fails to clear, or takes a long time to clear, it may be necessary to initiate troubleshooting procedures. Remember that particularly strong “hits” will take longer to clear.
Preventive Maintenance

Topic Objectives:
- State the advantages of scheduled maintenance.
- State the minimum scheduled maintenance requirements for the Itemiser
- Perform the scheduled maintenance requirements for the Itemiser
- Weekly Maintenance
- Monthly Maintenance
- Annual Maintenance
Preventive Maintenance

Why Maintenance is Necessary

- Optimize system performance
- Keeps the sample and detector tubing clear of contamination
- Prevents nuisance alarms
- Minimize down time
- Reduce repair costs
Preventive Maintenance

Weekly Maintenance Checklist

- Power down the system.
- Wear GE provided white cotton gloves while doing maintenance.

1. Check/Clean the fan filter
2. Check dopant levels
3. Remove Desorber, Locking Ring and Nozzle
4. Remove Stainless Filter
5. Blow out Sample Air Line
6. Reinstall/Replace Stainless Filter
7. Clean/Inspect membrane
8. Clean/Reinstall Nozzle and Locking Ring
9. Turn Unit On (Allow temperature to stabilize)
10. Check Sample Flow (180 to 220 cc/min)
11. Check Detector Flow (180 to 220 cc/min)
12. Check Nozzle Flow (approx. 0.2 to 0.4 SCFH)
13. Clean and Re-install Desorber

The weekly maintenance procedures are listed, in order, in the Maintenance Log Book. The details of any specific procedure can be found in the User manual. All procedure should be tracked and recorded in the Maintenance Log Book.
Preventive Maintenance

Weekly Maintenance: Check/Clean Fan Filter

1.a. Remove the plastic filter cover (snaps on and off).
1.b. Clean the fan filter with canned air.
1.c. Replace if damaged.

Hands-on demonstration
2.a. Carefully pull with a twisting motion.

2.b. The large tube is the Dichloromethane (negative ion) Dopant, and the three small tubes are Ammonia (positive ion) Dopants. Replace any tubes that are empty.

Use only GE Ion Track supplied dopants
Preventive Maintenance

GE Ion Track

Weekly Maintenance: Remove Desorber, Locking Ring & Nozzle

Caution: Desorber is hot

3.a. Remove Desorber and let cool
3.b. Unscrew locking ring
3.c. Remove nozzle
Weekly Maintenance: Remove Sample Filter

4.a. While the Desorber is out, unscrew the filter cover.
4.b. Remove filter with wooden tool.
5.a. With nozzle removed, blow air through the air line entrance to the right of the membrane.

5.b. Blast the air for 8 to 10 seconds. (hold can upright)
6.a. Check the filter. Replace if discolored.

6.b. Reinstall filter.

6.c. Reinstall the filter cover.
7.a. Gently clean the membrane with the side of an alcohol swab.

7.b. Inspect the membrane for damage. Replace if necessary.
[see monthly maintenance for replacement procedure.]

Do not poke the membrane. Use the flat side of the swab to gently clean the front of the membrane.
Weekly Maintenance: Clean and Reinstall Nozzle & Locking Ring

8.a. Reinstall Nozzle.
8.b. Reinstall locking ring.
9. Power up the itemiser and allow it to warm up until the temperatures stabilize.
10.a. Check Sample flow. Should be between 180 and 220 cc/min.

Only if adjustment is needed:

10.b. Loosen locking nut on adjusting screw.

10.c. Turn Screw small amounts [no more than a quarter turn] to adjust flow. Allow time for flow to settle before readjusting. Adjust to between 180 to 220 cc/min.

10.d. Tighten locking nut.

It is normal to have small changes in the flow gauges. The setting may vary by 10% (180 to 220).

The flow adjusters have locking nuts. If an adjustment is necessary, loosen the lock nut, make the adjustment, and tighten lock nut. (do not over-tighten)
It is normal to have small changes in the flow gauges. The setting may vary by 10% (180 to 220).

The flow adjusters have locking nuts. If an adjustment is necessary, loosen the lock nut, make the adjustment, and tighten lock nut. (do not over-tighten)

If, after checking and adjusting Sample and Detector Flows, there is a flow cal alarm, then you will have to contact the system administrator to <Calibrate Flows> in the advanced menu.
This reading may vary from slightly under 0.2 SCFH to around 0.4 SCFH.

If the flow has changed significantly after a membrane change:
• Check the membrane for Damage
• Make sure the nozzle is sealing properly against the membrane

This is a test done in the weekly maintenance after cleaning the membrane. This test should also be done after changing the membrane in monthly maintenance to make sure the nozzle is seated around the membrane.
After the Desorber has cooled down, blow out the area where the sample trap enters. Hold the air hose up to the Desorber and blow out any contaminants. Clean the outside area where the trap enters with an alcohol swab.

**Do not insert the plastic tube into the Desorber. The Desorber may still be hot enough internally to melt the air hose!**

Re-install Desorber unit.
Preventive Maintenance

Monthly Maintenance: Changing the Membrane

Monthly maintenance is the same as weekly except that the membrane is changed instead of cleaned.
Wear gloves for this procedure, and do not use metal tools on membrane!

1. The Wooden Membrane Tool helps when removing membrane, and pieces of membrane that stick.

Caution: When removing the old membrane from the Interface housing, you must only use the wooden membrane tool. Use of a metal instrument will damage the surface of the Interface.

Depending on your application, the membrane may need to be changed more frequently due to contamination build up.

Remove the Desorber, locking ring, and nozzle (as when cleaning membrane)
Remove the old membrane, clean the area where the membrane seated with alcohol swab.
While holding the membrane by the thick edges, gently press on the new membrane.
Preventive Maintenance

Monthly Maintenance: Verify Nozzle Flow

3. With Desorber removed, attach the plastic hose from the flow gauge to the nozzle.

4. Power up the itemiser (warm up for 10 minutes), and make sure the gauge reads approx. 0.2 to 0.4 SCFH.

This reading may vary from slightly under 0.2 SCFH to around 0.4 SCFH.

If the flow has changed significantly after a membrane change:
• Check the membrane for Damage
• Make sure the nozzle is sealing properly against the membrane

This is a test done in the weekly maintenance after cleaning the membrane. This test should also be done after changing the membrane in monthly maintenance to make sure the nozzle is seated around the membrane.
Using "Burn in Membrane" burns off any contaminants that may have been introduced with the installation of a new membrane.

The system will log out at the start of the burn in cycle.
Once a year, an GE Ion Track authorized testing facility will offer our customers a radiation test kit. These wipe test kits contain instructions on how to perform a wipe test along with treated swabs to perform the wipe test.
Summary

GE Ion Track

- Consumables & Accessories
- Basic Plasmagram Theory
- Maintenance Log On
- Menu
- Calibration
- Preventive Maintenance
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Cover Sheet

This Section Contains:

C. Information related to the training methods used for operators

Location: FDC SEATAC

Name and phone number of person conducting search:

A. Aquila SIS Tech, (206-270-5250)
1. PURPOSE AND SCOPE. To provide instructions for implementing the Bureau’s (Bureau) Ion Spectrometry Device Program at Bureau institutions.

The possession and use of illegal substances by prison inmates seriously jeopardizes the Bureau's mission. The ion spectrometry device program is a minimally intrusive method for screening people, their belongings, mail, and packages for the presence of illegal substances.

- Using the well established scientific principles of gas chromatography and mass spectrometry, the device detects trace amounts of illegal substances which may be present on the person or thing tested.

- The device is not used to detect an individual’s use of illegal substances.

- The device manufacturer provides instructional and technical information on operation and maintenance.

Bureau procedures for searching inmates and non-inmates are well established. Refer to the Program Statements on Searching, Detaining, or Arresting Persons Other than Inmates for procedures on testing employees. Further, refer to the Program Statement on Searches of Housing Units, Inmates, and Inmate Work Areas. This Program Statement supplements those policies insofar as the ion spectrometry device program is another method for searching persons and things lawfully for the presence of illegal substances.
Operating the device requires strict compliance with the manufacturer's specifications and this Program Statement to ensure the test results' accuracy, reliability, and overall integrity.

2. PROGRAM OBJECTIVES. The expected results of this program are:

   a. The amount of illegal substances entering federal prisons will be reduced.

   b. Decisions to deny visitors or property entry to federal prisons will be based on accurate device test results.

   c. Visitors denied entry to Bureau facilities will be able to appeal the decision(s) in their cases.

3. DIRECTIVES REFERENCED

   P1330.13 Administrative Remedy Program (12/22/95)
   P5270.07 Inmate Discipline and Special Housing Units (12/29/87)
   P5500.11 Correctional Services Manual, (10/10/03)
   P5500.12 Correctional Services Procedures Manual (10/10/03)
   P5510.09 Searching, Detaining, or Arresting Persons Other than Inmates (3/6/98)
   P5521.05 Searches of Housing Units, Inmates, and Inmate Work Areas (6/30/97)

4. STANDARDS REFERENCED

   a. American Correctional Association 3rd Edition Standards for Adult Correctional Institutions: 3-4179 and 3-4445

   b. American Correctional Association 3rd Edition Standards for Adult Local Detention Facilities: 3-ALDF-3A-01 and 3-ALDF-5D-15

5. DEFINITIONS

   a. Confirmed Positive Test Result exists after the following three things have occurred:

      (1) an initial positive test for an illegal substance(s);

      (2) followed by a "clear" test;

      (3) followed by a positive confirmation test for the same illegal substance(s).
b. Reasonable Suspicion exists if the facts and circumstances known to the staff member warrant rational inferences by a person with correctional experience that a person is engaged in, attempting, or about to engage in, criminal or other prohibited behavior.

◆ "Hunches," "gut feelings," and "mere suspicion," alone, do not meet the reasonable suspicion standard. However, such "feelings" legitimately support continued observation, investigation, and/or questioning, which may provide the necessary evidence to meet the reasonable suspicion standard.

6. PROGRAM MANAGEMENT. The following staff are responsible for managing the ion spectrometry device program:

a. National Program Coordinator. The National Program Coordinator is a Central Office position assigned by the Assistant Director, Correctional Programs Division. This person is responsible for drafting and implementing national policy, as well as assisting the regional and institution coordinators with program training and implementation.

b. Regional Program Coordinator. The Regional Program Coordinators are regional positions assigned by each Regional Director. These persons are responsible for assisting institution program coordinators with program training and implementation.

c. Institution Program Coordinator. The Institution Program Coordinator is at the supervisory level. The Institution Program Coordinators are institution positions assigned by each Warden at institutions using the ion spectrometry device program. These persons are responsible for the following:

(1) Assigning Operator Privilege Levels. Institution Program Coordinators assign operator privilege levels as required and defined by the manufacturer's specifications. These levels may include the following:

(a) Administrator. The Institution Coordinator and at least one alternate are assigned "Administrator" level privileges. Administrators can perform all functions of both the operator and supervisor levels.

(b) Supervisor. Staff supervising daily operation of the ion spectrometry device program are assigned "Supervisor" level privileges. Supervisors can perform all functions of the operator level.
(c) Operator. Staff performing daily operation of the ion spectrometry device, who have been properly trained, are assigned "Operator" level privileges. Operators can perform basic functions such as analyzing samples and printing test results.

(2) Operator Training. Institution Program Coordinators ensure staff operating the device are trained according to the device manufacturer's specifications as well as this Program Statement, prior to assuming a post assigned operator level privileges.

(3) Mobility and Storage. Institution Program Coordinators ensure the device is mobile, to allow testing in various locations, and stored in an area inaccessible by inmates and non-staff when not used.

(4) Purchasing, Storage and Accountability of Supplies. Prior to purchasing an ion spectrometry device, institutions should check with the Office of Security Technology to ensure the device will meet the needs of the agency. Institution Program Coordinators maintain an adequate level of device supplies in a secure area, according to the manufacturer specifications.

(5) Scheduled Maintenance. Institution Program Coordinators perform and document necessary device maintenance and repairs according to manufacturer specifications. The Maintenance Record Summary form (BP-S728) for recording all maintenance and repairs performed on the device.

(6) Oversight of Testing Procedures. Institution Program Coordinators ensure daily operation of the ion spectrometry device program is performed in accordance with manufacturer specifications and Bureau Policy. This includes calibration of the machine.

(7) Use of Equipment by Non-Bureau Staff. Institution Program Coordinators ensure the device is used by non-Bureau staff, e.g., loaned to other law enforcement agencies, only pursuant to the terms of a Memorandum of Understanding with such agencies.

(8) Compliance with State Requirements. Institution Program Coordinators will ensure the device is registered in accordance with state guidelines, if necessary.
7. STANDARD EQUIPMENT SETTINGS. This section prescribes standard settings and practices for implementing the program in Bureau institutions. The Regional Program Coordinator's approval is required prior to changing these settings.

a. Positive Alarm Threshold Levels. To minimize positive test results based on a visitor's casual contact with an illegal substance(s), the device will be set at the manufacturer's recommended positive alarm threshold levels.

b. Audible Alarm Turned Off. Any audible alarms should be turned off to minimize possible embarrassment and disruption when registering a positive test result. Depending upon the make/model of the machine, this function may have to be performed by the Institution Program Coordinator. Instead, a positive test result will only appear to the operator on the screen and computer printout.

c. Printing Positive Test Results. The device should be set to print all positive test results automatically for preservation.

   ♦ The device will not be set to print negative test results.

8. SELECTION METHODS FOR TESTING VISITORS

a. Visitor Testing. All visitors, including contractors and volunteers, except as noted below, are subject to testing through the ion spectrometry device program.

   ♦ Ordinarily, Department of Justice employees, state and local law enforcement personnel, Members of Congress, and members of the Judicial Branch are not screened by the device. However, the Warden reserves the right to test these individuals prior to entering the institution.

   ♦ The institution will inform all future contractors and volunteers that they are subject to screening by this device during their orientation. The warden will ensure volunteers and contractors are notified they may be subjected to ion spectrometry testing.

b. Random Selection Testing. While all visitors are subject to testing, institution resources and time management will ordinarily make testing every visitor impractical.
Consequently, random visitor testing is recommended.

Random selection of visitors for testing must be conducted in an impartial and nondiscriminatory method. While the daily method of random selection is within each institution’s discretion, the following guidelines are recommended to ensure consistency and integrity.

(1) A different random selection method must be determined each day prior to testing visitors. Once determined, it must be recorded on the Daily Pre/Post Operation Log (BP-S729) and the Daily Testing Log (BP-S730) in the spaces provided. The Institution Program Coordinator, or designee, will be responsible for determining what random selection method will be used.

(2) Recommended random selection methods include, but are not limited to, the following examples, using numbers between one and ten:

(a) "Every third visitor";
(b) "Test four, skip two"; or
(c) "Test two, skip four, test three, skip four."

(c) Reasonable Suspicion Testing. Visitors may be tested out of random order when reasonable suspicion exists, suggesting the visitor’s possible involvement with illegal substances. Reasonable suspicion testing is permitted in the following situations:

(1) Observed Suspicious Behavior. Staff may observe behavior of a visitor which suggests possible involvement with illegal substances and meets the reasonable suspicion standard. For example, the visitor may attempt to place him/herself in a processing order which would result in no random testing, or the visitor may display excessive nervousness during questioning or otherwise.

 Staff must be able to define and articulate specific behavior which meets the reasonable suspicion standard. However, if unsure such behavior meets this standard, employees will contact their supervisor.

 Additionally, intelligence information which meets the reasonable suspicion standard may justify testing out of random order, even if unsupported by objectively observed behavior, e.g., information obtained from a reliable confidential informant shortly before a visit occurs. In these
circumstances, the supervisor or the Institution Program Coordinator will make the decision to test out of random order. Ordinarily, this will be communicated in writing.

(2) Inmate Suspect List. Intelligence information may meet the reasonable suspicion standard and suggest a particular inmate's possible involvement with illegal substances, e.g., monitored telephone calls, confidential informants, mail monitoring, financial transactions, urine surveillance, etc.

◆ SIS staff should provide the Institution Program Coordinator a list of inmates whose visitors should be tested out of random order due to the presence of reasonable suspicion that the inmate is involved with illegal substances. The testing of specific visitors of listed inmates is at the discretion of the Institution Program Coordinator.

◆ The Institution Program Coordinator must provide this list of inmates whose visitors must be tested out of random order to staff operating the device.

(3) Persons Accompanying a Visitor Who Tests Positive. If an inmate visitor produces a confirmed positive test result for an illegal substance(s), and is accompanied by other person(s) requesting to enter the institution, all persons accompanying that visitor should be tested prior to their entering the institution.

(4) Visitors Previously Testing Positive. Visitors who previously produced confirmed positive test results for an illegal substance(s) must be tested upon returning to visit for a period of one year from the date of the last confirmed positive test result. After the one year period, the visitor should return to random testing. Procedures will be developed locally to determine how the names of such visitor's will be maintained to provide confidentiality and accessibility.

9. PRE-TESTING PROCEDURES. Devices operators must perform the following standard pre-testing procedures prior to daily testing of persons or things.

a. Documentation. Use the Daily Pre/Post Operation Log (BP-S729) to document completed pre-testing procedures.

b. Maintenance Review. Review the Maintenance Record Summary form (BP-S728) to ensure scheduled maintenance was performed.
c. **Supplies.** Contact the Institution Program Coordinator/Supervisor if additional supplies are needed.

d. **Random Selection Method.** If preparing to test visitors, establish a random selection method.

e. **Clean Test Area and Equipment.** Clean the device and immediate work area with pre-saturated wipes to minimize the potential for contamination of test results.

f. **Pre-Test Validation.** Perform the manufacturer's pre-test validation steps to ensure the device is operating correctly. Successfully performing and documenting these steps is required to support the test results' validity. Print and save all validation test results. A complete copy of the manufacturer's handbook will be kept with the machine and/or otherwise readily available for use.

- If the device fails to complete any of the validation steps successfully, it should be assessed for necessary troubleshooting, maintenance, or repair.

- Upon correcting the situation, all pre-test procedures must be repeated successfully prior to performing actual tests.

- Device operators must wear clean white cotton gloves while performing validation procedures. White cotton gloves must be used instead of latex or other type gloves. For cost effectiveness, institutions should wash these gloves in the institution laundry and re-use them. The program coordinator will ensure a sufficient quantity of clean gloves are on hand at all times.

- **Work Area Test.** Conduct a sample test of the immediate surrounding work area, including the gloves that are worn. This step ensures the absence of contaminants in the work area. Record the results on the Daily Pre/Post Operation Log (BP-S729). If a positive test result is obtained, the area must be re-cleaned and tested until a negative result is obtained.

10. **VISITOR TESTING PROCEDURES.** Use the following procedures for testing all visitors under the program.
a. Controlled Area. Conduct testing in a controlled area which, following each test, prohibits contact between processed and unprocessed visitors. This minimizes the opportunity for visitors to transfer illegal substances after testing.


c. Explanations to Visitors. Carefully explain the testing process to visitors, being certain to cover the following points:

(1) The device tests for the presence of illegal substances, not an individual's use of illegal substances.

(2) Explain the manner in which the test will be conducted, e.g., "the hand-held device will be passed over your hands, pants pockets, waist area, pants cuffs (or shoe area), and personal identification."

(3) Visitors are free to refuse the test and depart the institution grounds immediately.

  • A visitor's refusal to be tested, by itself, is not a sufficient basis for detaining the individual or contacting federal/local law enforcement for further investigation. This information, however, should be relayed to the SIS Office for intelligence purposes.

d. Testing Method. Test visitors by passing the hand-held device over:

  • their hands (palm and back),
  • the tops of the front pants pockets,
  • the visitor's waist area,
  • the pants cuff (or shoe area), and
  • personal identification (both sides).

  The visitor must remain directly in front of the testing station during all testing procedures.

e. Initial Test Results. All initial test results, whether positive or negative, must be recorded on the Daily Testing Log (BP-S730).

(1) Visitors testing negative should be permitted entry unless prohibited for other reasons.
(2) Visitors testing positive must remain at the testing station for further processing under Section 11.

11. CONFIRMATION TESTING PROCEDURES. Use these procedures to confirm a visitor’s initial positive test result:

a. Explanations to Visitors. Staff must carefully and professionally explain to the visitor that a repeat test must be performed to confirm the initial test’s accuracy.

   (1) The visitor must remain directly in front of the testing station during the confirmation testing, and may not use the restroom or otherwise attend to personal hygiene before confirmation testing. Any violation of this rule will result in a supervisor being notified to determine if the visitor will be allowed to visit on this date.

   (2) The visitor is free to refuse confirmation testing and depart the institution grounds immediately.

   ◆ A visitor's refusal to be tested, by itself, is not a sufficient basis for detaining the individual or contacting federal/local law enforcement for further investigation. This information, however, should be relayed to the SIS office for intelligence purposes.

b. “Clear” Test Procedures. Perform the following “clear” test to eliminate the possibility that equipment contamination caused an initial positive test result.

   (1) Remove original gloves and replace with new ones. Wipe the surface area of the testing device with a pre-saturated wipe.

   (2) With a fresh testing device, test the actual gloves that will be worn by the operator. If this test is positive, repeat the “clearing” process until a negative test is obtained. If a negative test cannot be obtained, the Institution Program Coordinator should be contacted for possible troubleshooting, maintenance, or repair of the device. Once a negative test is obtained, proceed with the confirmation test.

   ◆ If a negative “clear” test cannot be obtained and testing is halted for the day, visitors should not be denied entry solely on an unconfirmed initial positive test result.
c. Confirmation Test. Conduct a confirmation test of the visitor similar to the initial test. Confirmed positive test results must be documented on the Positive Alarm Log (BP-S731). Visitors testing negative should be permitted entry unless prohibited for other reasons.

- A confirmation test which is negative for the substance(s), which initially tested positive, but positive for a new substance(s), must be treated as an initial positive test for the new substance(s). A confirmation test for the new substance(s) must be performed according to these procedures.

12. CONFIRMED POSITIVE TEST RESULTS. Staff must take precautions to prevent illegal substances from entering Bureau institutions.

- This includes the possibility that a visitor may conceal an illegal substance(s) in a body cavity, or by oral consumption, which is expelled after gaining entrance to the institution.

- Furthermore, delivery of an illegal substance(s) can occur directly to an inmate or other person, or may be concealed on the institution grounds for later retrieval by an inmate or other person.

Consequently, to protect the safety, security, and orderly operation of Bureau institutions, a confirmed positive test result for an illegal substance(s) may satisfy the reasonable suspicion standard warranting further investigation, searches, controlled visitation, or denied visitation.

- Consistent with the Program Statement on Searching, Detaining, or Arresting Persons Other than Inmates, Wardens should assess every situation in which a visitor produces a confirmed positive test on its own merits in reaching a final decision.

- Pursuant to that Program Statement, Wardens possess broad discretion to require pat/visual searches as a prerequisite to visitation, controlled or non-contact visitation, or a complete denial of visitation.

a. Pat or Visual Searches. Refer to Program Statement on Searching, Detaining, or Arresting Persons Other than Inmates.
b. Controlled Visitation. Visitors producing a confirmed positive test result may be subject to restricted visiting in accordance with the Program Statement on Searching, Detaining, or Arresting Persons Other than Inmates. As indicated in that policy, the Warden must authorize controlled visitation.

c. Denied Visitation. Visitors producing a confirmed positive test result may be denied visiting in accord with the Program Statement on Searching, Detaining, or Arresting Persons Other than Inmates.

- Denial of visitation must be authorized by the Warden or designee.
- If denied visitation based on a confirmed positive test result, the visitor may seek a re-entry after 48 hours.
- Subsequent confirmed positive tests which result in denial of visitation will be handled as follows:

  (1) Second Occurrence. The visitor's visiting privilege will be suspended for 30 days.

  (2) Third Occurrence. The visitor's visiting privilege will be suspended for 90 days.

  (3) Fourth and Subsequent Occurrences. The visitor's visiting privilege will be suspended for 180 days.

Another institution may use a visitor's previously confirmed positive test results from one institution as a foundation for increasing the consequences of the same inmate visitor incrementally, as indicated above.

d. Explanations to Visitors. Staff authorized to deny a visit must explain carefully and professionally to the visitor that he or she tested positive for the presence of an illegal substance, and the resulting consequences. When denying visitation, staff must also observe the following procedures.

- If visiting is denied, the visitor will be given a completed Notice of Denied Visitation form (BP-S732).

This form also instructs the visitor how to appeal a denial of visitation to the Warden (see Section 15).

(1) Visitors must be reminded the device tests only for the presence, and not the use, of illegal substances.
(2) Visitors must not be informed of the type of substance for which they tested positive.
  ♦ This is to prevent the visitor from fabricating a physician's verification which attempts to justify the presence of the particular substance.

(3) Staff must not explore or discuss with visitors the possible source(s) from which contact with an illegal substance(s) may have occurred.
  ♦ Staff may inform visitors, however, that the device is calibrated to register positive test results only at levels greater than would normally be encountered through casual contact.

e. Documentation. Complete and accurate documentation is vital to the program's integrity. The following documentation must be completed and retained following every visitor's positive confirmation test for an illegal substance(s).

(1) Positive Alarm Log (BP-S731, Page 1). This includes recording pertinent information as defined on the form and attaching the device's relevant computer printouts.

(2) Positive Alarm History (BP-S731, Page 2). Once completed, this includes the visitor's prior history of confirmed positive test results, if any, obtained from the Inmate Visiting Computer Program. Attach the visitor's Notice of Denied Visitation form (BP-S732 to this form).

(3) Inmate Visiting Computer Program "COMMENTS." Ensure appropriate entry noting the:
- date,
- time,
- positive alarm, and
- the consequence resulting from each positive test.

13. INMATE TESTING. Consistent with the Program Statement on Searches of Housing Units, Inmates, and Inmate Work Areas, the ion spectrometry device may be used to test for the presence of illegal substances on inmates, their personal belongings, housing units, and work areas.

The following implementing procedures apply:
a. Pre/Post Testing Procedures. Staff must follow the pre and post-testing procedures described in Sections 9. and 14 including using a Daily Pre/Post Operation Log form (BP-S729).

b. Testing Procedures. Staff must follow the manufacturer's specifications for performing tests of persons, places, and/or objects.

c. Positive Test Results

(1) Positive test results must be documented and maintained by the Institution Program Coordinator and include:

(a) date and time test was performed;
(b) person, place or thing producing the positive test result;
(c) inmate name and register number (if any) associated with the positive test result; and
(d) the device operator's name and signature.

(2) An initial positive test result for an illegal substance(s) may be used to justify further investigative activity, e.g., inmate interviews, placements in administrative detention, reasonable suspicion urinalysis testing and placement on a suspect test list, visual search of inmate and living quarters, focused correspondence or telephone reviews, etc.

◆ Evidence obtained as the result of further investigation may support inmate disciplinary proceedings.

An initial positive test result may also be used to support programming decisions reasonably related to the inmate's possible involvement with illegal substances, e.g., revocation of gate pass or community program involvement.

◆ Such administrative status changes should relate only to those programming aspects connected to the suspected means of introducing, distributing, or using illegal substances. Such program changes are not punitive in nature, but rather reasonably related to the legitimate penological interests of preventing inmate use of illicit substances.

d. Inmate Discipline. Staff must not initiate inmate discipline proceedings based solely on a positive ion spectrometry device test result for illegal substance(s). Under the Program Statement on Inmate Discipline and Special Housing Units, "possession" and/or "introduction" of illegal substance
charges are ordinarily understood to apply when usable amounts of illegal substance(s) are confiscated, e.g., amounts visible to the unaided observer.

Consequently, evidence in addition to the positive ion spectrometry device test result itself must exist to support inmate disciplinary proceedings, e.g., a usable amount of illicit substance, or a positive urinalysis test.

14. POST-TESTING PROCEDURES. The following standard post-testing procedures must be followed at each institution using an ion spectrometry device. The post-testing procedures must be followed regardless of the type testing performed that day, e.g., visitors, inmates, or packages.

a. Post-Testing Validation Test. After completing the day’s testing, perform a validation test identical to the one performed at the beginning of the day’s testing (see Section 9.f.). Record the results on the Daily Pre/Post Operation Log (BP-S729).

b. Storage. When not used for testing, the Institution Program Coordinator must ensure the device is stored in an area inaccessible by inmates and non-staff.

15. APPEALS

a. Visitors. Visitors denied entrance to an institution based on a confirmed positive test result for the presence of an illegal substance(s) may appeal in writing to the Warden.

◆ Written appeals should indicate the visitor's name, address, and purpose for visiting, including the inmate's name and register number, if applicable.

◆ Written appeals should also indicate the location, date, and time of testing positive. Visitors appealing the denial of a visitation may include a physician's verification indicating a prescribed substance(s), in an effort to justify confirmed positive test results.

◆ If dissatisfied with the Warden’s response, visitors may further appeal to the appropriate Regional Director. Wardens' responses should inform the visitor of the identity and location of the appropriate Regional Director.
If dissatisfied with the Regional Director's response, visitors may further appeal to the Assistant Director, Correctional Programs Division, Central Office. Regional Directors' responses should inform the visitor of the identity and location of the Assistant Director.

b. Inmates. Inmates may seek formal review of grievances through the Bureau's Administrative Remedy Program.

16. TRAINING. The Institution Program Coordinator shall ensure staff operating the device are trained to the manufacturer's specifications. No staff shall be expected to operate the device without proper training.

17. RECORD KEEPING. The SIS will retrieve and maintain all records referred to in this Program Statement. The IPC will ensure all required forms and notices were completed and forwarded to the appropriate staff member(s). All records will be retained for a minimum period of two years.

18. INSTITUTION SUPPLEMENT. Each institution using an ion spectrometry device will have an Institution Supplement indicating the Institution Program Coordinator by title.

/s/
Harley G. Lappin
Director
Prerequisites: None

Course Objective: At the completion of this course the student will be able to properly operate the Itemiser\(^3\) without supervision.

Trace
1. State the purpose of trace detection. 2. Identify substances detected. 3. Describe how trace substances are transferred. 4. Describe the various applications for the products.

Equipment Overview
1. Describe the purpose and function of each major component. 2. Describe power up, login, and power down of equipment.

Calibration
1. State the reasons for calibration. 2. Describe calibration procedures. 3. Demonstrate calibration procedures.

Sampling
1. Describe particle detection. 2. State the sampling fundamentals for particle sampling. 3. Demonstrate proper sampling techniques.

Analysis
1. Describe proper analysis procedures. 2. Describe alarm response example.

Maintenance
1. State the shift maintenance requirements for the product. 2. Perform the shift maintenance requirements for the product.
Course Overview  

GE Ion Track

- Trace Detection
- Equipment Overview
- Calibration
- Sampling
- Itemiser\textsuperscript{3} Analysis
- Shift Maintenance
Trace Detection

Upon successful completion of this topic the trainee will be able to:

• State the purpose of trace detection.
• Identify substances detected.
• Describe how trace substances are transferred.
• Describe the various applications for the products.
Trace detection is a process of sample COLLECTION and ANALYSIS of target substances, in amounts as small as one billionth of a gram, that are "not visible" by any other means.

The Itemiser\(^3\) will detect these traces down to nanogram levels. A nanogram is one billionth of a gram.

One Billionth is as small as a one piece of a single grain of salt cut into a thousand pieces.

One Billionth is as packet of sugar dissolved in the water of an Olympic sized pool.
An IED (Improvised Explosive Device) can look like anything limited only by the imagination and resources of the bomb-maker.

Although conventional Improvised Explosive Devices (IEDs) are used in situations that do not require camouflage, most IEDs today will be disguised to look like other devices. Constructing and handling this type of device will most likely cause the explosive traces to contaminate the objects and anyone that has handled them.
Plastic Explosives:
- PETN (Data sheet and detonation cord. Most fuses in smoke and
  fragmentation hand grenades.) PETN and RDX are the active explosives that
  may be combined with other organic materials to form a moldable high
  explosive.
- RDX (C-4. Common type of plastic explosive.)
- SEMTEX (A plastic explosive made up of PETN and RDX).

*The standard characteristic of plastic explosives is that they can be molded or
formed into any shape.*

Other Explosives:
- TNT - Trinitrotoluene
- Nitro - Nitroglycerine
- AM NO3 - Ammonium nitrate (NH₄NO₃)
- TATP
- Smokeless Powder
Drugs Detected:
- Cocaine
- Heroin
- THC
- Methamphetamine
- Amphetamine
- PCP
- Morphine

Cocaine: A Stimulant, also called Coke, Crack, Flake, Rocks or Snow
Heroin: A Opiate, also called Horse or Smack
THC: A Hallucinogen [Marijuana, Hash]

Methamphetamine: A stimulant, also called Crank, Glass, Ice or Speed
Amphetamine: A Hallucinogen, also called Ecstasy, STP or XTC
PCP: A Hallucinogen, also called Angel Dust

Note: Drug samples need to be put into the Itemiser within 5 to 10 minutes after sampling.
Contraband traces are transferred to anything they touch (think fingerprints)

• Person to person (Shaking hands, etc.)
• Person to object (Touching the handle of a bag, etc.)
• Object to object (Contaminated bag touching another bag, etc.)

Traces are product of the environment. Think of being in a room with smokers. The tobacco smell clings to the clothing and hair of people who just pass through.

Trace can be absorbed by the skin and later released (onion and garlic cooking are example).

Body chemistry and personal hygiene habits affects the life span of trace samples.
If the instrument alarms it does not necessarily mean the person is carrying an IED.

Some common substances and chemicals can have traces similar to explosives. As an example, some types of sugar have been known to alarm on RDX.

Some items such as soaps, creams, lotions contain fragrances which can cause unexplained alarms.

RDX & Nitroglycerin are used as a heart medications. For this reason, questions on medications should be a part of your alarm resolution policy.

Fertilizers contain Nitrates.
• The Itemiser³ improves the ability to detect contraband.

• May be used along with X-ray, metal detector, and physical inspection at facilities.

• This unit must be used in accordance with the policies and procedures put into place by the owner of the system.
<table>
<thead>
<tr>
<th>Trace Detection</th>
<th>GE Ion Track</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Review Questions</strong></td>
<td></td>
</tr>
<tr>
<td>1. What is the purpose of Trace Detection?</td>
<td></td>
</tr>
<tr>
<td>2. Name some of the substances that can or cannot be identified.</td>
<td></td>
</tr>
<tr>
<td>3. How are traces transferred?</td>
<td></td>
</tr>
<tr>
<td>4. Where can trace detection be used?</td>
<td></td>
</tr>
<tr>
<td>5. Discuss how the following might or might not be detected with the Itemiser®</td>
<td></td>
</tr>
<tr>
<td>• Firearm</td>
<td></td>
</tr>
<tr>
<td>• Laptop or radio lined with plastic explosive</td>
<td></td>
</tr>
<tr>
<td>• Heart medication</td>
<td></td>
</tr>
<tr>
<td>• Pepper spray</td>
<td></td>
</tr>
<tr>
<td>• Stun gun</td>
<td></td>
</tr>
<tr>
<td>• Explosive traces on package or suitcase</td>
<td></td>
</tr>
<tr>
<td>• Cocaine</td>
<td></td>
</tr>
</tbody>
</table>

1. |

2. |

3. |

4. |

5. |

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   • |

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Upon successful completion of this topic the trainee will be able to:
- List the Consumables and Accessories of the Itemiser.
- Describe the purpose and function of each major component.
- Power up, log on, log off and power down of the equipment.
Check the “Best Used By” date on the bottom of the Calibration and Multipurpose Sample Traps. [Picture 3]
**Equipment Overview**

**Major Components**

- **Touchscreen:**
  - Allows for navigation through system functions
  - Do not use abrasive cleaners
  - Use fingers only to touch the screen

- **Printer:**
  - Outputs system configuration and alarm data
  - Printer uses thermal paper that only prints only one side and will fade over time.

- **Desorber:**
  - Insert only GE Ion Track supplied traps
  - **CAUTION!!!** This area is a hot surface!
Rear panel components:

- Serial Connector *
- Monitor Connector *
- DC Input *
- Keyboard *
- DC Fuse
- Network Connector *
- AC Fuses
- Floppy Drive – for software upgrades
- On/Off Switch
- 4VDC Out *

* Optional functionality
1. Power-up the system.
2. Wait approximately 30 minutes for warm up and stabilization.

Note: Once powered up Itemiser\textsuperscript{3} should be left running continuously, even when not being used.
If logging in when initially powering up the Itemiser³, you will see the stabilizing temperature warning. It usually takes at least 30 minutes to warm up the system from a cold start. It is best to leave the power on continuously, 24 hrs/day.

Enter the appropriate PIN and press <Log On>

GE Ion Track recommends that the passwords be changed once the system is installed.

At the end of shift, press <Log Off>. It is not necessary nor recommended to power off the device after logging off.
At initial power on or after a time predetermined by your administrator within the system configuration, the Calibration Warning will appear. This informs the operator that a calibration is required.

Calibration is covered later in the course.

After Log on and calibration, the Select Scan Screen should be selected and show
"No Alarm – Ready"

At the completion of your shift, log off. It is not necessary to power down the system. The system should be left running to keep it stabilized.
1. What are the major components of an Itemiser®?
2. What is your log in PIN?
3. Where is the power switch located?
4. What actions must be done after initial power up before operation of the system?
5. Should the system be powered off between shifts?

1.

2. My PIN is _________

3.

4.

5.
Calibration

Upon successful completion of this topic the trainee will be able to:
• State the reasons for calibration.
• Demonstrate Auto-Calibration procedures.
• To insure that the Itemiser is working properly.

• Compensate for changes in atmospheric pressure and humidity.

• Uses a calibration trap, with a known substance, to establish a reference point for the system library.

• Calibration involves putting a calibration trap, with a known substance, into the system and identifying it. This establishes a reference point for the internal library of the system and allows it to reference all other substances in the library.

• During normal operation, conditions such as atmospheric pressure and humidity can affect the ability of the system to detect contraband. By performing periodic calibrations, the system compensates for these changes.
If Auto Calibration fails to calibrate the system [Step 5.] then:
1. Repeat the Auto Calibration with a new Calibration Trap.
2. Check the “Best Used By” date on the can.
3. Use a fresh [new] can of Calibration Traps.

If the Traps are alright and the system fails to calibrate twice, call the system administrator, maintenance technician or initiate standard protocol for troubleshooting.

**After Auto-Calibration:**

The system will perform multiple cleaning cycles until the system clears.

If the system fails to clear, or takes a long time to clear, it may be necessary to initiate troubleshooting procedures. Remember that particularly strong “hits” will take longer to clear.

After clearing, the No Alarm-Ready Screen will appear.
1. Why is calibration necessary?
2. How often do you calibrate?
Sampling

Upon successful completion of this topic the trainee will be able to:
- Describe the material & equipment used for particle detection
- Describe the “Optional” Vacuum sampling unit.
- State the sampling fundamentals for particle sampling
- Demonstrate proper sampling techniques
As a rule of thumb, a trap can be used for five sampling events. An event is sampling one or more surfaces and then placing the trap into the Desorber for analysis.
Supplies and procedures:

- Sampling traps
- Gloves keep oils off your sample, and can be thrown away if contaminated. Cotton gloves are preferred since other materials may contain contaminants.
- When choosing a table upon which to place items to be sampled, a non-porous table is recommended. Place only one item at a time on the sample table.

Sampling fundamentals:

- Sampling one item at a time allows for easy identification of what object caused the alarm. However, each object might have multiple areas that will need to be sampled. In a single vehicle many items could be sampled, such as boxes in the bed of a truck or bags in a trunk, etc.
- Wipe in one direction with firm pressure. Do not use a back and forth (polishing) type wipe method!
- Smart sampling: Sample where has the item has most likely been touched.
- If taking multiple samples of potentially contaminated areas on a single item or vehicle, start with the least handled surface and sample to the most touched surface.
To take a particle sample with the hand wand:

1. Press button on backside of Wand and insert tip of trap into Wand.
2. Let go of button and push wide area of trap down until pin goes through provided hole in trap.
3. Handle by wide end of trap only.
4. Perform sampling procedures.
5. Remove trap from the wand.
6. Insert trap into the Desorber.
7. The instrument automatically samples.
8. When prompted, remove sample trap.
9. Note Results.

Supplies and procedures:

- Sampling traps
- Hand Wand
- Follow the same guidelines for sampling as you do when sampling by hand.
The vacuum wand is optional.
Proper sampling areas on the outside of a vehicle:
- Door handles
- Hood
- Latches
- Mirrors

Proper sampling areas on the inside of a vehicle:
- Steering wheel
- Knobs and handles, including gear shift
- Bags and luggage

Other areas that may have fingerprints
Avoid sampling surfaces that may be coated with excessive dirt or oil and could potentially cause instrument contamination.
Commonly Touched Areas

Outside of Item:
- Zipper tabs
- Closure flaps
- Latches
- Handles and Straps

Inside of Item:
- Seams and seam closure points
Electronic Devices:
- Vents
- Seams
- Battery compartments
- Disk drives
- Edges
- Latches

Avoid Sampling:
- Computer Screens
- Camera lenses

Avoid sample items such as laptop monitors, camera lenses or other items that may be susceptible to damage.

Proper sampling technique requires sufficient pressure to obtain a good sample and may damage sensitive items.
1. What are some sampling fundamentals?
2. What areas do we sample on bags?
3. What areas do we sample on electronic items?
4. What areas do we avoid sampling?
Analysis

Establishing an alarm response procedure is the responsibility of the organization that has purchased the equipment. Procedures described in this training material are for example only.

Upon successful completion of this topic the trainee will be able to:

- Describe proper analysis procedures.
- Describe proper clearing procedures.
Sample is taken then placed into the Desorber.

- If the Ready screen is displayed after analysis is complete then no contraband substances were detected.
- If machine alarms the substance detected will be displayed on the SelectScan screen.
- In dual mode, “Contraband Detected” indicates drugs and explosives are detected simultaneously.

- The Alarm should be resolved in accordance with current operating procedures.
Analysis

Alarm Resolution & Recovery

GE Ion Track

Any alarm should be resolved in accordance with your organization’s current operating procedures. Such procedures should include:

• Clearing the Itemiser³.
• Discarding the sample trap and gloves.
• Decontamination requirements.
• Obtaining a new sample trap and gloves.

- If an alarm is detected then the sample trap and gloves must be discarded.
- If hand wand was used it should be cleaned with a GE Ion Track-supplied alcohol wipe.
  - Clear the Itemiser³ by selecting the Clear tab on the menu bar.
  - After the unit returns to the No Alarm Ready screen use a new sample trap and check hands and table for contamination.

• All alarms must be cleared before any more samples can be analyzed.
• Make sure that you use only GE Ion Track alcohol wipes. Other types of wipes may contain chemicals that might contain contaminants.
1. Where is the sample trap placed in the Itemiser³?
2. When is the trap removed?
3. What is the indication of an alarm? No alarm?
4. How do you clear the Itemiser³?
5. What happens when the Itemiser³ is contaminated?
6. When are the sample traps disposed of?
• Calibrate the system
• Check the printer paper
• Clean touchscreen and outside of unit with GE IonTrack provided alcohol wipes
• Clean and sample the work area to make sure it is free of contamination

• Make sure that you use only GE Ion Track alcohol wipes.
• Other types of wipes may contain chemicals that might contain contaminates.
1. Insert roll with paper rolling off the top. Pull out enough paper to feed through the print mechanism and through the slot in the door.
2. Open the green lever and feed the paper through the print mechanism.
3. Make sure there is enough paper to feed through the slot in the door.
4. Close lever and then close the printer door.

Thermal paper prints on one side only.

Make sure green lever is closed.
If any warning occurs that has not been covered in this course, follow your local procedure for getting assistance.
FedCure FOIA Litigation
2005-03326
Cover Sheet

This Section Contains:
E. Records of equipment failure and repairs

Location: FDC SeaTac

Name and phone number of person conducting search:
A. Aguilar SYS Tech 206-370-5750

[Handwritten note]
no response
documents
shredded
B. Documents identifying the number of Visitors turned away because of the scanning method

Location: Fed Scans

Name and phone number of person conducting search: A. Acuna Site Tech 706-870-5750

[Handwritten note: no responsive documents shredded]