



The confidence of scientific confirmation.

SPECIMEN COLLECTION AND SHIPPING INSTRUCTIONS

- Remove the kit contents from the packaging. **Save the outer packaging** because the specimen must be placed in the re-closable outer packaging for shipment to RTL.
- Peel open the collector pad package and remove the collection device. **Do not touch the pad.**
- Place the collector pad under the donor's tongue and instruct the donor to close his/her 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.
- Holding the transport tube in an upright position, remove the cap, and insert the collector 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.
- 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.
- Write the collection date on the security seal, peel the seal off the test request form and place it across the cap (see diagram on test request form).
- Peel the barcode label from the test request form and place it **lengthwise** on the transport tube.
- Have the donor initial the security seal to indicate the specimen was sealed in the donor's presence. **Please do not use red ink or felt tip pens.** Blue and black ballpoint pens are preferred.
- Complete the information on the test request form.
- Place the transport tube inside the re-closable package and seal.
- Place the transport tube (enclosed within the re-closable package) and the **top copy** of the test request form in a DHL bag or U.S. mailer box. Send the specimen(s) to RTL for testing. Keep the second copy of the test request form for your records. **The specimen should be received by RTL within seven days of the date of collection.**

IMPORTANT! The sample cannot be processed without the information supplied on the test request form. If the form does not accompany the specimen, testing will be delayed.

Please follow these guidelines when shipping your specimen(s) to RTL:

- Five or more specimens: Please use the DHL lab pack
- Fewer than five specimens: Please use the pre-paid U.S. mailer boxes
- Oral fluids and urine may be sent in the same DHL lab pack when sending five or more specimens (e.g. three urine specimens and two oral specimens)

IMPORTANT! Please **do not** mix oral fluid and urine specimens in the same postage-paid mailer box! Per U.S. Postal Service regulations, use the box provided specifically for each type of test.



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RTL-Oral Fluid Laboratory Drug Testing

FREQUENTLY ASKED QUESTIONS // SPECIMEN COLLECTION PROCEDURES

Why Redwood Toxicology Laboratory?

Redwood Toxicology Laboratory, Inc. (RTL) is one of the largest, full-service, independent drug-testing laboratories in the United States. RTL utilizes state of the art screening and confirmation methodologies for oral fluid and urine drug testing. Trusted by over 7,000 clients nationwide, RTL provides affordable and comprehensive drug testing services.

RTL offers numerous advantages to your agency, including the following:

- Extensive experience in performing forensic toxicology analysis for drugs of abuse in urine and oral fluids,
- Highly qualified scientific staff,
- State of the art instrumentation for the detection of drugs of abuse in oral fluids and urine,
- Excellent client services, and;
- Extensive quality assurance and quality control procedures that help to ensure accurate results as well as maintaining the quality of services provided to our clients.

How is RTL's oral fluid testing unique?

Oral fluid testing is gaining popularity with many programs that require easy, gender-neutral specimen collection combined with the accuracy of lab testing. RTL provides an easy and affordable lab-based testing solution for the detection of drugs of abuse in oral fluids: RTL-Oral. RTL-Oral utilizes the only collection device that has a volume adequacy indicator. This indicator ensures that sufficient saliva (1 mL) is collected to prevent possible false negative results due to insufficient sample size. The RTL-Oral collection device also allows drug concentrations to be reported per mL of oral fluid (GC/MS confirmations only). One (1) mL of oral fluid combined with three (3) mL of buffering agent provides four (4) mL of specimen, allowing a sufficient amount for screening and confirmation procedures.

Other collection devices on the market do not contain volume adequacy indicators. Therefore, the collection device must remain in the mouth for a fixed period of time. Because individuals produce saliva at varying rates, differing sample sizes are collected, ranging from 0.04 to 0.4 mL. This variance can lead to virtually meaningless results. Often, with other collection devices, there is insufficient specimen for confirmation of presumptive positives and sometimes for primary screening. These problems, however, are virtually eliminated when using the RTL-Oral collection device.

How do I know the RTL-Oral Solution is right for my agency?

RTL-Oral is easily used in a variety of testing arenas:

- Pre-Employment
- Random Testing
- Reasonable Cause
- Return to Duty
- Post Accident (Insurance)
- Probation/Parole and Corrections
- Drug Courts and Pre-Trial
- Methadone Programs

Why should I implement the RTL-Oral Solution at my facility?

Not only does oral fluid testing save your agency time and money in collection fees, it offers the convenience of testing for drugs of abuse anywhere, at any time. Other key advantages of the RTL-Oral Solution include:

- Ease of collection
- Gender-neutral observed collections
- Observed collection with no embarrassment
- Better indicator of recent usage as compared to urine samples
- Less chance of specimen adulteration – no need to worry about dilute specimens
- No collection site fee
- The choice of two drug screen panels
- Forty-eight hour turnaround time from receipt of specimen
- Results available via internet, fax and U.S. mail
- Pre-paid mailer boxes (fewer than five specimens)
- Pre-paid overnight service via DHL (five or more specimens)
- Toxicologists available for toll-free technical support
- Expert witness and affidavit services available

How much does RTL-Oral drug testing cost?

Please contact your RTL sales representative at (800) 255-2159 for more information.

How do I implement the RTL-Oral Solution?

Implementing the RTL-Oral Solution at your facility is as easy as one, two, three...

1. Choose your panel. Do you require the Standard 6 or Methadone 6 panel? We will set up your account according to your specific needs. Call us toll-free at (800) 255-2159.
2. Collect the specimen. For quick and easy specimen collection, follow the instructions on the RTL-Oral collection device or call us to arrange a telephonic training session.

3. Send the RTL-Oral collection device to RTL. Package the RTL-Oral collection device and send to RTL in your pre-paid shipping container. When the specimen is received, it is tested and results are reported via internet, fax or mail within forty-eight hours.

What are the testing and confirmation methodologies?

Specimens collected with the RTL-Oral collection device are sent to RTL for screening by Enzyme-Linked Immunosorbent Assay (ELISA). Positive screens are confirmed by gas chromatography/mass spectrometry (GC/MS).

The analytical methods used by RTL for the detection of drugs of abuse are scientifically accepted and approved by the U.S. Department of Health and Human Services.

What cut-off levels does RTL use for oral fluid testing?

The following RTL-Oral cut-off levels are implemented by RTL for oral fluid testing:

DRUG	ELISA	GC/MS
Methamphetamine	50 ng/mL	15 ng/mL
Amphetamine	50 ng/mL	15 ng/mL
Cocaine/Benzoyllecgonine	20 ng/mL	10 ng/mL
Marijuana	4 ng/mL	1 ng/mL
Methadone	50 ng/mL	20 ng/mL
Opiates	40 ng/mL	25 ng/mL
PCP	10 ng/mL	3 ng/mL

These oral fluid cut-off levels are based upon preliminary guidelines established by the Substance Abuse Mental Health Services Administration (SAMHSA) Drug Advisory Board for drug testing of alternative matrices.

What are the oral fluid drug detection times?

The drug detection times in oral fluid closely parallel those in blood. In general, Amphetamines, Opiates, Cocaine/Benzoyllecgonine, Methadone, and PCP can be detected for up to 48 hours following use. Parent THC (marijuana) can be detected in oral fluid for up to 24 hours.

I suspect that my donor just used a substance of abuse, how long should I wait before collecting the specimen?

Depending on the drug and dosage, drugs may be detected in oral fluid in as little as a few minutes or up to approximately 2 hours from the time of use.

Why are the drug levels in oral fluids lower than those in urine?

Oral fluid drug levels largely correlate with the amount of drug in the blood (dependent on the saliva/plasma ratio for each drug). Higher drug and drug metabolite levels are found in urine because they are concentrated by the kidneys during the excretion process.

How do I collect the oral fluid specimen?

Instructions for use are included with your first order of RTL-Oral devices. Please read these instructions carefully. RTL offers telephonic training. If you have questions, please call (800) 255-2159.

Can I ship my oral fluid specimens with my urine specimens?

RTL will accept both oral fluid and urine specimens in the same DHL lab pack when sending five or more specimens (e.g. three oral fluid specimens and two urine specimens). The specimens cannot, however, be mixed in the postage-paid mailer boxes due to U.S. Postal Service regulations.

**It is important that the test request form is included with the oral fluid specimen. The specimen cannot be processed without the information supplied on the test request form.

How long does RTL store the oral fluid specimen?

RTL stores positive oral fluid specimens for six (6) months in frozen storage. Negative specimens are kept for 48 hours.

How will RTL report the RTL-Oral results?

RTL offers reporting for the RTL-Oral solution via internet, U.S. mail or facsimile. Please indicate your preferred method at the time of account set-up.

What is the shelf life for the RTL-Oral collection device?

The RTL-Oral collection device has a shelf life of 12 months from the date of manufacture.

Does OSHA classify oral fluid as hazardous?

OSHA considers oral fluid collections non-hazardous as long as the specimen is not tinged with blood.

Who do I call to re-order the RTL-Oral devices?

To reorder supplies, please call us toll free at (800) 255-2159.

How can I get more information on the RTL-Oral Solution?

For more information on the RTL-Oral Solution, contact the RTL sales staff toll-free at (800) 255-2159, or visit our website at www.redwoodtoxicology.com/services/doa_oral_fluids.shtml. We are happy to answer any questions you may have regarding the benefits of oral fluid testing.