FDT.06500 Confirmed Positives **Phase II**

Only confirmed positives are reported as positive.

NOTE: If the laboratory is required by clients to report non-confirmed positive results for pre-employment samples, then the laboratory must have in place a system that differentiates this non-forensic drug testing service from its forensic drug testing service. If the laboratory refers some or all confirmatory testing, the laboratory's screening results must be withheld pending the receipt of the confirmatory laboratory's results.

Evidence of Compliance:

- ✓ Records reflecting confirmatory testing performed on positive results **OR** policy defining situations where unconfirmed positive results may be reported **AND**
- ✓ Test reports with confirmed positive results **OR** patient reports with a statement that clearly differentiates the non-forensic testing result from the forensic drug testing service

FDT.06600 Telephone Reporting **Phase II**

The laboratory follows written procedures for reporting of results by telephone.

NOTE: The CAP FDT Program does not prohibit results reporting by telephone; however, the laboratory must have a procedure for ensuring the reliability and confidentiality of telephone reports. A permanent report must follow the telephone report.

FDT.06700 Electronic Reporting **Phase II**

The laboratory follows written procedures for the electronic reporting of results (eg, computer, FAX).

FDT.06800 Confidential Reporting **Phase II**

The laboratory follows written procedures for reporting that emphasize the confidentiality of reports.

NOTE: The reporting of forensic drug testing results must be done in a confidential manner such that only authorized personnel can receive, review, or print these results, regardless of the methods used for reporting (telephone, FAX, remote printer, computer terminal, etc.).

RECORDS

Inspector Instructions:

READ

- Record retention policy

FDT.07000 Record Retention - Forensic Drug Testing **Phase II**

The laboratory retains records as defined in written policy to meet client, legal, regulatory, and accreditation requirements.

NOTE: The laboratory must retain the following records for at least two years:

1. *Laboratory security access logs*
2. *Laboratory accessioning logs*
3. *Chain-of-custody records and requisitions*
4. *Analytical data from screening and confirmation analyses*
5. *Specimen reports*
6. *QC program records*
7. *Instrument maintenance/service records*
8. *Instrument calibration records*
9. *Reagent/standard/calibrator/control preparation and verification records*
10. *Method performance validation records (at least two years after retirement of procedure)*
11. *Personnel files on all laboratory personnel involved with the forensic drug testing performed by the laboratory*
12. *Proficiency testing survey results, reports, and corrective actions*
13. *Previous CAP FDT on-site inspection records and corrective actions*
14. *Previous CAP FDT self-inspection records and corrective actions*
15. *Previous CAP general on-site inspection records and corrective actions appropriate to the FDT laboratory*

FDT.07100 Secured Storage **Phase II**

Records are stored in a secured area that is only accessible to authorized personnel.

FDT.07200 Record Availability **Phase II**

Records for the last two years are available at the time of the inspection.

REAGENTS/STANDARDS/CALIBRATORS/CONTROLS

The verification of reagents/standards/calibrators/controls (RSCC) is required and must be recorded. Several methods are acceptable, such as direct analysis with reference materials, other standards, or checking against previously validated controls. The intent is for new RSCC to be verified by an appropriate method and recorded before the RSCC is placed in service.

Inspector Instructions:

READ	• Sampling of verification of reagents/standards/calibrators/controls policies and procedures • Sampling of RSCC verification records (includes certification/verification of calibrator purity) • Sampling of control range verification records • Current DEA license (for US laboratories that handle pure controlled substances)
OBSERVE	• Sampling of RSCC materials (labeling, storage, quality of calibration standards)