

Using the Drug Test Kit

This document describes how to use the Drug Test Kit to test for substances for the presence of contraband. You can use the Drug Test Kit in conjunction with any Itemiser® DX, Itemiser®, 3 Enhanced, or Itemiser® 4DX detection device, configured for use with Drug Test Kits.

Note that only persons trained in the use of the Itemiser device and the Drug Test Kit are qualified to perform this procedure.

Please read all instructions carefully before attempting to perform this procedure.

Preparing the Detection Device

The first step is to prepare the detection device:

1. Verify that the detection device is displaying “NO ALARM – READY” message. If the screen is displaying a warning of any kind, you must resolve the warning before continuing.
2. Calibrate the device (see the user’s guide or on-line help for instructions).
3. Consult the maintenance logbook for the device to verify that the device is up to date with all scheduled maintenance.
4. Insert a gold sample trap into the detector slot of the detector slot of the device. Remove it when prompted. If the device displays anything other than the “NO ALARM – READY” message, clear the instrument, check for warnings, and retest the gold sample trap.
5. If the second result shows anything other than the “NO ALARM – READY” message, discard the sample trap and use a new DTK.

Preparing the test area and materials

1. Open the Drug Test Kit and place all the components on one benchcoat area:
 - a. Sample Swab stick
 - b. Gold Sample Trap
 - c. Bottle of test solution
2. Test your hands and the benchcoat using the Gold Sample Trap and ensure that the detection device returns “NO ALARM – READY”.
3. Unscrew the top of the test solution bottle and place it on the benchcoat area with the other Test Kit materials.
4. Remove and discard the seal on the test solution bottle.
5. Place the sample on the empty benchcoat area:

Testing a sample

To test a sample:

1. If the sample is in the form of a powder or small particles, collect a small amount of it on the conical shaped end of the sample swab, using the tip as a scoop.



If the sample is in tablet, crystal or other solid form, and powder or small particles are not available, carefully break up the solid in order to create small particles and use the scoop end of the sample stick to pick some up. If this is not possible, dip and absorbent, rounded cotton bud into the solution bottle, then wipe it across the surface of the solid several times.



2. Break the sample swab in half and slowly insert the sample stick (bud end first) into the bottle.



3. Screw the lid onto the bottle tightly.
4. Let the bottle stand for 30 seconds.
5. Gently shake the bottle for 5 seconds.



6. Remove the cap and insert the dropper nozzle.



7. Obtain a new, unused Gold Sample Trap (always a new trap – never reuse)
8. With one hand, hold the trap over the sample benchcoat paper.
9. Hold the bottle approx. 3cm above the sample trap and let one drop of the solution fall onto the sample trap.



10. Replace the bottle cap lid.

11. Open the desorber door of the Itemiser® device.
12. Place the sample trap on top of the desorber, leave it there for 3 minutes.



13. Carefully pick up the sample trap by the wide (handle) end. DO NOT TOUCH THE SAMPLE AREA OF THE TRAP.
14. Insert the sample trap into the desorber slot and follow the standard itemiser® testing procedure. Record result following your organisations procedure.



15. Return used test items to the bag and retain or dispose of in accordance with your own organisation's procedures. (use disposal label as required)
16. Clean the top surface of the desorber with an alcohol wipe.
17. Carefully clean the testing area with an alcohol wipe.

This completes the procedure.

Note – You must re-calibrate the Itemiser® detection device after every 20 samples.