

GUIDELINES FOR SAMPLE COLLECTION – ORAL FLUID

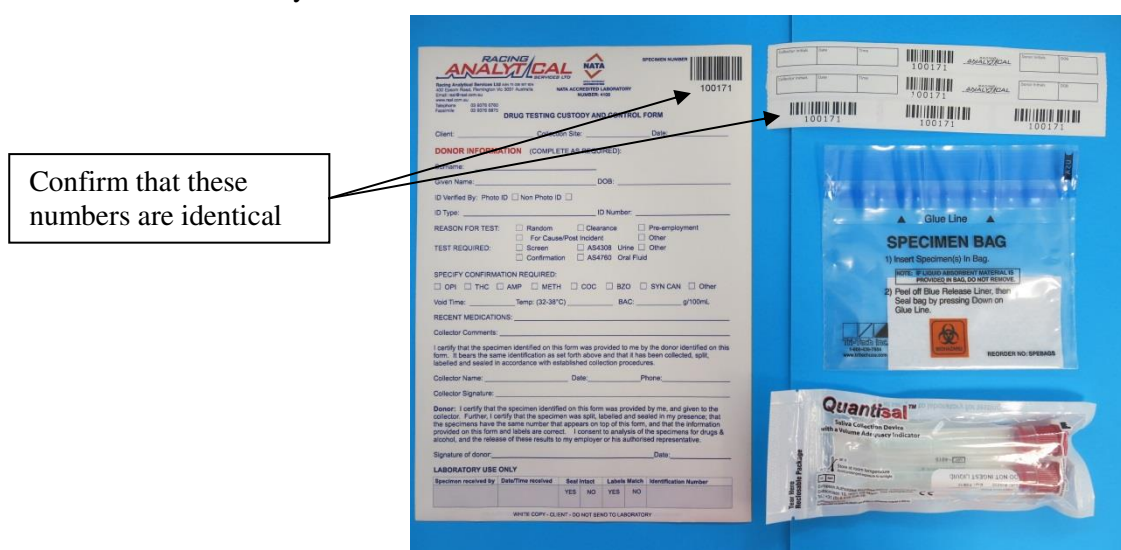
The following are guidelines for the collection and packaging of oral fluid samples for screening or confirmation.

COLLECTION OF ORAL FLUID SAMPLES

Prior to opening the sample kit, ensure that the **kit integrity seal** is intact with no breakage of the seal. Do not use the kit if the seal has been broken. Return the entire kit to the Laboratory.

The sealed sample kit provided should contain the following items:

- One Quantisal saliva collection package.
- One biohazard bag containing an absorbent pad.
- One block of bar code seals – all number matched.
- Number matched Custody and Control document.



Sample Collection

- Establish the identity of the donor providing the specimen (I.D. card, driving licence, etc.).
- Explain the collection and testing procedure.
- Let the donor choose a sealed collection kit if sufficient kits are available.
- Open the sealed kit in the presence of the donor by breaking the “kit integrity seal”.
- Unfold the **Custody and Control** form. **Press firmly with a ballpoint pen when filling out the form to ensure all copies are legible.** Fill in the name of the employer in **Client** on the top left of the Custody and Control Form along with the **Collection Site** and **Date**.
- Fill in **Donor Information** as appropriate along with the **Reason for Test** and the **Test Required**.
- Open the Quantisal device package and check that there are two red capped transport tubes and two separate sealed saliva collectors. Place a small barcode lengthways onto each tube. The third barcode is used to seal the box when completed.

- Open both saliva collectors and place BOTH under the donor's tongue and close the mouth. While the saliva is being collected, open each transport tube carefully. DO NOT stand tubes on the bench as they may be knocked over; hold both tubes in the hand. When the indicators have turned blue, remove the collectors from the mouth and place the collectors in separate transport tubes. Cap the tubes and ensure that the lid is snapped closed firmly to prevent leakage.
- Have the donor enter their date of birth and initials on the specimen security seals, then enter your initials, the date and the time on the seals. **Note: A ballpoint pen is preferred to ensure signatures on security seals do not smudge.** Seal each tube by placing a seal firmly over the top of the tube and then down both sides of the tube. Ensure that the bar-coded number on the seals matches the bar-coded number on the Custody and Control Form.



- Place both sealed tubes into the specimen bag and seal according to the directions on the bag.
- Complete the remainder of the Collector information, including your **Name, Date, Phone** and **Signature**. For confirmation samples, specify the **Confirmation Required** by putting a cross in the appropriate box. Record any **Recent Medications** that the donor has taken.
- Ensure that all information is filled in and correct on the Custody and Control form. Ask the donor to sign and date the Custody and Control form.
- Place specimen bag and the yellow **Laboratory** copy of the Custody and Control Form back into the kit box and seal using the third bar code label.
- Give the pink **Specimen Provider** copy of the Custody and Control Form to the donor providing the specimen. The donor may now leave.
- The top white copy of the Custody and Control Form should be forwarded to the employer.
- The security packs are to be kept refrigerated in secure storage until collected by the courier.
- Arrangements should be made for the prompt transport of kits by courier to:

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400 Epsom Road
Flemington 3031

Phone: 03 9376 6760