

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

TESTING GUIDELINES

POLICY#	S & T 2.2
ORIGINAL POLICY#	
DATE ADOPTED	11/13/01
REVISION	
DATE REVISED	

PART FIVE; QUALITY ASSURANCE AND QUALITY CONTROL

- (a) **General-** Drug testing laboratories shall have a quality assurance program which encompasses all aspects of the Testing process including but not limited to specimen acquisition, chain of custody security and reporting of Results, initial and confirmatory testing and validation of analytical procedures. Quality assurance procedures shall Be designed, implemented and reviewed to monitor the conduct of each step of the process of testing for drugs.
- (b) **Laboratory quality control requirements for initial tests-** Each analytical run specimens to be screened shall Include:
 - (b)(1) Urine specimens certified to contain no drug;
 - (b)(2) Urine specimens fortified with known standards; and
 - (b)(3) Positive controls with the drug or metabolite at or near the cutoff level.

In addition, with each batch of samples a sufficient number of standards shall be included to ensure and Document the linearity of the assay method over time in the concentration area of the cutoff. After acceptable Values are obtained for the known standards; those values will be used to calculate sample data. Implementation Of procedures to ensure carry over does not contaminate the testing of an individual's specimen shall be Documented. A minimum of 10% of all samples to laboratory analysts. One percent of each runs, with a minimum Of at least one sample, shall be the laboratory's own quality control samples.

- (c) **Laboratory quality control requirements for confirmation tests-** Each analytical run of specimens to be Confirmed shall include;
 - (c)(1) Urine specimens certified to contain no drugs;
 - (c)(2) Urine specimens fortified with known standards; and
 - (c)(3) Positive controls with the drug or metabolite at or near the cutoff level. The linearity and precisions of the

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Method shall be periodically documented. Implementation of procedures to ensure that carryover does not Contaminate the testing of an individual's specimen shall also be documented.

(d) **Employer blind performance test procedures.**

- (d)(1) Westville Fire District shall use blind testing quality control procedures as provided in this paragraph.
- (d)(2) Westville Fire District shall submit three (3) blind performance test specimens for each 100 employee specimens It submits.
- (d)(3) Westville Fire District may submit only blank samples or may submit two (2) separately labeled portions of a Specimen from the same non-covered employee.
- (d)(4) The Westville Fire District shall investigate, or shall refer to DHHS for investigation, any unsatisfactory Performance testing resulting and, based on this investigation, the laboratory shall take action to correct the Cause of the unsatisfactory performance test result. A record shall be made of this investigative findings and The corrective action taken by the laboratory, and that record shall be dated and signed by the individual Responsible for the day-to-day management and operation of the drug-testing laboratory. Westville Fire District shall thereafter ensure notification of the findings to DHHS.
- (d)(5) Should a false positive error occur on a blind performance test specimen and the error is determined to be An administrative error (clerical, sample mix-up, etc), Westville Fire District shall be promptly notified. The Westville Fire District shall require the laboratory to take corrective action to minimize the occurrence of The particular error in the future, and if there is reason to believe the error could have been systemic, the Westville Fire District may also require review and reanalysis of previously run specimens.
- (d)(6) Should a false positive error occur on a blind performance test specimen and the error is determined to be a Technical or methodological error, the laboratory shall submit all quality control data from the batch of Specimens which include the false positive specimen to Westville Fire District. In addition, the laboratory Shall retest all specimens analyzed positive for that drug or metabolite from the time of final resolution on the Error back to the time of the last satisfactory performance test cycle. This re-testing shall be documented by a Statement signed by the individual responsible for day to day management of the laboratory's urine drug testing. The Westville Fire District may require an on site review of the laboratory which may be conducted Unannounced during any hours of operation of the laboratory. Based on information provided by the Westville Fire District, DHHS has the option of revoking or suspending the laboratory's certification or recommending That no further action be taken if the case is one of less serious error in which corrective action has already Been taken, thus reasonably assuring that the error will not occur again.

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