

## **TESTING PROCEDURES ORAL FLUID**

1. Before opening the oral collector, check the expiration date. Do not use beyond the expiration date.
2. Make sure the offender has not consumed food or beverage for at least 10 minutes before collecting the saliva sample.
3. Open the packet containing the test kit in full view of the offender.
4. Remove the collector from the foil pouch package.
5. Have the offender place the collector under his/her tongue and close his/her mouth.
6. Instruct the offender not to chew on the pad, talk, or remove the collector from his/her mouth until directed to do so.
7. When the indicator on the collector turns blue, have the offender hold the transport tube in an upright position and open the tube by pushing up on the cap with his/her thumb. **DO NOT STAND THE TUBE ON A TABLE. DO NOT SPILL OR EMPTY THE LIQUID FROM THE TUBE.**
8. Instruct the offender to insert the collector into the uncapped transport tube and replace the cap.
9. Instruct the offender to snap the cap firmly closed while continuing to hold the tube upright.
10. Place the center of the specimen seal over the top of the tube and secure to both sides.
11. Complete the contracted lab form, attach the ID sticker from the form to the specimen, and follow Processing Specimens for Contracted Lab - Chain of Custody Assurance (Attachment 2).