



Canadian Society of Forensic Science Drugs and Driving Committee (DDC) Recommendations for a Drug Screening Equipment Program – Oral Fluid

Effective: March 27, 2018

OVERVIEW

These recommendations should be considered in the development of a drug screening equipment program – oral fluid [drug screening program] for law enforcement, as they help to ensure the overall quality of a program. Deviations from these recommendations may not necessarily have a direct impact on a subject test result.

An effective drug screening program has several elements, ranging from operator training to an overarching quality assurance (QA) program which includes data collection and equipment maintenance. The structure of individual drug screening programs may vary, but should be designed such that all program responsibilities are effectively covered.

In addition to the recommendations contained in this document, the following comments should be considered:

- Prior to law enforcement services procuring drug screening equipment and/or associated software, they should consult and coordinate with the training program, the QA program, legal resources and scientific resources as to any potential impact.
- Regional, provincial, territorial and federal agencies, as appropriate, should collaborate for data collection to help ensure consistency in results and to maximize the utility of shared data.
- The training program, QA program, scientific resources, legal resources, and law enforcement services should maintain continuous working relationships and open communication with each other.

The following recommendations are sub-divided into those for a drug screening program and operator training.

PROGRAM RESPONSIBILITIES:

TRAINING:

- **TRAINING PROGRAM RESPONSIBILITIES INCLUDE:**
 - Development of training materials for operators and training standards for instructors.
 - Consultation with scientific and legal resources as appropriate when developing training.



- Documentation of the design, scope and standards of operator and instructor training, including appropriate criteria for trainee selection.
- Coordination and provision of ongoing training courses, including but not limited to:
 - selection of appropriate training course personnel, including instructors;
 - coordinating /providing training facilities, supplies and materials; and
 - issuing certificates of completion to successful candidates.
- Retention of training records, including but not limited to:
 - trained and active operators;
 - training materials (current and archived versions); and
 - time spent on operator training, including numbers of courses provided and trainees per course.
- For QA purposes, maintain all versions of the training materials and programs, and indicate the differences between these versions and the date ranges for which the specific versions are in effect.
- Notification of emerging issues to operators.

- **COURSE INSTRUCTORS:**
 - Preferred experience includes investigating drug-impaired driving and at least one of the following:
 - SFST or DRE training; or
 - experience instructing on other courses (e.g., impaired driving).
 - Instructors should receive more in-depth training than operators, including specific instruction on how to deliver operator course materials.
 - Instructor responsibilities include but are not limited to:
 - operator training;
 - marking exams and providing results to the training program;
 - acting as ongoing resources for operator questions;
 - notifying appropriate personnel of any non-standard operational issues; and
 - consulting with scientific resources and legal resources as appropriate.

QUALITY ASSURANCE (QA) PROGRAM:

- Collects and maintains data on:
 - number and identity of active operators;
 - tests performed, including anonymized test results;
 - drug screening equipment units in the field;
 - number of oral fluid collection systems purchased and used;
 - screening results and their related confirmatory tests; and



- results of legal proceedings, if available.
- Documents any operational issues and, in conjunction with scientific resources including the DDC, determines any remedies required.
- Monitors changes, developments, and events in drug screening and takes appropriate action when warranted, including recommendations on training and/or drug screening policies and procedures.
- Performs periodic review for adherence to QA policies and procedures.
- Maintains copies of all versions of manufacturer's instructions and training materials.
- Maintains records of current and archived manufacturer-authorized repair, calibration, and service facilities.

LAW ENFORCEMENT SERVICES

- Oversee and review drug screening activities in their service area.
- Develop and implement drug screening policies and procedures, taking into consideration any recommendations from the QA program, scientific resources and/or legal resources.
- Ensure appropriate security access for drug screening equipment functions.
- Ensure that subject test results are appropriately stored, retained, and provided to QA program.
- Provide information to the QA program as appropriate.
- Ensure that any equipment repair/calibration/service is performed by authorized individuals (as outlined in Standards and Evaluation Procedures).
- Have procedures in place to identify and address operational issues, and notify the appropriate personnel.
- Assist in the selection of operator trainees.
- Provide support and resources for operators, including but not limited to:
 - coordinating maintenance/repairs;
 - ensuring that repair/service records are appropriately retained;
 - ensuring that QC cartridge check results are appropriately retained;
 - periodic review of subject tests;
 - ensuring that operators receive updates from training program; and
 - ensuring that adequate supplies are available for ongoing drug screening.

OTHER PARTNERS:

- **SCIENTIFIC RESOURCES**

- Provide input on scientific issues for training purposes and on ongoing basis, as appropriate.



- Notify other program areas of significant scientific developments in the area as appropriate.
- Review authorized manufacturing and/or repair/calibration/service facilities as appropriate.
- **LEGAL RESOURCES**
 - Provide input on legal issues for training purposes and on an ongoing basis, as appropriate.
 - Notify other program areas of significant legal developments in the area, as appropriate.

OPERATOR TRAINING RECOMMENDATIONS

- **INITIAL QUALIFICATIONS**
 - Trainees should be law enforcement officers engaged in general and/or traffic law enforcement.
- **TRAINING COURSE RECOMMENDATIONS:**
 - Appropriate theory, including but not limited to:
 - purposes of drug screening in general;
 - principles of oral fluid screening, including the specific drugs of interest;
 - appropriate application and interpretation of drug screening results;
 - potential for interfering substances and false positive readings;
 - potential for false negative readings;
 - potential sources of error;
 - significance of oral fluid drug screening results as compared with laboratory blood results; and
 - QA measures related to drug screening.
 - Practical knowledge, including but not limited to:
 - basic operational procedures;
 - requirements for making a lawful demand for bodily sample;
 - instructions for sample collection, including directions provided to the subject;
 - sample collection techniques;
 - potential issues related to sample collection, including but not limited to:
 - insufficient sample;
 - refusal to comply/ability to provide;
 - presence of foreign objects in the oral cavity; and



- environmental conditions.
 - potential issues related to sample analysis, including but not limited to:
 - error messages and their significance;
 - environmental conditions; and
 - printer issues.
 - frequency of quality control checks;
 - frequency of calibration;
 - frequency of battery recharging and/or replacement;
 - note taking associated with drug screening;
 - storage, handling, maintenance and transportation of equipment;
 - record keeping;
 - appropriate aspects of law and presentation of evidence, including any region-specific policies and procedures; and
 - roles and responsibilities within the drug screening program.
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- Written and practical examinations, including but not limited to:
 - use of human subjects for drug screening tests;
 - standard minimum requirement for successful completion of training; and
 - issuing certificates to successful candidates.