

Alaska Scientific Crime Detection Laboratory  
Change in Instrument Status Form

Version: 6.0

Effective: 1/17/2024

Date: 1/8/2025

Instrument #: 100370

Instrument Location: Sand Point PD – At Crime Lab

Supervisor Name and Agency: Carlie Glaister & Kaija Swisher - SCDL

Describe the Status Change or Issue with the Instrument:

The instrument was checked in and uploaded at the crime lab on 12/19/2024 (100370 2024.12.19 Check in). It was determined that there were missing datafiles that had been previously removed from the instrument and were not a part of the 12/19/2024 upload. The instrument was in service at Sand Point on 01/27/2024 and removed from service on 11/23/2024 (100370 2024.01.27 Change In Status and 100370 2024.11.23 Change In Status). The following records were checked in DMHost and on the instrument itself for that time frame.

**Breath Records:**

Instrument- 08/26/2024, 11/06/2024 (x3).

DMHost – 08/26/2024.

The 3 files from 11/06/2024 were missing.

**VOC Records:**

Instrument – 01/27/2024, 02/21/2024, 04/11/2024, 05/30/2024, 07/18/2024, 09/05/2024, 10/24/2024, 11/08/2024, 11/13/2024.

DMHost: 01/27/2024, 02/21/2024, 04/11/2024, 05/30/2024, 07/18/2024, 09/05/2024, 11/13/2024.

The 2 files from 10/24/2024 and 11/08/2024 were missing.

All other records (Diagnostic, Supervisor, Adjustment, and Tank Change) corresponded in both DMHost and in the instrument records.

The SD drive was removed from the instrument and the files were uploaded into DMHost and the missing files were successfully transferred.

If instrument was placed in service or removed from service, fill out the appropriate sections below.

In Service Date/Time: NA

Out of Service Date/Time: NA

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**For Use by SCDL**

**Additional Notes**

Page 1 of 2

All printed copies are uncontrolled.

Approved by: Chemistry Supervisor

Alaska Scientific Crime Detection Laboratory  
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Version: 6.0

Effective: 1/17/2024

Click or tap here to enter text.

**Email completed form to [dps.scdl.toxicology@alaska.gov](mailto:dps.scdl.toxicology@alaska.gov).**

## Swisher, Kaija L (DPS)

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**From:** Carlock, Megan (DPS)  
**Sent:** Wednesday, January 8, 2025 11:12 AM  
**To:** Glaister, Carlie K (DPS)  
**Cc:** Swisher, Kaija L (DPS)  
**Subject:** FW: Sand Point VOC data files

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**From:** Ben Allen <[ballen@sandpointak.org](mailto:ballen@sandpointak.org)>  
**Sent:** Thursday, November 21, 2024 11:57 AM  
**To:** Carlock, Megan (DPS) <[Megan.Carlock@alaska.gov](mailto:Megan.Carlock@alaska.gov)>  
**Subject:** Re: Sand Point VOC data files

Thank you so much! I really appreciate it!

Benjamin Allen  
Chief of Police (Acting)  
Badge #101  
Sand Point Police Department  
P.O. Box 423  
Sand Point, AK 99661  
Phone: (907) 383-3700  
Fax: (907) 383-5496

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**From:** Carlock, Megan (DPS) <[Megan.Carlock@alaska.gov](mailto:Megan.Carlock@alaska.gov)>  
**Sent:** Thursday, November 21, 2024 8:49 AM  
**To:** Ben Allen <[ballen@sandpointak.org](mailto:ballen@sandpointak.org)>  
**Subject:** RE: Sand Point VOC data files

Good morning,

That's okay, it is an easy thing to do! We can retrieve them when the DataMaster gets back to the lab. I did ship a new instrument to you yesterday through ACE air cargo. The airwaybill number is 3150646 and it should arrive sometime this week.

Respectfully,



**Megan Carlock (Crouse)**  
Forensic Scientist II – Chemistry Section  
State of Alaska Scientific Crime Detection Laboratory  
907-269-3005

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**From:** Ben Allen <[ballen@sandpointak.org](mailto:ballen@sandpointak.org)>  
**Sent:** Tuesday, November 19, 2024 1:00 PM  
**To:** Carlock, Megan (DPS) <[Megan.Carlock@alaska.gov](mailto:Megan.Carlock@alaska.gov)>  
**Subject:** Re: Sand Point VOC data files

Good afternoon,

I'm sorry to say that I ended up losing the data. I got it to work, and downloaded it to a flash drive, but then when I tried to send it to you it said the drive needed to be formatted and I lost the data because I couldn't get it to work without it being formatted. I am truly sorry, I was hopeful that the VOC had uploaded remotely because my new Office Manager came in and it was running on its own in the middle of the day.

Benjamin Allen  
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Badge #101  
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**From:** Carlock, Megan (DPS) <[Megan.Carlock@alaska.gov](mailto:Megan.Carlock@alaska.gov)>  
**Sent:** Tuesday, November 19, 2024 12:53 PM  
**To:** Ben Allen <[ballen@sandpointak.org](mailto:ballen@sandpointak.org)>  
**Subject:** RE: Sand Point VOC data files

Good afternoon,

I wanted to check in and see if these instructions ended up working for you? It looks like your instrument still isn't remotely polling. If you could restart the instrument whenever you have a chance it may resolve the polling problem.

Thank you!



**Megan Carlock (Crouse)**  
Forensic Scientist II – Chemistry Section  
State of Alaska Scientific Crime Detection Laboratory  
907-269-3005

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**From:** Carlock, Megan (DPS)  
**Sent:** Friday, November 8, 2024 1:27 PM  
**To:** Ben Allen <[ballen@sandpointak.org](mailto:ballen@sandpointak.org)>  
**Subject:** RE: Sand Point VOC data files

We have some instructions for when this happens. The main thing is to make sure you press the X when the pop up appears when you restart the instrument.

1. Unplug the printer, keyboard and any USB drives from the DataMaster.
2. Reboot the DataMaster and power the printer off.
3. When the DataMaster is back to the home screen plug in the keyboard.
4. Plug in the Printer with the printer powered off.
5. Turn on the printer
6. When the pop up box about a USB drive appears on the screen **close the dialog box with the X in the upper right hand corner.**
7. Attempt to upload to a USB again using the directions above.

Let me know if you still can't get it to work after this.



**Megan Carlock (Crouse)**

Forensic Scientist II – Chemistry Section  
State of Alaska Scientific Crime Detection Laboratory  
907-269-3005

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**From:** Ben Allen <[ballen@sandpointak.org](mailto:ballen@sandpointak.org)>  
**Sent:** Friday, November 8, 2024 1:20 PM  
**To:** Carlock, Megan (DPS) <[Megan.Carlock@alaska.gov](mailto:Megan.Carlock@alaska.gov)>  
**Subject:** Re: Sand Point VOC data files

I have been trying to get the VOC onto a thumb drive, but every time it comes back saying there's no hard disk. I have tried 6 different thumb drives and tried three out of the four USB ports. My printer won't work either. Any suggestions beyond rebooting the Datamaster, I already tried that too?

Benjamin Allen  
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**From:** Carlock, Megan (DPS) <[Megan.Carlock@alaska.gov](mailto:Megan.Carlock@alaska.gov)>  
**Sent:** Wednesday, November 6, 2024 2:32 PM  
**To:** Ben Allen <[ballen@sandpointak.org](mailto:ballen@sandpointak.org)>  
**Subject:** RE: Sand Point VOC data files

Thank you so much!



**Megan Carlock (Crouse)**

Forensic Scientist II – Chemistry Section  
State of Alaska Scientific Crime Detection Laboratory  
907-269-3005

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**From:** Ben Allen <[ballen@sandpointak.org](mailto:ballen@sandpointak.org)>  
**Sent:** Wednesday, November 6, 2024 1:42 PM  
**To:** Carlock, Megan (DPS) <[Megan.Carlock@alaska.gov](mailto:Megan.Carlock@alaska.gov)>  
**Subject:** RE: Sand Point VOC data files

No we don't, I will manually pull the VOC and send it.



**Benjamin Allen**

Chief of Police  
Badge #101

Sand Point Police  
Department

[BAllen@sandpointak.org](mailto:BAllen@sandpointak.org)  
Phone: (907) 383-3700  
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Sand Point, AK 99661

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**From:** Carlock, Megan (DPS) <[Megan.Carlock@alaska.gov](mailto:Megan.Carlock@alaska.gov)>  
**Sent:** Wednesday, November 6, 2024 1:27 PM  
**To:** Ben Allen <[ballen@sandpointak.org](mailto:ballen@sandpointak.org)>  
**Subject:** RE: Sand Point VOC data files

Do you have anything else connected to that number like a fax machine or something? We keep getting the error "number busy" which is usually associated with a status message present on the instrument, or the line connected to multiple devices. If you don't have anything else connected you might want to reach out to the service provider.



**Megan Carlock (Crouse)**

Forensic Scientist II – Chemistry Section  
State of Alaska Scientific Crime Detection Laboratory  
907-269-3005

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**From:** Ben Allen <[ballen@sandpointak.org](mailto:ballen@sandpointak.org)>  
**Sent:** Friday, November 1, 2024 2:56 PM  
**To:** Carlock, Megan (DPS) <[Megan.Carlock@alaska.gov](mailto:Megan.Carlock@alaska.gov)>  
**Subject:** RE: Sand Point VOC data files

I was finally able to get it hooked up about a month ago and if my memory serves me correctly that is the assigned phone number for it.

**Benjamin Allen**

Sand Point Police  
Department

[BAllen@sandpointak.org](mailto:BAllen@sandpointak.org)



Chief of Police  
Badge #101

Phone: (907) 383-3700  
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Sand Point, AK 99661

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**From:** Carlock, Megan (DPS) <[Megan.Carlock@alaska.gov](mailto:Megan.Carlock@alaska.gov)>  
**Sent:** Friday, November 1, 2024 2:44 PM  
**To:** Ben Allen <[ballen@sandpointak.org](mailto:ballen@sandpointak.org)>  
**Subject:** RE: Sand Point VOC data files

Good afternoon,

It looks like it was connecting earlier this month, when did you hook up the line? Sometimes we have the wrong number too, is 907-383-5946 correct?

Thank you,



**Megan Carlock (Crouse)**  
Forensic Scientist II – Chemistry Section  
State of Alaska Scientific Crime Detection Laboratory  
907-269-3005

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**From:** Ben Allen <[ballen@sandpointak.org](mailto:ballen@sandpointak.org)>  
**Sent:** Friday, November 1, 2024 2:28 PM  
**To:** Carlock, Megan (DPS) <[Megan.Carlock@alaska.gov](mailto:Megan.Carlock@alaska.gov)>  
**Subject:** RE: Sand Point VOC data files

**CAUTION:** This email originated from outside the State of Alaska mail system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon,

I take it that means the fax line I had hooked up does not work. If that is the case I will be more than happy to pull the VOC for you.



**Benjamin Allen**

Chief of Police  
Badge #101

Sand Point Police  
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Sand Point, AK 99661

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**From:** Carlock, Megan (DPS) <[Megan.Carlock@alaska.gov](mailto:Megan.Carlock@alaska.gov)>  
**Sent:** Friday, November 1, 2024 2:06 PM

**To:** Ben Allen <[ballen@sandpointak.org](mailto:ballen@sandpointak.org)>

**Subject:** Sand Point VOC data files

Good afternoon,

Would you be able to provide the 10/24/24 VOC data file and any other data files whenever you have the chance. Directions to export files are below if you need them. Please let me know if you run into any issues.

Place a USB drive in one of the USB ports on the back of the DataMaster. Press the DMT Icon, Functions, Import/Export, Output to USB., It will then ask you to enter a password, please enter **sup**. This should transfer all files to the USB drive. When this is complete copy **ALL** the zip files in the folder to an email and send them to me.

If you receive an error of Hard Disk Not Inserted follow the instructions below and try to upload to a USB again.

1. Unplug the printer, keyboard and any USB drives from the DataMaster.
2. Reboot the DataMaster and power the printer off.
3. When the DataMaster is back to the home screen plug in the keyboard.
4. Plug in the Printer with the printer powered off.
5. Turn on the printer
6. When the pop up box about a USB drive appears on the screen **close the dialog box with the X in the upper right hand corner.**
7. Attempt to upload to a USB again using the directions above.

Thank you!



**Megan Carlock (Crouse)**

Forensic Scientist II – Chemistry Section

State of Alaska Scientific Crime Detection Laboratory

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