



The following are instructions for collecting and submitting specimens for Toxicological Analyses. This kit is intended for the collection of specimens from **LIVING SUBJECTS**. It is considered best practice to collect both blood and oral fluid. In some circumstances, testing both specimens will provide a more complete picture of recent drug use. Blood collection should be witnessed by the investigating officer or by his/her representative who can authenticate the specimens. Oral fluid should be collected by the investigating officer or by his/her representative as close to the arrest or crash as possible (preferably at the roadside). Only blood will be tested for alcohol. Therefore, seek consent or a search warrant to collect both specimens.

### ORAL FLUID SPECIMEN COLLECTION

1. Initiate Quantisal oral fluid sample collection in the following order of timing preference:
  - a. At the roadside (after 10 minute observation period)
  - b. Prior to DRE evaluation (if applicable)
  - c. After DRE evaluation (if applicable)
  - d. At the same time as the blood draw
2. Check **expiration date** on Quantisal packaging and ensure subject has refrained from smoking and consumption of food or beverage for 10 minutes prior to specimen collection.
3. Fill out **Specimen Security Seal** or label with subject's name, date & time of collection, and collector's initials.
4. Instruct subject to move tongue side to side to accumulate oral fluid in his/her mouth to facilitate collection.
5. Put on **gloves** and wear throughout collection process. Do **not** allow subject to touch collection device or tube.
6. Peel back and open package to remove collector (oral absorbent swab on plastic stick).
7. Place the position collector (oral absorbent swab) under the subject's tongue (like a thermometer). Instruct subject to close his/her mouth, keep the tip of the device pointed down, and place head down, chin to chest to allow gravity to help with oral fluid collection.
8. Wait until indicator turns **BLUE or 10 minutes** has elapsed. Note on submission form if indicator did **not** turn BLUE. Collection time may take from 2-10 minutes to collect approximately 1 mL of oral fluid.
9. Hold red-capped tube with blue liquid in an upright position and uncap by pushing up with thumb(s). Retrieve collector (oral absorbent swab) from subject's mouth, place into the uncapped transport tube.
10. Snap cap firmly into tube for transport.
11. Mix saturated collector (oral absorbent pad) with the blue liquid by gently shaking tube.
12. Seal top of collector with specimen security seal (or evidence tape). Initial and date seal.

#### Do's:

- a) Practice officer safety at all times.
- b) Ensure deprivation period of 10 minutes before oral fluid collection.
- c) Use gloves during sample collection for hygienic purposes.
- d) Collect both oral fluid and blood (seek warrant if necessary).
- e) Hand-deliver or ship samples to laboratory as soon as possible.
- f) Store unused collectors at room temperature. Avoid prolonged exposure to heat/sunlight.

#### Don'ts:

- a) Ensure subject does not chew or suck on pad, talk, or remove collector from mouth.
- b) Do not stand open tube on table. Do not spill or empty liquid from tube.
- c) Do not consume buffer in the tube or place collector into mouth after it has been in buffer.
- d) Collector and subject should not touch the absorbent pad with fingers or physical environment.



### BLOOD SPECIMEN COLLECTION

1. Cleanse the collection site with an alcohol-free prep pad. A suitable povidone-iodine prep pad is provided.
2. Collect blood specimens following hospital, clinic, or other appropriate procedures and using the tubes provided. Both tubes should be filled to maximum volume if possible. Each tube has a maximum capacity of 10 mL. Replace with clinical or hospital stock tubes if kit expiration date has been met. Verify additive (white powder) is in the bottom of each tube.
3. Disperse the preservative/anticoagulant powder by inverting the tubes multiple times.
4. Complete the **Specimen Security Seal(s)** provided.
5. Seal each tube separately. Affix the center of the seal to the top of the stopper then press the ends of the seal down along both sides of the tube.

### PACKAGING

1. Complete the **Toxicological Analysis Request** form provided in the pouch on the outside of the kit. Reports will be returned to the investigating officer(s) whose name(s) appear(s) on the form. Re-insert the completed form into the pouch then close the pouch with the self-sticking seal.
2. Place the sealed specimen containers in the kit holder provided and insert the holder into the plastic bag provided. Squeeze out excess air then close the bag to contain possible leakage. Place the closed bag in the kit. The absorbent pad should remain inside the bag with the specimens.
3. Close the kit box lid and affix the **Kit Shipping Seal** provided to the kit box where indicated. Initial and date the seal.
4. Complete the return address section on the kit box.
5. Return the sealed kit with the completed **Toxicological Analysis Request** form to the Alabama Department of Forensic Sciences by hand-delivery or mail. Kits are designed for shipment via common carrier. It is recommended to use a carrier that provides timely delivery, package tracking, and delivery notification. Please track the package until delivered and contact the carrier immediately if not notified within the estimated delivery time window.