

**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 12/02/20

**FORMS:** Urine and Oral Testing Forms accessible online at:  
[www.Redwoodtoxicology.com](http://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 a routine [REDACTED] panel [REDACTED] include:

- a. [REDACTED]
  - (1) [REDACTED]
  - (2) [REDACTED]
  - (3) [REDACTED]
- b. [REDACTED]
- c. [REDACTED]
- d. [REDACTED]
- e. [REDACTED]

- f. [REDACTED]
- (1) [REDACTED]
- (2) [REDACTED]
- (3) [REDACTED]

2. The drugs/narcotics currently tested for in a routine [REDACTED] panel [REDACTED] include:

- a. [REDACTED]
- (1) [REDACTED]
- (2) [REDACTED]
- (3) [REDACTED]

b. [REDACTED]

c. [REDACTED]

d. [REDACTED]

e. [REDACTED]

f. [REDACTED]

g. [REDACTED]

h. [REDACTED]

- (1) [REDACTED]

i. [REDACTED]

- (1) [REDACTED]

- (2) [REDACTED]

- (3) [REDACTED]

- (4) [REDACTED]

- (5) [REDACTED]

3. Tests for drugs not included in a routine drug screen are performed at an additional cost. Some of the tests require supervisor approval in advance, and should be staffed with the supervisor on a case-by-case basis.

a. [REDACTED] Tests Requiring Supervisor Approval:

- (1) [REDACTED]
- (2) [REDACTED]
- (3) [REDACTED]
- (4) [REDACTED]

b. Oral Tests Requiring Supervisor Approval:

- (1) [REDACTED]

D. Results

Unless specifically court ordered through another source, only results from the contracted provider are to be used for purposes of supervision, including establishing violations, reporting progress on probation for court hearings, and effecting arrests. **Sworn officers** are reminded to review all results and compare them to the original requisition forms and ensure the ML# (i.e., A#, J#, L#), dates, and officer numbers were documented correctly.

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.

**Officers** can access results via the Redwood Toxicology website at [redwoodtoxicology.com](http://redwoodtoxicology.com), logging in and selecting the *Results* tab. **Officers** can search for results via the client's first name and first initial of the last name or their A or L number. **Officers** can also search by contract number, requisition number or officer number. If results cannot be located, please contact a department Redwood administrator for assistance.

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](http://redwoodtoxicology.com) using your user identification and password.
- b. Enter the **client's** information into the *Donor* field.

- c. Enter the **officer** responsible for the supervision of the sample into the *Collector* field.
  - d. The **date** and **time** will be automatically populated by the system.
  - e. Choose either [REDACTED] in the *Specimen Type* field.
  - f. If additional testing is needed due to case dynamics, which is outside the contract panel [REDACTED] 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.
  - g. After completing the required fields, click *Print Label*.
  - h. Please have the **client** sign the original and initial the security seal. The Collector must also sign the form. 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.
  - i. To obtain the duplicate chain of custody form from the Redwood website, click on the Results tab and conduct a search based on the officer number (Group), first name, or A/L number under Unique ID. Once the **client's** test results have been located, a PDF copy of the original label is available under the Requisition Number (Req. #) column.
  - j. To obtain the drug test results from the Redwood website, click on the Results tab and conduct a search based on the officer number (Group), first name, or A/L number under Unique ID. Once the **client's** test results have been located, a copy of the drug test results is available under the Accession Number (Accn #) column.
- B. 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 at the top of the form.
    - b. Label
      - (1) "Donor's Initials" - The **client** should write 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" - Leave blank.

- 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. Some test panels may require supervisor approval and signature.
- j. The **client's** name should be written on the last page of the requisition form only (yellow copy).
- k. The top copy of the requisition form is submitted to the testing provider with the sample. The yellow copy is filed at the appropriate probation office and will be matched with the corresponding results.

## 2. Urine Drug Tests

- a. Label
  - (1) "Donor's Initials" - The **client** should write their initials on the **security seal** to indicate the specimen is being sealed in the **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" – Leave blank.

- (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 **client's** name should be written on the last page of the requisition form only (yellow copy).
- (8) The top copy of the requisition form is submitted to the testing provider with the sample. The yellow copy is filed at the appropriate probation office and will be matched with the corresponding results.

#### 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. 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 at least half full (minimum 30 mls).
  - c. After a urine sample is collected, instruct the **client** to place the cap on the test cup and tighten it, so 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. The **client** should also dry the exterior of the test cup as needed.
  - e. The completed label and security seal will be handed to the **client**. They should be instructed to attach them to the sample cup and then place the cup in the plastic collection bag.

- f. **The officer** will 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 should either be picked up by the contracted delivery service or sent to the lab in a US mailer box for testing.

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).

### 3. 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.

### 4. 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.

### 5. 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. Plastic trash bags are available at any area office.
- c. 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.

Both the towelettes and solution are available at any area office, or they can be **purchased via the Expediter supply order process.**

6. 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 positive results from the lab is considered a positive test.
- d. In extreme cases, a **client** who submits a series of diluted tests may be considered to be in violation for failure to submit to testing as directed. However, each situation needs to be staffed with a supervisor and evaluated on the merits of the case.

7. 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 re-closable packaging, 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 [REDACTED] continuously swallows their saliva, preventing the device from absorbing enough saliva for testing.
  - b. The [REDACTED] consumes food or mouthwash right before they test, contaminating the swab. It is recommended that the [REDACTED] 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.

III. Entering New Donors, Transferring, or Terminating probationers from the Redwood Toxicology System (**ToxAccess**)

A. New Donors

1. Log on to the [redwoodtoxicology.com](http://redwoodtoxicology.com) website.
2. Click on [REDACTED] then [REDACTED].
3. [REDACTED].
4. [REDACTED]
5. Enter the [REDACTED] in the *Unique ID* field [REDACTED]. Do not enter any symbols or spaces in this field.
6. Select the correct [REDACTED] of the **client**.
7. In the [REDACTED] field, locate your [REDACTED] on the drop-down list and select it.

8. In the [REDACTED] 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.

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 [REDACTED] 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 [REDACTED] from the Redwood system, select the *Donor* tab from the home page, then select *Donor Search*.
3. Enter the client's [REDACTED] 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 [REDACTED] 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.

**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 - <b>Field Services</b>
	3-2-013	<b>Facility Searches</b>
Policies:	D-7	Search and Seizure

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**APPROVED BY:**