

Quick Reference Guide

Rapid Reader® 250

24/7/365 Customer Support 800.227.1243 ext.3

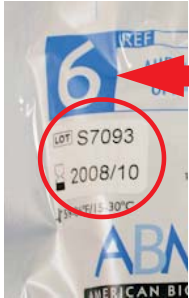
1 ENSURE CANDIDATE HAS HAD NOTHING IN THEIR MOUTH FOR 10 MINUTES

Escort candidate to designated area for oral drug screening.
Review Oral Drug Screen Notice and Chain of Custody form.
Company representative and candidate complete top portion.

2 PRODUCT COMPONENTS

Store OralStat at room temperature

Verify expiration date labeled on the product pouch.



Note the number of drugs being tested, either 6 or 10, labeled on the product pouch.

Do not use past expiration date.

With a black marker write the last four digits of the candidate's social security number on both the test slide and the device.

Check that the test slide is in the up position with the feet of the tabs resting on the top of the device. If it is not, pull up gently before proceeding with the test.

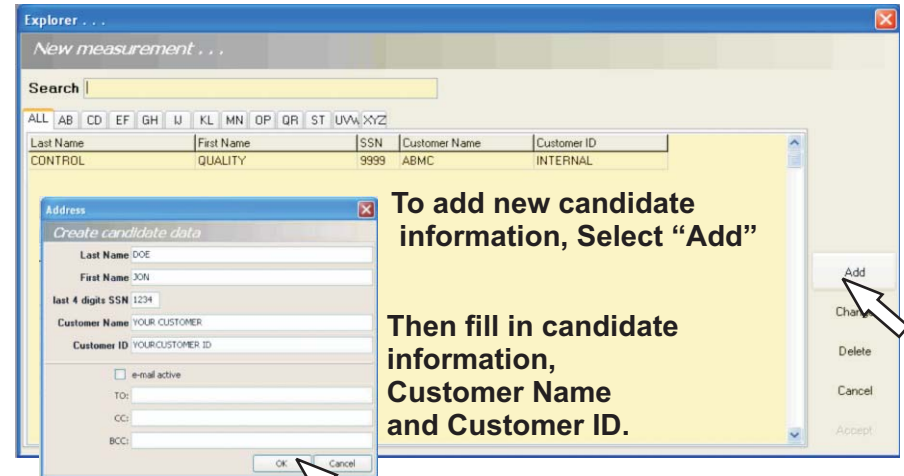


3 CAPTURE CANDIDATE INFORMATION: COMPANY REPRESENTATIVE



Begin program by clicking on the Rapid Reader icon.

In the tool bar of the home page select "New Reading".



To add new candidate information, Select "Add"

Then fill in candidate information, Customer Name and Customer ID.

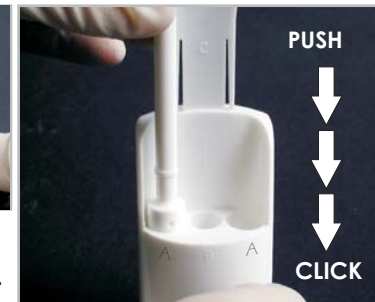
And select "OK"

4 TEST PREPARATION: COMPANY REPRESENTATIVE

Keeping the device on a flat surface



Remove blue label from back of device.



Insert the handle of the collection swab into each of the "A" wells, pushing down completely, until it stops. (you will feel a click)



Gently slide the device from side to side along a flat surface for at least 3 seconds.

5 SPECIMEN COLLECTION: CANDIDATE

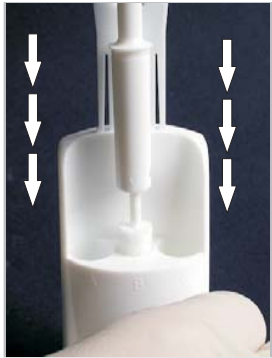
Instruct candidate to remove cover from the collection swab and insert between cheek and gum for at least 1 minute on each side of the mouth.

(Set timer for 2 minutes)

Continue until the sponges are fully expanded.



6 TEST PROCEDURE: CANDIDATE



On a **flat surface**, instruct the donor to gently drop the swab into center well "B" allowing it to settle vertically.

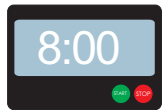
Push the swab down **slowly** and completely until it clicks into place.

Wait 5 seconds.

Gently slide the device from side to side along a flat surface for at least 3 seconds.

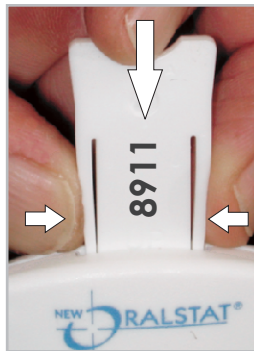


7 TEST TIME: COMPANY REPRESENTATIVE



Set a timer for 8 minutes.

After 8 minutes push the test slide down.



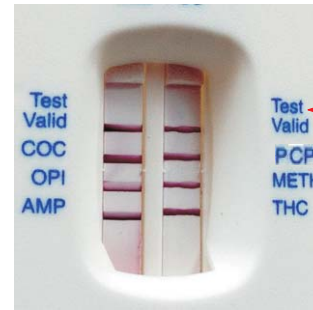
Squeeze tabs in to push test slide down.



After the test slide has been pushed down set a timer for 8 minutes.

8 PLACE ORALSTAT TEST SLIDE INTO READER TRAY

Line intensities may vary



After 8 minutes verify that both "Test Valid" lines appear.



If the test is valid remove the OralStat test slide from device by squeezing the tabs on the side of the test slide while pulling upward.

If one or more "Test Valid" lines do not appear discard test and re-test with a new OralStat.

Place the test slide into the Rapid Reader tray. Ensure that the test slide is facing up.



Do not touch the test strips.

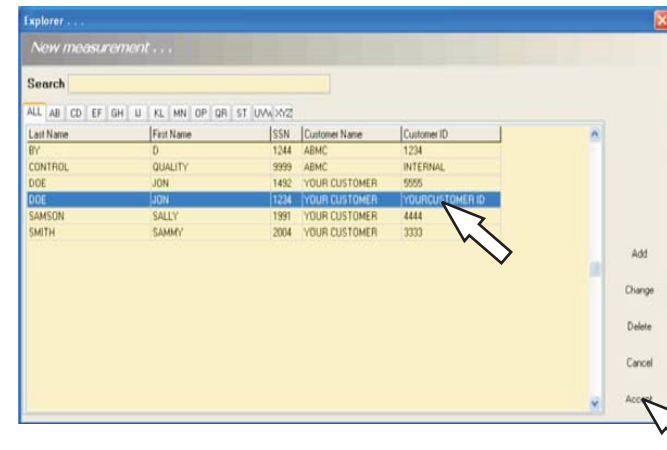


Slide the tray into the Rapid Reader.

The test slide must be placed into the Rapid Reader within 2 minutes of verifying the presence of both test valid lines.

The Rapid Reader tray must be pushed into the Rapid Reader completely.

9 LOCATE CANDIDATE INFORMATION



The company representative can "Search" by candidate name, last four digits of candidate's SS#, or Customer ID.

Select candidate

Select "Accept".

10 SELECT TEST

Select Test . . .

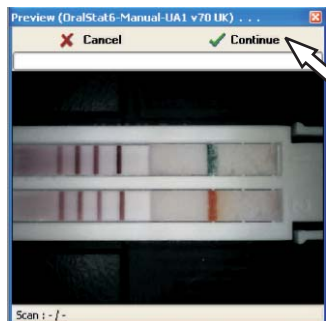
Test	Name
16506070	OralStat10-Manual-UA2v7D UK
16503070	OralStat6-Auto-UA1 v7D UK
16503070	OralStat6-Manual-UA1 v7D UK
16400001	Rapid QC v 1 UK

Depending on the number of drugs being tested Select OralStat6 or OralStat10 Manual

Then Select "Accept"

An image of the test slide will appear on the screen.

Select "Continue"



12b For OralStat 6 Only: REVIEW RESULTS

If a total of 2 "Test Valids" and 6 "negatives" appear, the test is **NEGATIVE**. If "Test Invalid" appears, the test is not valid (re-test with a new OralStat). If "Inconclusive" appears, further testing is required, and the donor should take a 5 panel + ecstasy urine test at a local drug testing facility for a final determination.

Sample	Score	Result	Sample	Score	Result
Control		<u>Test valid</u>	Control		<u>Test valid</u>
COC	54.0	<u>negative</u>	PCP	44.7	<u>negative</u>
OPI	50.1	<u>negative</u>	METH	47.3	<u>negative</u>
AMP	24.3	<u>negative</u>	THC	35.2	<u>negative</u>
Comment:					

11 THE TEST RESULTS WILL APPEAR ON THE SCREEN

Candidate's test history is located in a column next to current test results.

Sample	Score	Result	Sample	Score	Result
Control		Test valid	Control		Test valid
COC	54.8	negative	PCP	44.7	negative
OPI	58.1	negative	METH	47.3	negative
AMP	24.3	negative	THC	35.2	negative

TEST RESULTS

13 SAVE RESULTS

In the Rapid Reader tool bar go to: "Import/Export", then "Export" and select "PDF"

12a For OralStat 10 Only: REVIEW RESULTS

If a total of 2 "Test Valids" and 10 "negatives" appear the, test is **NEGATIVE**. If "Test Invalid" appears, the test is not valid (re-test with a new OralStat). If "Inconclusive" appears, further testing is required and the donor should take a 9 panel + ecstasy urine test at a local drug testing facility for a final determination.

OralStat10-UA2	Score	Result	Sample	Score	Result
Control		<u>Test valid</u>	Control		<u>Test valid</u>
OPI	10.3	<u>negative</u>	BZO	8.3	<u>negative</u>
MTD	10.5	<u>negative</u>	PPX	9.6	<u>negative</u>
MET	2.1	<u>negative</u>	BAR	1.5	<u>negative</u>
COC	2.6	<u>negative</u>	PCP	2.9	<u>negative</u>
THC	9.0	<u>negative</u>	AMP	1.5	<u>negative</u>

You will be prompted to save the report. Save all results to one folder on the computer. Save results as: customer name_employee last name_employee first name.

Print a copy and file in the drug screening results folder in your office.

14 COMPLETE FORMS

Company representative and candidate completes bottom portion of Oral Fluid Drug Screen Notice Chain of Custody Form. If the test is “Inconclusive” company representative completes Inconclusive Follow Up Section.

15 DOCUMENT RESULTS IN CM

If the oral drug screen is negative, enter “accepted” in the results section.

If the oral drug screen is inconclusive, select inconclusive in the result section.

Background Check ID	Category	Division
12655269	CRIMINAL	NCRF
15014572	DRUG TEST/SCREENING	ORAL FLUID ONSITE
15014573	DRUG TEST/SCREENING	+ECSTASY

Background Checks

Background Check ID: 15014572 Compliant Background Check ID:

This background check is not associated with an assignment

Due Date (mm/dd/yyyy): 01/09/2009 Status:

Completed Date (mm/dd/yyyy): 01/09/2009 Results:

Cancellation Date (mm/dd/yyyy): 00/00/0000 No Prior Results accepted

Cancellation Reason:

Customer Name:

Background Vendor:

Comments:

If candidate takes a urine drug screen, add 5 panel+ecstasy or **9 panel + ecstasy** urine drug test to the employee CM file.

Enter “accepted” in the results section if the test result is negative.
Enter “not accepted” in the results section if the test result is not negative

The OralStat device and collector can be discarded in a regular trash receptacle.