



COMMUNITY INSTRUCTION	ORAL FLUID TESTING
COMMUNITY INSTRUCTION NO.	C30.1
SCOPE	Community Corrections

PURPOSE

To provide instructions to Community Corrections staff on how to undertake an Oral Fluid test with an offender.

The Alere DDS2 Mobile Analyser (oral testing device) is used to process the samples. It is portable and contained in its own case with an accompanying printer which allows the test results to be printed. The oral testing device requires daily calibration to ensure that the results returned are reliable. The Community Corrections Administration Team is responsible for undertaking this task before 9am each morning.

PROCEDURES

1. General

- 1.1 Oral swab testing is a secondary option for Community Corrections staff to consider if urine testing is unavailable or unsuitable for the individual. Circumstances in which oral swabs may be used include:
 - a. during home or field visits (if privacy allows)
 - b. during an external reporting appointment
 - c. where urine collectors are unavailable, and it is essential that drug testing is undertaken
 - d. where an offender has medical/documented proof advising they cannot provide a urine sample
 - e. any other circumstance negotiated with the TL.
- 1.2 Staff must be trained in the use of oral testing device prior to administering the tests.

2. Collecting the Oral Fluid Sample

- 2.1 The CCO should offer the offender a drink of water before the commencement of an interview and undertake oral fluid testing at the end of the interview. Anything consumed by the offender up to 15 minutes prior to the test (including water and gum) can affect the results. If the offender has eaten or drunk something within the last 15 minutes, or if the CCO is not sure whether they have consumed anything, the offender must be directed to wait until 15 clear minutes have elapsed prior to testing.
- 2.2 The CCO must wear appropriate personal protective equipment, such as latex gloves, and ensure that all equipment necessary for testing is available, including the oral testing device, Alere DDS2 Test Kit for oral fluid screening (oral fluid screening kit) and APAC Kit for oral fluid confirmatory test (oral fluid confirmation kit).
- 2.3 The CCO must open the oral screening kit, remove the cartridge and insert it into the oral testing device.

- 2.4 The CCO must direct the offender to take the oral swab and scrape the small, ridged pad around the inside of their mouth, including over the right and left cheeks and over the tongue. The offender must be directed not to chew or suck on the oral swab.
- 2.5 The sample has been collected when the indicator at the centre stem of the oral swab has turned a very bright blue all around. As the process requires a certain volume of saliva to work, the time it takes for the oral swab indicator to turn blue will vary from person to person. The CCO must observe the offender while they are providing the sample to minimise tampering.

3. Oral Fluid Sample Indicative Testing Procedure

- 3.1 Once the sample has been provided, the CCO must direct the offender to insert the oral swab into the oral testing device. The CCO must emphasise that while they may feel some resistance in inserting the oral swab, they must not twist it. the oral swab must be pushed straight into the machine.
- 3.2 Once the oral swab is inserted, the oral testing device will automatically commence the timer for five minutes. At the expiry of the five minutes, there will be a beep and the results of the test will be displayed on the oral testing device screen. The CCO must discuss the test result with the offender in a manner conducive to a positive case management outcome.
- 3.3 The CCO must ensure the portable printer is connected to the oral testing device and print two copies of the results (result slip). Each copy of the result slip must be checked against the oral testing device display to ensure accuracy, and then signed by the CCO and the offender (referred to in the result slip as “Donor”). Upon request, one copy of the result slip must be provided to the offender.
- 3.4 If the result of the test is negative, the CCO must place the printed result slip with the Direction to Provide an Oral Fluid Sample form and move to the Post-Testing Actions and Responsibilities (see Section 5).

4. Oral Fluid Sample Confirmatory Testing Procedure

- 4.1 If the result of the test is positive the offender is to provide a further sample to be sent to the laboratory for confirmatory testing.
- 4.2 Laboratory testing provides greater specificity on what drugs are present in the sample and in what quantities. This, together with the chain of custody requirements, enables the SAB or the court to be satisfied that any breach of an order has been proved beyond a reasonable doubt.
- 4.3 To send an oral fluid sample to the laboratory, the CCO will need APAC Box Kit for Confirmation of Non-Negative Oral Screens that contains the following:
 - APAC box
 - two red-capped Quantisal saliva transport tubes (transport tubes)
 - two saliva collection paddles (collection paddles)
 - biohazard bag with absorbent paper
 - security seal sticker sheet.
- 4.4 The CCO must ensure the following is recorded on the top two security seal stickers:
 - the offender’s Personal Identification (PID) number
 - the offender’s name
 - date
 - the offender’s initials (to be written by the offender)

- testing CCO's signature.
- 4.5 The CCO must open the two collection paddles and direct the offender to place them under their tongue until the indicator window on the handle turns a bright blue. (Tip: It helps if the offender tilts their head down). As with the previous sample collection, this process requires a certain volume of saliva to work and so the time taken for the indicator window to turn blue may vary from person to person. The CCO must observe the offender while they are providing this second sample to minimise tampering.
 - 4.6 Once the indicator window has turned blue in each of the collection paddles, the CCO must remove the red cap from one of the transport tubes and hold it while the offender places the collection paddle (wide-end first) into the tube. The CCO must then snap the red lid firmly into place. The CCO must then repeat this process with the second collection paddle and transport tube. The CCO must take care to seal the lid correctly to prevent leakage, as the blue liquid contained within the tube protects the sample from contamination during transport.
 - 4.7 The CCO must remove the sticker labelled "Sample A" from the security seal sticker sheet and place the part of the sticker marked "Place over cap" over the red lid of the transport tube. Then the CCO must press the sides of the sticker down against the sides of the tube.
 - 4.8 The CCO must repeat the above process with the second transport tube and the sticker labelled "Sample B" from the security seal sticker sheet.
 - 4.9 After Sample A and Sample B are sealed, the CCO must place them in the biohazard bag. The biohazard bag contains absorbent paper, which must remain in the bag to ensure any fluid leakage en route to the laboratory is absorbed by the paper. The CCO must place the biohazard bag in the APAC box with the completed Chain of Custody form. Prior to sealing the Chain of Custody form in the APAC box, The CCO must attach the appropriate security seal sticker, photocopy the document (including sticker), and place the photocopy in the appropriate filing tray. The remaining sticker is then placed around the APAC box to ensure no tampering can occur.
 - 4.10 If the testing is being undertaken during a Field Visit, the CCO must prepare a second copy of the Chain of Custody form in advance of the visit. The CCO must write the number on the security seal sticker on the second copy of the Chain of Custody form.
 - 4.11 CCOs must store all completed oral fluid samples in the sample storage fridge marked '*URINALYSIS - Douglass Hanly Moir Pathology – Sydney*' near the interview rooms at 2 Constitution Avenue.
 - 4.12 Administration staff must ensure that all oral fluid samples in the storage fridge are collected as soon as practicable, using the TNT online booking portal [here](#).

RELATED DOCUMENTS AND FORMS

- Drug and alcohol testing Community Instruction

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