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# Purpose

The aim of this procedure is to outline the REDiMED process of completing a drug test via an oral saliva sample.

# Scope

This procedure applies to all pre-employment clients coming through for a pre-employment medical, random and onsite alcohol and/or drug testing. This also applies to all individuals coming through the REDiMED clinic after an accident if specified by the employees company.

# Reference Documents

# Definitions

**AS/NZS** – Australian Standard / New Zealand Standard

**Collector** is an accredited person that has completed and passed the approved course to collect pathology specimens other than blood in accordance to AS/NZS 4308:2008, procedures for specimen collection and detection and quantitation of drugs of abuse in urine and/or oral fluid.

**Drug** is any substance intended for use in diagnosis, cure treatment and prevention of disease in humans. It is also any substance that causes addiction, habituation and a marked change in consciousness.

**Illegal Drug** is any substance where the possession and use is prohibited by State and Federal law, or prescription drugs for which no prescription has been issued.

**Prescription and Over the Counter Drug** are any medication taken for any illness or condition able to be purchased over the counter or prescribed by a medical practitioner.

**Adulteration** is the alteration, especially the debasement, of a substance by deliberately adding something not ordinarily a part of the specimen.

**Specimen** is a sample of a substance or material for examination or study.

**Individual** is the person providing the oral saliva sample to be tested.

# Flowcharts (Other Images)

# Procedure

**Oral Sample Collection Procedures**

* Remove sample collector protector from test kit;
* Insert sponge of collector into mouth;
* Actively swab the inside of the mouth and tongue with sponge. As soon as the sponge softens slightly, gently press sponge between the tongue and teeth to ensure complete saturation. The sponge is saturated when no hard spots can be felt. Collect for at least 3 minutes before removing sponge;
* The individual will hand the saturated collector over to the tester;

**Testing procedures**

* Insert the collector vertically into the cap and press down firmly until the cap reaches the thread;
* Twist the handle clockwise 180 degrees to tighten the cap until the red arrow lines up with the other white mark;
* Place the test device horizontally on a clean and level surface with the result window facing up;
* Read results at 10 minutes (results stable up to 60 minutes);

**Results**

* **Negative result:** Saliva testing kit can be disposed of correctly in yellow biohazard bin

**Note: Appropriate paperwork can be completed and marked as negative**

* **Non-negative result:** For a non-negative result a confirmation kit is required so the sample can be sent to the lab and remain valid. The following procedure should be followed:

1. Individual removes the confirmation kit (Concateno Certus®) from the packaging and must provide required details on each collecting tube.
2. Individual must actively swab their saliva from gums, tongue and the inside of the cheek before holding it in their mouth until the sample presence indicator turns blue.
3. Once the sample presence indicator has turned blue, collector must remove the white cap from the collection tube containing the buffer solution and insert the Concateno Certus® device into the tube- ensuring swab goes in first.
4. Replace white cap onto tube and turn clockwise to tighten before shaking the tube for 30 seconds.
5. Unscrew the cap and then using the pipette transfer half of the mixed sample into the empty collection tube before replacing both caps.
6. Place the red tamper evident seal over the cap and down the sides of both tubes, making sure the collection tube labels are not obscured. The donor must initial the top of each sealed tube.
7. The sealed and labelled tubes are to be placed in the front of the pouch of the clear transit bag with the absorbent pad with the completed laboratory forms in the back pouch.

**Chain of Custody Form**

**Negative Sample**

If the individual provides a negative sample the appropriate REDiMED form can be filled out. It is important that the individual has already declared any medication taken in the last 14 days and that they fill out their personal details, sign and date the form. The collector must also sign and date the form, tick the drugs as negative and note the time and expiry of the kits.

**Non-Negative Sample**

If a non-negative sample is provided the appropriate Western Diagnostics chain of custody form must be completed, as well as the REDiMED form described in 1.4 Negative Sample.

**The chain of custody form must also include:**

* Medication taken in the last 14 days
* Individual’s personal details (name, address, DOB, mobile, gender)
* The individual’s printed name, signature and date
* The collector’s printed name, signature and date
* Completed table of which drugs were detected
* Expiry of saliva testing kits

**Note: This chain of custody form must be placed in the back pouch of the clear transit bag.**

# Appendices