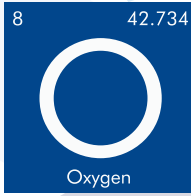




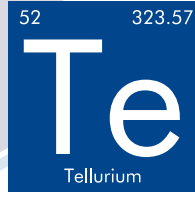
NSW Police Force



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Standard Operating Procedures

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Change History

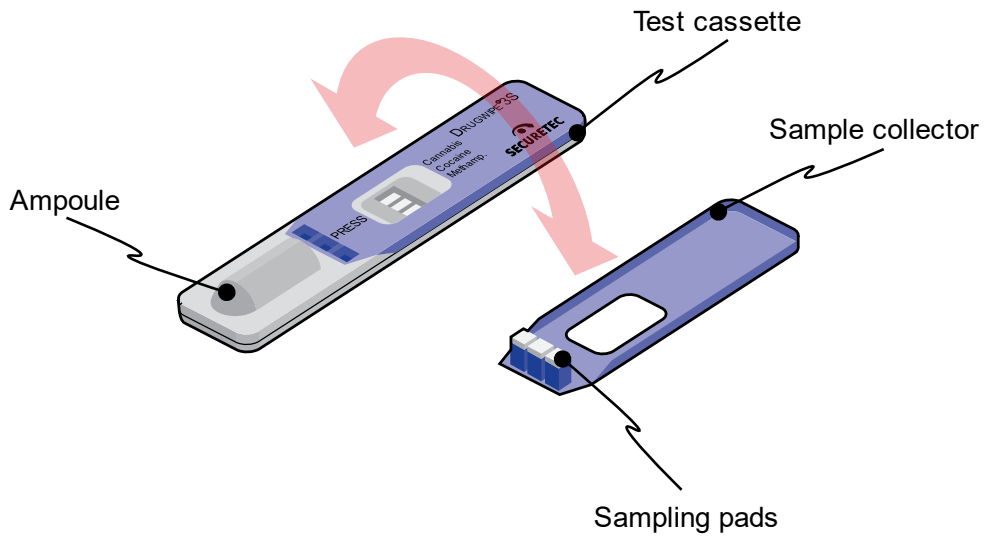
Version	Approval Date	Author	Summary of changes
2.3	July 2021	Random Drug Testing Unit	Introduction of Combined Offences
3.0	February 2023	Random Drug Testing Unit	Update to names Auditing and batch testing by RDTU COPS Incident types added Audit form corrections for temperatures

Caveat

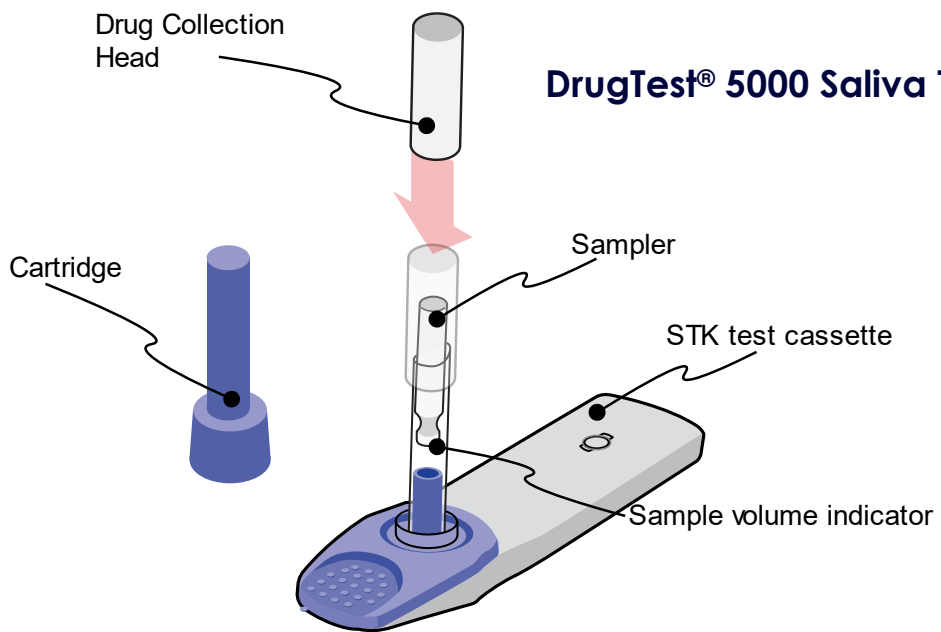
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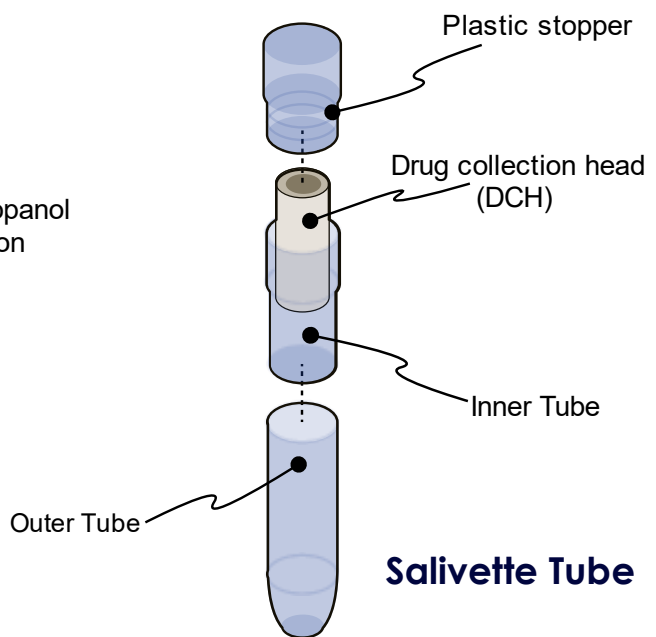
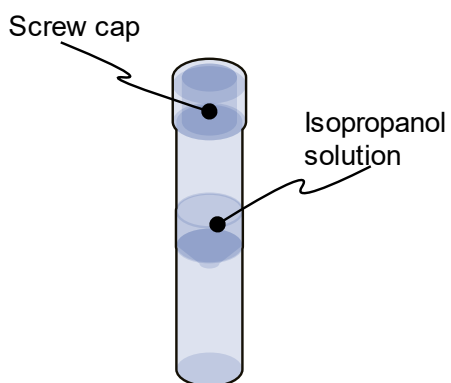
SecureTech DrugWipe® 3S



DrugTest® 5000 Saliva Test Kit



Transport Vial



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1. General Actions

- 1.1 This Standing Operating Procedure (SOP) relates to the sampling and collection of samples arising from oral fluid drug testing.
- 1.2 All police involved in oral fluid testing are to be made aware of and comply with this SOP.
- 1.3 No police are to conduct oral fluid testing unless they have undergone appropriate instruction in the use of the equipment and are aware of the requirements of this SOP. This instruction should be conducted by a trained Dräger operator
- 1.4 Police will breath test all persons that are to be subject to an oral fluid test. Where a person tests positive to alcohol police are to proceed by way of breath analysis first.
 - 1.4.1 If the relevant period of two hours for oral fluid testing has not expired police may still conduct an oral fluid test if considering a combined offence under s111A of the Road Transport Act 2013.
- 1.5 **ORAL FLUID TESTING IS NOT USED TO DETERMINE IMPAIRMENT. IF POLICE SUSPECT THAT A DRIVER IS UNDER THE INFLUENCE OF A DRUG AND THE BREATH TEST IS NEGATIVE A SOBRIETY ASSESSMENT SHOULD BE CONDUCTED WITH A VIEW TO OBTAIN BLOOD AND URINE SAMPLES.**
- 1.6 **ORAL FLUID TESTING INVOLVES THE HANDLING OF BIOLOGICAL SAMPLES AND POLICE MAY BE EXPOSED TO THOSE SAMPLES. POLICE ARE TO COMPLY WITH STANDARD PRECAUTIONS AS SET OUT IN THE NSWPF INFECTIOUS DISEASE PREVENTION GUIDELINES WHEN CONDUCTING ORAL FLUID TESTING.**
- 1.7 Under no circumstances will oral fluid or equipment used to obtain oral fluid samples be handled by police without wearing protective latex or nitrile gloves.
- 1.8 **POLICE MUST CHANGE PROTECTIVE LATEX GLOVES BETWEEN TESTS.**
- 1.9 Do not handle or touch the foam of the Saliva Testing Kit (STK) or Drug Collection Head (DCH) after a sample has been obtained.
- 1.10 All gloves and any other materials that have come into contact with oral fluid that are not to be retained as evidence are to be disposed of in standard domestic waste.
- 1.11 The use of drug detection dogs is not to occur as part of any random drug testing operation.
- 1.12 Police will not use any other devices or instruments to conduct road side drug testing other than those approved and provided by the NSWPF.
- 1.13 Road side oral fluid testing equipment does not provide evidentiary standard analysis required for a prosecution. However, Police can commence proceedings for a combined offence (PCA and presence of prescribed illicit drug) prior to an analysis certificate being produced.
- 1.14 Police will inspect the drivers licence of any person subject to an oral fluid test. Check the licence status via Police radio, mobile data terminal or Mobipol. CNI and other investigative checks should be considered.
- 1.15 A COPS entry is to be completed, as soon as possible and in any event prior to the conclusion of your shift, this is to include the entry of an oral fluid sample number, for all incidents where a driver is subjected to a secondary test using the Dräger Drug Test Analyser.
 - 1.15.1 For tests under Road Transport Legislation the incident type will be 'Traffic'
 - 1.15.2 For tests conducted under Marine Legislation the incident type will be 'Miscellaneous'
- 1.16 An Oral Fluid incident MUST be completed prior to a person served with a prohibition notice being allowed to leave the testing

location. The COPS entry in its entirety is to be completed as soon as possible after the completion of the secondary test and in any event prior to the end of the rostered shift.

- 1.17 Where any anomalies or technical difficulties are detected in the use of drug testing equipment contact the Breath Analysis & Research Unit.
- 1.18 **ORAL FLUID SAMPLES OBTAINED UNDER ROAD TRANSPORT LEGISLATION CAN NOT BE USED IN ANY FORM FOR DNA OR ANY OTHER TESTING BEYOND DRUG ANALYSIS.**

2. Storage of Drug Sampling Equipment

- 2.1 Police will check prior to removing or storing Securetec DrugWipe 3S and Dräger DrugTest 5000 STK that the drug sampling equipment is current and has not expired. In the event of expired stock, they are to be disposed of and recorded against local registers as 'DISPOSED - EXPIRED'
- 2.2 The drug collection heads are to be stored in the box they are delivered in. They are not to be combined into other packages or boxes with different expiry dates.
- 2.3 Securetec Drug Wipe 3S is not to be stored in motor vehicles or any other area where temperatures will vary outside of 5 to 25 degrees Celsius or where they would be exposed to moisture.
- 2.4 Dräger DrugTest STK is not to be stored in a motor vehicle or any other area where temperatures will vary outside of 4 to 30 degrees Celsius.
- 2.5 Any storage area where drug testing equipment is stored should be fitted with a thermometer.
- 2.6 The temperature of the storage area is to be checked at a minimum of once a week by the Shift Supervisor and any time drug sampling equipment is removed from stores.

- 2.7 If it is identified that drug sampling equipment is being stored at a temperature that is outside of the ranges at paragraphs 2-3 and 2-4 move them to an area where the temperature is within the permitted range. Contact the Random Drug Testing Unit for advice regarding any future use or disposal of the equipment.
 - 2.8 Any expired DrugWipes or Dräger DrugTest Kits are to be disposed of and recorded against local registers as 'DISPOSED - DAMAGED'.
 - 2.9 In the event of damaged/unusable stock, they are to be disposed of and recorded against local registers as 'DISPOSED - DAMAGED'.
 - 2.10 Drug collection head packs contain a small quantity of Isopropanol. Isopropanol is highly flammable liquid and vapour, causes serious eye irritation and may cause drowsiness or dizziness. Kits should not be stored near heat, hot surfaces, open flames, or sparks.
- ## 3. Use of Securetec DrugWipe
- 3.1 The Securetec DrugWipe 3S is to be used for initial oral fluid testing prior to considering secondary testing and sampling.
 - 3.2 Inspect the secure packaging of the DrugWipe. If there is evidence of any tears or damage to the packaging or that the kit has expired dispose of the DrugWipe and obtain another.
 - 3.3 If conducting a test in rain or snow ensure the DrugWipe is protected from moisture.
 - 3.4 DO NOT conduct an oral fluid test in temperatures exceeding 40 degrees Celsius or less than 5 degrees Celsius. If uncertain if the temperature at the testing location is within this temperature range, do not administer the test.
 - 3.5 If the temperatures are outside of the range set at out at paragraph 3-4 and testing is being conducted at a static site using a

- police bus where the temperature within the bus is within the allowable range the subject may be directed to the bus to undertake an initial test.
- 3.6 Tear open the packaging in front of the subject. The package is to be disposed of by police.
 - 3.7 Visually inspect the display window and ensure there are no red lines.
 - 3.8 Inform the subject that they are to undergo an oral fluid and test.
 - 3.9 Direct the subject not to consume any food, drink, medications or smoke as part of or immediately prior to the test. Failure to comply with directions relating to oral fluid testing is an offence.
 - 3.10 Remove the blue sample collector from the test cassette. Do NOT touch the sampling pads on the applicator.
 - 3.11 Visually inspect the sample pads and ensure they are pink in colour, if not discard and obtain a new DrugWipe.
 - 3.12 Give the sample collector to the subject of the test and direct them to provide a sample. Do NOT place the applicator in the subjects mouth or obtain the sample through use of force.
 - 3.13 Once a sufficient sample is obtained take the sample collector from the subject and return it to the test cassette. Direct the subject to remain at the testing location while the test is completed.
 - 3.14 Hold the reassembled sample collector and test cassette vertically with the ampoule at the bottom and then break the ampoule by pressing down on the word 'PRESS' and hold in this position for a further 10 seconds.
 - 3.15 Place the test on a level surface and leave undisturbed for a minimum period of three minutes.
 - 3.16 While awaiting test results ensure that the DrugWipe is undisturbed and secured. Do not allow the test subject, unauthorised police, or any other person to handle or disturb the test while awaiting results.
 - 3.17 Ensure that there is sufficient lighting to read the results and if necessary use a torch to read the results.
 - 3.18 Results must be read within 10 minutes of the commencement of the test.
 - 3.19 The test results are to be interpreted as positive even if the test lines only undergo a slight or incomplete colour change.
 - 3.20 Where a test is positive police should arrest the subject for the purpose of secondary testing and obtaining oral fluid sample for analysis.
 - 3.21 The DrugWipes and packets after testing may be disposed of as domestic waste. DO NOT give the drug wipe to the subject after testing.

4. Use of the Dräger DrugTest 5000 Saliva Test Kit (STK)

- 4.1 The Dräger DrugTest 5000 Test Kit is to be used for secondary testing and collection of saliva samples following a positive initial test.
- 4.2 Inspect the secure packaging of the DrugTest Saliva Test Kit (STK) and Drug Collection Head. If there is evidence of any torn or damaged packaging or that the kit has expired dispose of the STK and obtain another.
- 4.3 The area where the screening test is to be undertaken is to be clean and free of any other samples. The bench area on which the Dräger device is mounted is to be wiped clean using disinfectant. This is to be done in the presence of the subject.

- 4.4 Tear open the packaging in front of the subject. The package is to be disposed of by police.
- 4.5 Before removing the drug collection head from the Salivette tube inspect the head and ensure that the opening for the head to fit over the STK is in the correct orientation.
- 4.6 Assemble the STK placing the drug collection head onto the cassette as instructed during training. Ensure the drug collection head is firmly seated. DO NOT touch the collection head.
- 4.7 The drug collection head if not properly seated on the STK may present a choking hazard to the subject if it becomes dislodged.
- 4.8 If the drug collection head comes into contact with any other surfaces prior to administration of the test, or at any other time, discard and replace it before proceeding.
- 4.9 Give the oral test collector and test cassette to the subject of the test and direct them to provide a sample. Direct the subject not to chew or suck on the drug collection head. Do NOT place the oral test collector in the subjects mouth or obtain the sample through use of force.
- 4.10 Maintain observation of the subject and the oral test collector throughout the procedure. Record the subjects particulars in the Oral Fluid Data Record Book.
- 4.11 If the drug collection head becomes detached in the subjects mouth have them remove the head from their mouth and dispose of it in a waste bag. Commence a new test using a new kit.
- 4.12 You can not obtain an oral fluid sample after the expiration of 2 hours from the initial incident
- 4.13 When the test collector indicator turns blue or it is visually apparent that sufficient sample has been obtained, direct the subject to remove the collector from their mouth and hand it to the Dräger Operator.
- 4.14 If a sufficient sample is not obtained within 20 minutes the subject should be arrested and conveyed to the nearest hospital to obtain a blood sample.
- 4.15 If a sufficient sample is obtained place the Salivette tube over the now completed sample push the vial down until the drug collection head is covered and remove it from the cassette. DO NOT touch the drug collection head during this process.
- 4.16 Transfer the drug collection head into the transport vial. Exercise caution when transferring to the transport vial so as not to spill the Isopropanol buffer solution.
- 4.17 **ISOPROPANOL IS HIGHLY FLAMMABLE LIQUID AND VAPOUR, CAUSES SERIOUS EYE IRRITATION AND MAY CAUSE DROWSINESS OR DIZZINESS.**
- 4.18 Only allow the transport vial to open for as long as necessary to transfer the drug collection head.
- 4.19 Secure the cap on the transport vial by screwing the cap shut and secure it.
- 4.20 Prior to commencing screening the Dräger DrugTest 5000 must be powered on, have completed its internal self check and the display reads "Ready For Measurement".
- 4.21 Use the STK cassette to complete the screening.
- 4.22 The subjects details and the seal number are to be checked as entered into the Dräger Instrument before the data is saved.
- 4.23 At the conclusion of the screening ensure that the Dräger Instrument completes its self

test cycle before commencing further screenings.

4.24 When the drug test cassette is ejected from the Dräger instrument place the buffer solution cartridge back on the cassette may be disposed of in domestic waste.

4.25 When a screening test is complete print four copies of the screening results. The operator is to sign the printed results. The officer in charge should also sign the printout.

4.26 The Oral Fluid Testing Certificate is to be distributed as follows;

- Original (white) Copy to FASS with Specimen
- Analyst (yellow) Copy to FASS with Specimen
- Police (blue) copy affixed to data record entry
- Subject (pink) copy to test subject.

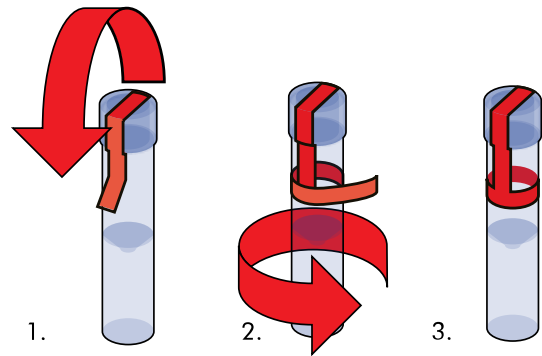
The subject MUST be given the pink copy of the oral fluid testing certificate with a copy of the printed screening result, and the content of the certificate explained to them.

4.27. Where the results are negative the sample is still to be sent for analysis. DO NOT issue a prohibition notice. (See Part 6 – Prohibition Notices.)

5. Storage of Specimens

5.1. The sample is to be sealed in front of the subject and the seal number written on the Oral Fluid Certificate. The small seal is to be affixed to the bottom right corner of the white copy of the certificate.

5.2. Seal the drug collection head in the transport vial by affixing two adhesive tamper proof seals as shown. The second seal is to overlap the bottom ends of the first seal.



5.3. For tests conducted in locations outside the Metropolitan Regions the transport vial must also be placed in a courier tube.

5.4. Place the sealed sample, the two oral fluid testing certificates (white and yellow), and the printout from the Dräger into a Specimen Courier Bag. Affix the remaining adhesive seal on the reverse side of the yellow copy of the oral fluid certificate in the top right corner.

5.5. DO NOT place the certificates and printouts in the courier tube or roll them around transport tubes. They are to be folded and placed in the specimen carrier bag.

5.6. The Specimen Courier Bag and its contents MUST be placed in the approved security box as soon as is reasonably practicable after the sample is obtained.

5.7. Log the sample in the Oral Fluid Sample Register contained in the approved security box. The entry is to be signed by the person logging the sample.

5.8. Under no circumstances will an approved security box be left unattended and/or unsecured at a testing location.

5.9. Any location at which oral fluid testing is to occur MUST have a refrigerator that accommodate a locked security box, is exclusively for the storage of oral fluid samples and can be locked.

- 5.10. Access to refrigerated storage is to be restricted to officers approved by the relevant Police Area/District Commander in the area where the testing has occurred, and personnel attached to the Random Drug Testing Unit.
- 5.11. Any security box that contains samples is to be refrigerated until transported to the Drug and Alcohol Sampling Unit (DASU) Traffic & Highway Patrol Command.
- 5.12. All movements of, and access to a security box held in refrigerated storage is to be recorded in the access and movement register.
- 5.13. Under no circumstances will keys to security boxes or locked refrigerated storage be duplicated without the express written authority of the Commander, Operations, Traffic & Highway Patrol Command.

6. Prohibition Notices

- 6.1. Where a driver has,
 - as a result of a secondary oral fluid test, given an indication that they have present in their oral fluid a prescribed illicit drug, or
 - have refused or failed to undergo an oral fluid test, or
 - refused or failed to supply a sample in accordance with the directions of a police officerthey are to be issued a prohibition notice under section 148G of the Road Transport Act 2013 and prohibited from driving
- 6.2. Where a supervisor of a learner driver has,
 - as a result of a secondary oral fluid test, given an indication that they have present in their oral fluid a prescribed illicit drug, or
 - have refused or failed to undergo an oral fluid test, or
 - refused or failed to supply a sample in accordance with the directions of a police officer

they are to be issued a prohibition notice under section 148H of the Road Transport Act 2013 and prohibited from occupying a seat next to the holder of a learner licence.

- 6.3. THE SUPERVISOR OF A LEARNER DRIVER CANNOT BE PROHIBITED FROM DRIVING BUT ONLY FROM OCCUPYING A SEAT NEXT TO A LEARNER DRIVER.
- 6.4. A prohibition notice may be issued irrespective of whether or not the person holds a licence or the status of any licence that might be held.
- 6.5. Where a notice is to be issued it must be issued in person and as soon as practicable after a secondary test.
- 6.6. The prohibition notice is for a period of 24 hours. The 24 hours is calculated from the time when the driver was first detected.
- 6.7. Where a driver is issued a prohibition notice police may confiscate all ignition keys and other keys to the vehicle they were detected in.
- 6.8. Police will explain the effect of the notice to the person at the time the notice is issued.

7. Transport

- 7.1. Prior to any security box being transferred from refrigerated storage a frozen ice brick is to be placed in the box and the box secured using the padlocks provided with it.
- 7.2. Any security box containing samples, irrespective of the number of samples, must be transported to Drug and Alcohol Sampling Unit as soon as practicable and in any case no later than at 7 day intervals.
- 7.3. Security boxes from Non-Metropolitan locations are to be transported to Drug and Alcohol Sampling Unit by courier on Mondays and Wednesdays only.

- 7.4. Metropolitan locations security boxes are to be transported by police to Drug and Alcohol Sampling Unit on Tuesdays and Thursdays only.
- 7.5. Prior to transport by courier a consignment note must be completed and affixed to the exterior of the security box and the customer copy MUST be removed and retained for tracking reference.

8. Safety Observations and auditing

8.1. Safety Observations

- 8.1.1. Police Area/District Commanders are to ensure that safety observations of Random Drug Testing are undertaken at regular intervals and in any case no less than every 3 months.
- 8.1.2. Safety Observations will be undertaken in accordance with the Safety Observation NSW Police Force Safety Management System to ensure compliance with these SOPS and safe work practices. A Safety Observation Form will be used.
- 8.1.3. All safety observation forms once completed are to be retained by the Police Area/District Command and retained in accordance with their local procedures.
- 8.1.4. The Safety observations required under this SOP do NOT remove requirements for safety observations under the Stationary Traffic Enforcement SOPS.

8.2. Auditing

- 8.2.1. An officer approved by the relevant Police Area/District Commander at the command will inspect facilities for oral fluid testing locations to ensure

compliance with these SOPs, particularly with respect to the storage, handling of testing equipment and consumables and the transport of samples.

- 8.2.2. Audit inspections by the approved officer at the Police Area/District Area Command should take place no less than every three (3) months.
- 8.2.3. The Random Drug Testing Unit can conduct random audits periodically at Police Area/District Commands to ensure compliance with these SOPs.
- 8.2.4. Any audit must include checking the currency of all testing kits to ensure that no expired kits are held. Expired kits are to be removed and returned to the Random Drug Testing Unit.
- 8.2.5. Any audit inspection is to be documented using the audit form at annexure A and records retained by the relevant Police Area/District Command for a period of six (6) years and then destroyed unless otherwise directed by the Assistant Commissioner, Traffic & Highway Patrol Command.
- 8.2.6. Supervisors at testing locations will check all accountable books on a weekly basis. Any incomplete or erroneous entries are to be noted and corrective action taken. Weekly checks are to be noted on the inside writing shield of the books and endorsed with a signature and date of inspection.
- 8.2.7. Prior to the fourth day of each month Police Area/District Commanders, or their delegate,

will supply an operational activity return via memo for the previous months work to #RDT.

the Assistant Commissioner, Traffic & Highway Patrol Command.

8.3. Servicing and Verification Testing

8.3.1. The Dräger DrugTest 5000 MUST be serviced every 365 days or 500 measurements whichever occurs first. It is to be returned to the Breath Analysis and Research Unit, Traffic and Highway Patrol Command, for such servicing.

8.3.2. Instruments will not be serviced unless they are returned with all cables and ancillary equipment.

8.3.3. The Random Drug Testing Unit is to cause 25 units of each unique batch of Securetec DrugeWipe 3S' provided by the supplier to be tested by Forensic and Analytical Science Service.

8.3.3.1. DrugWipe 3S kits sent for testing are to be randomly drawn from each batch delivered to the NSWPF and intended to be used in operational service.

8.3.3.2. Testing is to ensure the kits are operating within the required parameters.

8.3.3.3. Where a kit is found to not function as required all units from that batch are to be withdrawn from service.

8.3.3.4. All results of batch and verification testing are to be retained by the Random Drug Testing Unit for a period of six (6) years and then destroyed unless otherwise directed by

9. Supplies and Equipment

9.1. All drug testing consumables used for oral fluid testing are to be acquired from the Random Drug Testing Unit, Traffic & Highway Patrol Command.

9.2. Traffic and Highway Patrol Command will determine the number of consumables that are allocated to each Police Area/District Command for both general duties and highway patrol.

9.3. The Random Drug Testing Unit will distribute consumables to Police Area/District Commands on four (4) occasions each financial year and will record this via local database.

9.4. A senior officer at the Police Area/District Command will be responsible for managing stores held within their Police Area or District Command.

9.5. Where a Dräger DrugTest 5000 is damaged or not in serviceable condition advice should be sought as soon as practicable from the Breath Analysis & Research Unit.

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