

## NOTICE OF PROPER INTERLOCK USE

The statements that follow are not boilerplate. Common violations of the interlock device are listed, but this page is not exhaustive. You must read this Order in its entirety and learn to use the interlock device correctly. You are responsible for all interlock violations.

- Never leave your vehicle running and unattended, even momentarily. If you fail to provide a rolling re-test for any reason, it is a major violation of the interlock device. Your revocation/denial will be reinstated and you will lose your license.
- Never exit your vehicle without first making sure that a rolling re-test has not been requested. Arrive at your destination, physically look at the interlock device, and then turn off the ignition. You should look at the device again before exiting. Do not turn your vehicle off after a rolling re-test has been requested without providing a breath sample within the allotted five (5) minute time frame. Doing so is a major violation. Your revocation/denial will be reinstated and you will lose your license.
- Regularly start your vehicle even if it is not being driven to ensure that the battery remains charged. If your battery dies, use a tow service or AAA to obtain a jumpstart and send the receipt to the interlock company immediately after doing so.
- You and/or a repair facility must contact the interlock company before making any repairs to your vehicle. Provide notice to the interlock company of the type of repairs and the dates they are scheduled to be completed.
- Obtain documentation (legible, dated, and signed receipts) for any repairs done to your vehicle. This includes tow receipts and receipts from auto parts stores. These receipts and a letter of explanation that is notarized, dated, and signed by you should be sent to the interlock company immediately after repairs are completed. Make sure it is clear on the receipt if a mechanic has possession of your vehicle for more than one (1) day.
- Never eat or drink anything within 15 minutes of providing a breath sample. If alcohol is detected by the machine, you must rinse out your mouth with water and provide a second sample within five (5) minutes. Do not just walk away from the machine. It is advised that you keep a bottle of water in your vehicle. It is also advised that you obtain a preliminary breath test (PBT) from your local jail or sheriff's department within one (1) hour of the reading, or an Ethyl Glucuronide (ETG) test from a toxicology lab within 24 hours of the reading, to prove that you were not drinking. Note that doing so will not necessarily avoid a reinstated revocation/denial if a major violation occurs, i.e., a failed rolling re-test. However, the test results may be taken into consideration in the event an administrative hearing is scheduled. The burden is always on you to prove that you continue to maintain abstinence.
  - It is explicitly advised that you not use substances containing alcohol (i.e., mouthwash, Nyquil, etc.). BAC readings reported to be the result of these substances will be viewed with scrutiny.

- Limit the people who have access to your vehicle. You are responsible for all violations of the interlock device. Action will be taken against you if another individual misses a re-test, provides a breath sample with a BAC, or otherwise violates the interlock device.
- Notify the Department within seven (7) days of changing interlock companies by mailing the new installation certificate.