

## Oral Fluid Collection – Forensic

### Collection Site Preparation

1. The collection site must have all the supplies needed to complete a specimen collection (e.g. collection kits, ink pens, Custody and Control Forms (CCFs), leak-resistant plastic bags, absorbent material, shipping containers, and disposable gloves).
2. Ensure that there is a means for washing hands, a suitable clean surface for the collector to use as a work area, and a secure temporary storage area for maintaining specimens until they are transferred to the laboratory.
3. Ensure access to collection supplies is restricted only to the collector(s)/donor(s) and other authorized personnel.

### Oral Fluid Collection

1. Positively identify the donor by one of the following acceptable forms of verification of donor identity: picture identification (government, state or employer issued picture identification) or designated client contact of record.
2. Instruct the donor to select a collection kit.
3. Complete Step 1 on the CCF as instructed on the reverse of the form.
4. Check the Quantisal™ packaging to ensure the expiration date has not been exceeded.
  - a. Do not use expired devices
    - i. Ask the Point of Contact if an alternative specimen may be collected
    - ii. Discard expired devices
    - iii. Order more supplies
5. Ask the donor to “swish and spit” with water at least 10 minutes prior to the specimen collection.
6. The donor must then refrain from consumption of food (including gum, candy, etc.) or beverage (including water, coffee, soda, etc.) until after sample collection.
7. Instruct the donor to wash their hands thoroughly and not touch or handle anything prior to opening the collection kit.
8. Ask the donor to accumulate saliva in his/her mouth prior to starting collection
9. Open Quantisal™ package. Ask the donor to remove the collection device components (transport tube and sealed collector pad) from its package. Set the transport tube aside for later use.
10. Ask the donor to peel open the sealed package and remove the collector pad. Keep the pointed end of the device pointed down once opened. **Do not handle the pad or set it on a counter.**
11. Instruct donor to position the pad under the tongue, close their mouth as they would with a thermometer, and keep their head down to allow gravity to help with saliva collection.

NOTE: Advise the donor to not chew or suck the pad

12. The collection device should remain under the tongue until the stem indicator turns **completely** blue (see successful collection photo). The collection technician must not remove the collection device at the first sign of blue in the indicator window, as illustrated in the failed attempt photo.
13. Prior to removing collection pad from the donor's mouth, the collection technician must put on clean medical gloves.
14. Remove collection device as soon as the indicator turns **completely** blue.
15. If the indicator has not turned blue in 10 minutes, remove the device and discard. The donor may try drinking water. After drinking water and waiting 10 minutes, try to recollect with another device.
16. If donor cannot provide an adequate oral fluid specimen, the Point of Contact may request an alternative specimen type (urine). The alternative specimen should be collected and submitted for testing instead of the OF kit to ensure accuracy of test results. **DO NOT** send in the oral fluid specimen, as the blue color will continue to develop during transport and the laboratory will be unaware of the insufficient volume. Discard the specimen.
17. Hold the Quantisal™ transport tube in an upright position and uncap by pushing up the red cap.
18. It is critical not to spill or empty the proprietary blue buffer liquid (3mL) from the tube.
19. With clean gloved hands from step 13, the collection technician should insert the device into the uncapped transport tube and carefully replace the cap. Ensure you hear a definite "snap" when closing the transport tube.  
NOTE: Do not ingest blue buffer solution or place device in mouth after it has made contact with the buffer solution  
**\*In order to avoid contamination, the swab must only be handled with clean donor hands or clean gloved hands**
20. Remove the label from the top of the Laboratory Request Form and place the label length-wise on the side of the tube – **DO NOT** wrap the label around the tube otherwise the barcode cannot be read
21. Place the closed transport tube into the specimen bag with the absorbent pad
  - a. Fold and place the completed CCF in the back pouch of the Aegis specimen bag
22. It is important that the specimen be in one compartment and the paperwork in the other to avoid contamination of the requisition in the event of specimen leakage.
23. Seal the bag using the zip-top closure.
24. Immediately place the sealed specimen bag into the proper shipping container.
25. Oral Fluid specimens may be shipped in the same package as other specimens collected that day.
26. If no urine specimens are collected on the same day you collect an oral fluid sample, place the FedEx Billable Stamp on the Small Clinical Box and proceed with shipping. The Small Clinical Box may be shipped along with urine specimens in the FedEx Clinical Pak if



space permits. If oral fluid specimens are being shipped along with urine in the Large Clinical Box, no other outer packaging is needed.

27. Remove gloves and discard into the Hazardous waste container.
28. Wash and dry your hands.
29. Ship to the laboratory within 24 hours of collection using the preprinted FedEx labels provided by Aegis.

### **Packaging and Shipping Samples**

At the end of the business day package all secured specimens for shipment. Select the appropriate container based on the number of specimens. Place the FedEx Express Paid Shipping label on the package for pickup. Schedule pickup by calling 1.800.GoFedEx (1.800.463.3339) or go to [fedex.com](http://fedex.com).