

**URINALYSIS, ORAL FLUIDS, SAMPLE COLLECTION, STORAGE, PROCESSING;
POTENTIALLY INFECTIOUS BODY FLUIDS**

- AUTHORITY:** Penal Code §§ 1203, 1210.1 and 1210.5, Welfare and Institutions Code § 729.3
- RESCINDS:** Procedure Manual Item 1-4-124, dated 06/07/23 (Major Revision)
- FORMS:** Urine and Oral Testing Forms accessible online at:
www.Redwoodtoxicology.com
- PURPOSE:** To outline the procedure for the collection, storage and transportation of urine and oral fluid samples obtained from persons under supervision by the Orange County Probation Department (hereinafter referred to as - but not limited to - “probationers”). To respond to exposure to potentially infectious body fluids and outline reporting responsibilities for suspected exposures.

I. GENERAL INFORMATION

- A. Urinalysis and Oral Fluid Testing Defined
Urinalysis (UA) and oral fluid testing are laboratory methods of detecting the presence of drugs/narcotics through the analysis of the client’s urine and saliva.
- B. Authority to Test

Tests are only conducted on individuals who have a court order for drug testing.
- C. Routine Drug Screens
1. The drugs/narcotics currently tested for in routine oral panel 06 (9784) include:
 - a. Amphetamines
 - (1) Amphetamines
 - (2) Methamphetamines
 - (3) MDMA (Ecstasy)
 - b. Cocaine
 - c. Fentanyl
 - d. THC (Marijuana)
 - e. Oxycodone
 - f. Opiates

- (1) Codeine
- (2) Morphine
- (3) 6MAM (heroin)

2. The drugs/narcotics currently tested for in routine urine 11 panel (B259) include:

- a. Amphetamines
 - (1) Amphetamines
 - (2) Methamphetamines
 - (3) MDMA (Ecstasy)
- b. Barbiturates
- c. Benzodiazepines
- d. Cocaine
- e. Fentanyl
- f. Methadone
- g. THC (Marijuana)
- h. Oxycodone
 - (1) Oxymorphone
- i. Opiates
 - (1) Codeine
 - (2) Morphine
 - (3) Hydrocodone
 - (4) Hydromorphone
 - (5) 6-Monoacetylmorphine (6-MAM)
- j. Creatinine

Tests not included in a routine saliva or urine drug screen are performed at an additional cost and require supervisor approval. An ECR note shall be entered stating approval was given.

1. Unless specifically ordered by the court, only confirmed results found in Redwood Toxicology are to be used for purposes of supervision (i.e. Probation Violations, Progress Reviews)
 - a. Review all confirmed results by comparing original requisition form with results on Redwood Toxicology.
 - b. Ensure date, A/L# and officer numbers are correct.
 - c. Presumptive positive tests shall not be used as a determining factor for anyone under probation supervision. Only confirmed results listed on Redwood Toxicology results form may be used for supervision purposes.

The department tracks drug testing trends and enters results into the Integrated Case Management System (ICMS) for research purposes. Although clients' drug test results (positive/negative) are downloaded directly into their ICMS profiles, officers should only use the actual result report generated by the provider as the basis for supervision or enforcement activity.

2. Drug test results are accessed via the Redwood Toxicology website.
 - a. Results tab
 - b. Search
 - c. Enter requisition number, Identification (A/L#)
3. Redwood Toxicology support tab is available for any issues pertaining to drug testing concerns or questions.

E. Exposures

There is an established departmental procedure for reporting and treating suspected exposures to potentially infectious blood and body fluids (Refer to Procedure Manual Item (PMI) 1-3-308 [Bloodborne Pathogens: Preventive Measures and Exposure Guidelines]).

II. PROCEDURE

A. Requisition Forms

1. Oral/Urine Drug Tests
 - a. Log onto redwoodtoxicology.com using your user identification and password.
 - b. Collections tab
 - c. Collect specimen

- d. Enter donor A/L#
 - e. Enter the officer collecting the sample (NOT the assigned officer) into the *Collector* field.
 - f. The date and time will be automatically populated by the system.
 - g. Click “Yes” under Collection Observed.
 - h. Choose either oral or urine in the *Specimen Type* field.
 - i. If additional testing is needed due to case dynamics, which is outside the standard panels (9784 or B259), supervisor approval is required. To add additional testing to the label, click on the Order Additional Tests field. Click the additional test(s) needed and click Save.
 - j. After completing the required fields, click *Print Label*.
 - k. Please have the client sign the original on the donor signature line and initial the security seal. Officer collecting specimen signs on the “Collector’s Signature” line. Place the seal on the bottle/tube. Place the original form in the bag with the sample and place it in the designated FedEx pickup location.
 - l. Write A/L# and date on testing tube (oral samples only) Place sticker with A# and date around front of the testing cup (urine samples only).
 - m. Place security seal sticker over the top of the tube/bottle.
- B. Handwritten Requisition Forms (To be used only if the Redwood website is non-operational)
- 1. Oral Fluid Drug Tests
 - a. On the Oral Fluid Test form, check the applicable test panel from the list of codes on the top right corner of the form.
 - b. Label
 - (1) “Donor’s Initials” - The client writes their initials on the Security Seal to indicate the specimen is being sealed in the donor’s presence. Use blue or black ballpoint pens. Do not use red ink or felt tip pens.
 - (2) Enter the date the sample was taken.
 - c. “Donor’s Signature” - The client may write their initials.
 - d. “Donor’s Name” -Enter first name and first initial of last name.
 - e. “Donor’s ID” - Use the applicable ML identifier (A#, J#, L#). There

should be no space or other characters between the alpha and numerical characters (i.e., "A123456," not "A#123456" or "A-123456"). If ML# has not been assigned yet, use the assigned Officer ID# followed by the probationer's initials (e.g., "3800ABC") as a temporary identifier.

- f. "Collector's Signature" – Witnessing officer's signature.
- g. "Date and Time" – Indicate date and time specimen was collected, including AM or PM.
- h. "Collector's Name" – Enter the witnessing officer's ID# only (e.g., "1234"). If the witnessing officer is not the assigned officer, enter the witnessing officer's ID# and the assigned deputy probation officer's (DPO's) ID# separated by a "/" with no spaces in between (e.g., "1234/3800").
- i. The client's name should be written on the last page of the requisition form only (yellow copy).
- j. The top copy of the requisition form is submitted to the testing provider with the sample. The yellow copy is maintained by the assigned officer for results verification.

2. Urine Drug Tests

- a. Label
 - (1) "Donor's Initials" - The client shall write their initials on the security seal to indicate the specimen is being sealed in their presence. Use blue or black ballpoint pens. Do not use red ink or felt tip pens.
 - (2) Select the applicable test panel from the codes listed on the label. Some test panels may require supervisor approval.
 - (3) "Assigned Officer" – Enter assigned DPO's officer ID#.
 - (4) "Collector" – Enter witnessing officer's ID#.
 - (5) "Patient ID" – Enter the client's ML#.
 - (6) "Collection Date" - Enter the date the specimen was collected.
- b. On the remainder of the Urine Drug Test form:
 - (1) "Donor's Signature" - The client may write their initials.
 - (2) "Donor's Name" – First name, first initial of last name.
 - (3) "Donor's ID" - Use the applicable ML# identifier (A#, J#, L#). There should be no space or other characters between the

alpha and numerical characters (i.e., "A123456," not "A#123456" or "A-123456"). If an ML# has not been assigned yet, use the assigned Officer ID# followed by the client's initials (e.g., "3800ABC") as a temporary identifier.

- (4) "Collector's Signature" – Witnessing officer's signature.
- (5) "Date and Time" – Indicate date and time specimen was collected, including AM or PM.
- (6) "Collector's Name" – Enter the witnessing officer's ID# only (e.g., "1234"). If the witnessing officer is not the assigned officer, enter the witnessing DPO's ID# and the assigned DPO's ID# separated by a "/" with no spaces in between (e.g., "1234/3800").
- (7) The top copy of the requisition form is submitted to the testing provider with the sample. The yellow copy is maintained by the assigned officer for results verification.

C. Urine Sample Collection

1. The client's urine sample must be taken under direct supervision and observation. UA tests are to be collected by the same gender staff as the sample provider.
2. Officer to provide verbal instructions to client, informing them their drug test will be supervised and directly observed.
 - a. Restroom stall door to remain open.
 - b. Pants will need to come down to knees to allow for observation.
 - c. Client to begin urine stream. It is suggested the client stop urine stream and then begin again to ensure specimen is coming from client.
3. Collection Protocol
 - a. Officers should wear protective medical gloves (one use per glove) when handling specimens.
 - b. Officers will hand the client an empty test cup and instruct them to fill it to at least the 30ml line.
 - c. After a urine sample is collected, instruct the client to place the cap on the test cup and tighten it, until there is an audible "click".
 - d. Instruct the client to demonstrate the lid is secure by having them turn the sample upside down and ensure it does not leak.
 - e. Client to place security seal over top of bottle. Label to be placed over the front of the bottle.

- f. Client will place sample cup into collection bag.
- g. In front of the client, the officer shall place the completed requisition form in the bag with the sample cup, seal the bag and then deposit the sample in the area office or facility urine collection container. Samples must be picked up by the contracted delivery service.

If a sample is collected in the field, samples will be collected in a box or cooler until they can be delivered to an area office and deposited in the urine collection container by the officer (Gloves must be worn when transferring samples).

4. Spilled Samples

- a. Protective gloves must be worn.
- b. Ensure the spill is contained. Clean up the spill with 1:10 parts bleach solution (one part bleach, nine parts water) or a departmentally approved cleaning agent. These will be made available to all employees, including those in the field, as well as at each regional office or institutional facility. They should be kept in the testing room or the supply room. Bleach can be purchased via the Expediter supply order process.
- c. Keep mixing agents separate until needed. Once combined, the mixture is only good for up to twenty-four (24) hours.

5. Disposal of Materials by the Officer

- a. Remove gloves.
- b. Dispose in a plastic-lined trash container or plastic trash bag that is separate from the general restroom waste receptacle.
- c. If a sample comes into contact with skin, wash exposed area and hands with a germicidal rinse.
- d. The waste receptacle is to be removed from the facility through the established routine trash removal process.
- e. The waste receptacle will be relined for the next day's use.

6. Testing in the Field

- a. The officer will utilize protective gloves and a small plastic trash bag for waste. The trash bag will be sealed and deposited in a normal trash receptacle.
- b. Should officers come into contact with samples, they are to use a germicidal solution or antiseptic towelette. If using the antiseptic towelette, it can be disposed of in any normal trash receptacle.

7. Diluted UA Specimens

The urinalysis provider is required to report any urine samples that fall below a certain creatinine level threshold as “diluted.” This is a laboratory licensing and accreditation requirement. The results for samples that are diluted will contain a message noting the dilution. Samples may be diluted for various reasons, such as certain medical conditions or individuals attempting to “flush” their system to avoid detection.

- a. A diluted sample is not considered a tampered specimen, nor is it proof that an adulterant has been used.
- b. A diluted sample is not considered a positive test if the official results are negative.
- c. A diluted sample with confirmed positive results from the lab is considered a positive test.
- d. In the event a client submits consistent diluted results, staff case with supervisor for evaluation for merits of an intervention or probation violation.

8. Adulteration of UA Specimens

Clients may try to falsify a test with the use of an apparatus. Staff are reminded to use common sense, be alert and remain vigilant of attempts to tamper with a specimen. Officers may also conduct a search of a client prior to drug testing (if they have a search and seizure order). Common circumstances indicative of attempts to falsify a test may include:

- a. The sample cup containing recent urine is cool and inconsistent with body temperature.
- b. The client appears to have difficulty with their clothing or is constantly adjusting their clothing while testing. This may indicate that they are using an apparatus.
- c. The client touches the urine stream with their fingers. This may indicate that they have dipped their fingers in a substance (e.g., bleach) in an attempt to alter the results.

Officers may consider having the client wash their hands beforehand and remove excess clothing (e.g., jackets, sweatshirts, etc.) in order to minimize the potential for tampering.

Probationers who submit an adulterated drug test specimen are in violation of PC§ 134 and can be subject to arrest.

D. Oral Fluid Collection

1. The client’s oral fluid sample must be taken under direct supervision and observation.

2. Collection Protocol (as per Redwood Toxicology Laboratory)
 - a. Remove the kit contents from the packaging. Please note that the re-closable outer packaging will be re-used to ship the specimen to the laboratory.
 - b. Peel open the collector pad package and remove the collection device. Do not touch the pad.
 - c. Place the collector pad under the donor's tongue and instruct the donor to close their mouth. The donor must not chew or suck on the pad. When the indicator window turns blue, remove the collection device from the donor's mouth. DO NOT remove the collection device until the indicator turns blue. If the indicator does not turn blue within 15 minutes, remove the collection device and discard. Re-collection with a new device may begin immediately after saliva has accumulated in the donor's mouth.
 - d. Holding the transport tube in an upright position, remove the cap and instruct the probationer to insert the collection device, pad first, into the tube. DO NOT set the transport tube on a table. If any of the buffer fluid is spilled, a new transport tube must be used. The amount of liquid in the transport tube is critical to the testing process.
 - e. Push the cap firmly onto the transport tube until you hear the "snap." Gently shake the tube to mix the saturated collector pad with the buffer.
 - f. Place the Security Seal over the top of the tube.
 - g. Place the transport tube and the requisition form inside the original packaging, place the oral sample in original packaging, then into a urine collection bag and seal.
 - h. Deposit the package in the area office specimen collection container. Samples should be either picked up by the current contracted delivery service (e.g., Fed Ex, UPS, DHL) or sent to the lab in a U.S. mailer box for testing. The specimen should be received by the lab within seven (7) days of the date of collection.
3. Possible Indications of Adulteration of Oral Fluid Specimens
 - a. The oral swab indicator will not turn blue because the client continuously swallows their saliva, preventing the device from absorbing enough saliva for testing.
 - b. The client consumes food or mouthwash right before they test, contaminating the swab. It is recommended that the client drink water in the presence of the officer and wait fifteen (15) minutes prior to retesting.

The officer may consider checking the client's mouth prior to testing to

minimize the potential for tampering.

E. On the Job Exposure to Blood and Body Fluids

1. Immediately wash the site of a suspected exposure, and report the exposure to the immediate supervisor, or the next available person in the chain-of-command.

All blood and body fluids are considered potentially infectious for HIV and HBV.

Body fluids with a high potential for HIV infection include blood, seminal and vaginal secretions, cerebrospinal fluids, synovial fluids, pleural fluid, peritoneal fluid, pericardial fluid, amniotic fluid and purulent discharge.

2. Refer to [PMI 1-3-304](#) (Workers' Compensation [Employee Injuries, Accidents, Blood/Body Fluids Exposure]), for instructions on how to complete the necessary Worker's Compensation paperwork.
3. Utilize the [Post Exposure to Bloodborne Pathogen–Checklist for Supervisor](#) form as a guide to assist the supervisor in completion of all necessary responsibilities.
4. Refer to [PMI 1-3-308](#) (Bloodborne Pathogens: Preventive Measures and Exposure Guidelines) for additional information.

F. Transgender Drug Testing

Transgender offenders may request that either a male or female staff member supervise a urine test. Officers shall accommodate this request and follow standard drug testing protocol.

III. Entering New Donors, Transferring, Terminating Probationers and Obtaining Test Results from the Redwood Toxicology System (ToxAccess)

A. New Donors

1. Log on to the toxaccess.redwoodtoxicology.com website.
2. Click on *Donors*, then *New Donors*.
3. Enter the client's full first name (i.e., Richard).
4. Enter the first initial only of the client's last name (i.e., H).
5. Enter the client's A or L number in the *Unique ID* field (i.e., A123456 or L45678). Do not enter any symbols or spaces in this field.
6. Select the correct gender of the client.
7. In the *Group* field, locate your officer number on the drop-down list and select it.

8. In the *Agency* field, locate your assigned unit on the drop-down list and select it. Then click the SAVE button. Repeat steps 1-8 for each new client entered into the Redwood system for the first time.
9. Upload photo

B. Transferring Cases

1. If the case needs to be transferred, it is the responsibility of the receiving officer to update the Redwood Toxicology system upon receiving the case file.
2. Only the *Group* and *Agency* field must be updated by the receiving officer.
3. To update the *Group* and *Agency* field, select the *Donor* tab from the home page, then select Donor Search.
4. Enter the client's A or L number in the *Unique ID* field and click on *Search* at the bottom of the screen. Once a search result has been located, select the client's profile screen by clicking the *View* button.
5. Select *Edit Donor* and then update the *Group* field and *Agency* field. Click save and the new information will be saved in the system.

C. Terminating Probationers from the Redwood System

1. When a client has been terminated from probation (not including a warrant), they must be taken out of the Redwood Toxicology system.
2. To inactivate the client from the Redwood system, select the *Donor* tab from the home page, then select *Donor Search*.
3. Enter the client's A or L number in the *Unique ID* field and click on *Search* at the bottom of the screen. Once a search result has been located, select the probationer's profile screen by clicking the *View* button.
4. Select *testing schedule*, right click over the current schedule and cancel.
5. Select *inactive* and then click *save*. The client will be removed from the Redwood system for drug testing purposes. Clients can be reactivated in the system if they return to Probation for supervision.

IV. Random Drug Testing (Corrective Solutions)

Random drug testing through Corrective Solutions is only available to clients on adult probation.

A. New Donor to Abbott

1. Log into ToxAccess/Redwood Toxicology.
2. Select *donors*, then *donor search* (to ensure donor isn't in the system).

3. Enter unique ID (A number). Uncheck the active box to ensure all donors are searched. If no A# exists, proceed with new donor set up.
4. Enter first name and first initial of last name.
5. Select correct gender of the client.
6. Add donor group (assigned officer number).
7. Add donor agency number (each unit has an agency number assigned).
8. Upload photo.

B. Random Urine Testing Schedule

1. Select donor, then donor search by A number.
2. Select test schedule
3. Select add random test schedule
4. Frequency determined by officer.
5. Add a start date (date must be at least one day after indoctrination).
6. Select which drug test you will be having performed.

C. Indoctrinating a Donor to Random Testing

1. Review the agreement form in full. Have the donor sign and provide them a copy.
2. Provide client with copy of the Corrective Solutions locations and hours.
3. Review drug testing procedures. All clients are to be made aware that any threatening behavior or misuse of testing facilities or any behavior deemed unacceptable will be reported to the probation officer and staffed with the chain of command for possible sanction, including probation violation and/or suspension from the use of random testing sites.

REFERENCES:

Procedures:	1-3-304	Workers' Compensation (Employee Injuries, Accidents, Blood/Body Fluids Exposure)
	1-3-308	Bloodborne Pathogens: Preventive Measures and Exposure Guidelines
	2-1-002	Transportation Security
	2-1-009	Search and Seizure - Field Services
	3-2-013	Facility Searches
Policies:	D-7	Search and Seizure

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APPROVED BY: