

WESTVILLE FIRE DISTRICT NO. 1
23 W. OLIVE STREET, WESTVILLE, NEW JERSEY 08093

TESTING GUIDELINES

POLICY# S & T 2.2 (Part III)
DATE ADOPTED 11/13/01
DATE REVISED

PART THREE: LABORATORY ANALYSIS PROCEDURES

- (a) **Day to day management**-The laboratory shall have a qualified individual to assume professional, organizational, educational and administrative responsibility for the laboratory's urine drug testing facility.
- (a)(2) This individual shall have documented scientific qualifications in analytical forensic toxicology.
Minimum qualifications are:
 - (a)(2)(i) Certification as a laboratory director by a State in forensic or clinical laboratory toxicology; or
 - (a)(2)(I)(A) Appropriate experience in analytic forensic toxicology including experience with the analysis of biological material for drug of abuse, and
 - (a)(2)(I)(B) Appropriate training and/or experience in forensic applications of analytical toxicology, e.g, publications, court testimony, research concerning analytical toxicology of drugs of abuse, or other factors which qualify the individual as an expert witness in forensic toxicology.
 - (a)(2)(ii) A Ph. D. in one of the natural sciences with an adequate undergraduate and graduate education in biology, chemistry, and pharmacology; or
 - (a)(2)(iii) Training and experience comparable to a Ph.D. in one of the natural sciences, such as a medical or scientific degree with additional training and laboratory/research experience in biology, chemistry, and pharmacology; and
 - (a)(2)(iv) In addition to the requirements in paragraph or (a) (2) (I), (ii), or (iii) of this section, minimum qualifications also require;
- (a)(3) This individual shall be engaged in and responsible for the day-to-day management of the drug testing laboratory even where another individual has overall responsibility for an entire multi specialty laboratory.
- (a)(4) This individual shall be responsible for ensuring that there are enough personnel with adequate training and experience to supervise and conduct the work of the drug-testing laboratory. He or she shall assure the continued competency of laboratory personnel by documenting their in service training, reviewing their work performance, and verifying their skills.
- (a)(5) This individual shall be responsible for the laboratory's having a procedure manual which is complete, up to date, and available for personnel performing tests, and followed by those personnel. The procedure manual shall be reviewed, signed, and dated by this responsible individual whenever procedures are first

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placed into use or changed or when a new individual assumes responsibility for management of the drug testing laboratory. Copies of all procedures and dates on which they are in effect shall be maintained. (Specific contents of the procedure manual are described in Part 4(n)(1).

- (a)(6) This individual shall be responsible for maintaining a quality assurance program to assure the proper performance and reporting of all test results, for maintaining acceptable analytical performance for all controls and standard, for maintaining quality control testing, and for assuring and documenting the validity, reliability, accuracy, precision, and performance characteristics of each test and test system.
- (a)(7) This individual shall be responsible for taking all remedial actions necessary to maintain satisfactory operation and performance of the laboratory in response to quality control systems not being within performance specifications, errors in result reporting or in analysis of performance testing results. This individual shall ensure that sample results are not reported until all corrective actions have been taken and he or she can assure that the tests results provided are accurate and reliable.
- (b) **Testing validation-**The laboratory's urine drug testing facility shall have a qualified individual(s) who review all pertinent data and quality control results in order to attest to the validity of the laboratory's test reports. A laboratory may designate more than one person to perform this function. This individual(s) may be any employee who is qualified to be responsible for day-to-day management or operation of the drug-testing laboratory.
- (c) **Day to day operations and supervision of analysts-** the laboratory's urine drug testing facility shall have an individual to be responsible for day operations and to supervise the technical analysts. This individual(s) shall have at least a bachelor's degree in the chemical or biological sciences or medical technology or equivalent. He or she shall have training and experience in: the theory and quality control practices and procedures; the review, interpretation, and reporting of test results; maintenance of chain of custody; and, proper remedial actions to be taken in response to test systems being out of our control limits or detecting aberrant test or quality control results.
- (d) **Other personnel-** Other technicians or non-technical staff shall have the necessary training and skills for the tasks assigned.
- (e) **Training-**The laboratory's urine drug testing program shall make available continuing education programs to meet the needs of laboratory personnel.
- (f) **Files-** Laboratory personnel files shall include: resume of training and experience; certification or license, if any; References; job descriptions; records of performance evaluation and advancement; incident reports; and results of tests which establish employee competency for the position he or she holds, such as a test for color blindness, if appropriate.