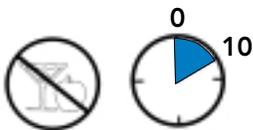


Test Procedure & Trouble Shooting Guide

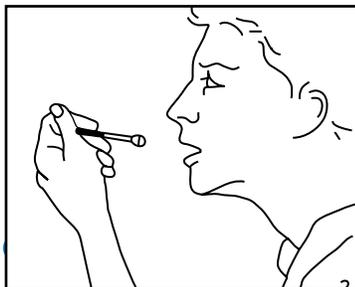
1 Pretest procedures and inspection

- ▶ Check donor photo identification.
- ▶ Explain test procedure.
- ▶ Complete Step 1 of Alcohol Test Form.
- ▶ Donor completes Step 2 of form.
- ▶ Put on examination gloves.
- ▶ Select Q.E.D.[®] Saliva Alcohol Test package.
- ▶ Check expiration date.
- ▶ Record sequential test number in Step 3 of form.
- ▶ Write Q.E.D.[®] A150 on "Testing Device Name" line in Step 3.
- ▶ Record the lot # and expiration date in Step 3.
- ▶ Open Q.E.D.[®] test package.
- ▶ Examine desiccant package and confirm that crystals are blue.
- ▶ Examine Q.E.D.[®] device; confirm no dark purple coloring in capillary or QA Spot[™].
- ▶ Confirm red filter is in entry port.



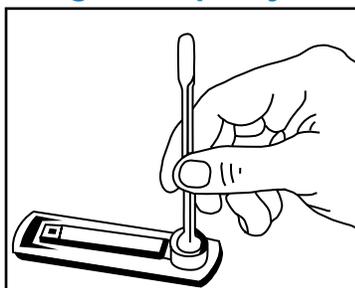
- ▶ **Note:** Wait 10 minutes to allow mouth to clear after eating or drinking before collecting saliva. Failure to comply may result in an invalid test reading.

2 Collecting Saliva



- ▶ Instruct donor to actively swab around cheeks, gums, and under tongue for 30–60 seconds.
- ▶ Insure cotton swab is thoroughly saturated.

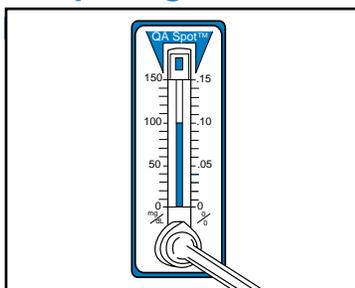
3 Filling the Capillary



- ▶ Place Q.E.D.[®] test on a flat surface.
- ▶ Gently insert the collector swab into the entry port of the device.
- ▶ Apply gentle, steady pressure.
- ▶ Insure the pink fluid reaches the QA Spot[™] at the end of the device.

The key is to apply gentle, steady pressure and to watch the capillary fill. The background color should appear orange or pink after the capillary is filled.

4 Interpreting Test



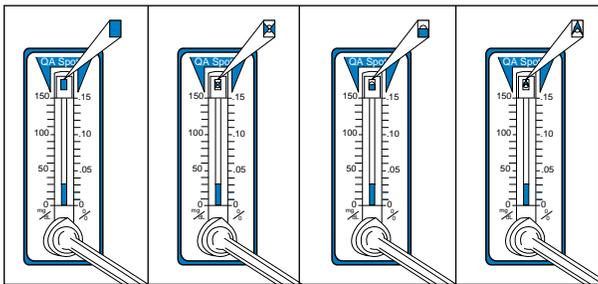
- ▶ Start timing and note activation time in Step 3.
- ▶ After 2 minutes, read alcohol concentration at the highest point of the purple bar.
- ▶ Note result and time in Step 3. The QA Spot[™] must be purple.
- ▶ Show result to donor.
- ▶ Sign and date Step 3 of the Alcohol Test Form.
- ▶ If positive, have donor sign and date Step 4 of the Alcohol Test Form.
- ▶ Give Copy 2 of the Alcohol Test Form to the donor.
- ▶ Forward Copy 1 of the Alcohol Test Form to the employer's authorized contact person.
- ▶ File Copy 3 in a permanent, secure file for your records.



Interpretation & Obstacle Guide

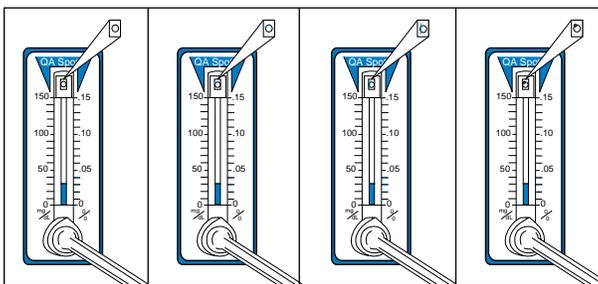
The Q.E.D.[®] Saliva Alcohol Test is intended for the rapid, accurate, quantitative determination of alcohol in saliva. Each device has a built-in QA Spot[™] which turns purple to indicate that the test procedure was performed correctly and the chemical reagents are fully functional. The QA Spot[™] color is the same color that appears within the measurement scale on positive tests. Occasionally, in specimens containing little or no alcohol, the QA Spot[™] may appear to develop from the top downward or from the outside edges inward. The shape may be irregular, but the color should be dark purple. The irregular shape of the QA Spot[™] is not an indication of problems with the product performance or user technique.

▶ Acceptable QA Spot[™] Development



These are examples of acceptable development of the QA Spot[™]. Read alcohol concentration from the end of the color bar. All of these devices read 30 mg/dL (0.03%).

▶ Unacceptable QA Spot[™] Development



These are examples of unacceptable development of the QA Spot[™]. The result should be considered invalid. Repeat the test using a new Q.E.D.[®] device.

▶ Examples of "Refusal"

- ▶ Refusing to sign and complete Step 2
- ▶ Refusing to provide saliva
- ▶ Cooperates in a way that prevents completion of test

STT Response

- ▶ Note "refusal" in Remarks Section and complete form;
- ▶ Terminate testing process; and
- ▶ Immediately notify employer.

▶ Examples of an "Uncompleted Test"

- ▶ Any event that interrupts the test (e.g., fire alarm)
- ▶ Donor is unable or alleges that he/she is unable to provide a sufficient sample of saliva because of a medical condition
- ▶ STT is unable to fill device with saliva to the QA Spot[™]

STT Response

- ▶ Note "uncompleted" in Remarks Section and complete form;
- ▶ Begin second screen using new Q.E.D.[®] device; STT collects sample;
- ▶ Use new Alcohol Testing Form with a new sequential number

▶ Examples of an "Invalid Test"

- ▶ Result is read less than 2 minutes after time of activation
- ▶ QA Spot[™] does not turn dark purple
- ▶ Device is used after the expiration date
- ▶ STT fails to note in the Remarks Section of the form that screening was conducted using a Q.E.D.[®] test
- ▶ STT does not sign the form in Step 3

STT Response

- ▶ Note "invalid" in Remarks Section and complete form;
- ▶ Begin if practicable, a new screening test;
- ▶ As applicable, use a new Alcohol Testing Form with a sequential number.

