

**ARIZONA SUPREME COURT  
ADMINISTRATIVE OFFICE OF THE COURTS  
JUVENILE JUSTICE SERVICES DIVISION  
Contract Year 2014 - 2016  
SERVICE SPECIFICATION  
LABORATORY EXAMINATION OF BIOLOGICAL SPECIMENS  
Service Codes 001-076, 180**

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**SERVICE DEFINITION:**

This service provides for laboratory examination and procedures on specimens derived from the human body for detection of chemical substances.

**STANDARDS/LICENSURE REQUIREMENTS:**

Services shall be performed by a laboratory that holds a College of American Pathologists (CAP)/Forensic Drug Testing (FDT) certification.

In addition to CAP certification requirements, laboratories must be in compliance with all other federal, state and local laboratory laws.

**UNITS OF SERVICE:**

The unit of service is one immunoassay of a biological specimen which may consist of detection of a single chemical or multiple chemicals or one gas chromatography/mass spectrometry (GC/MS) or liquid chromatography/mass spectrometry/mass spectrometry (LC/MS/MS) confirmation. The unit of service may also include on-site collection, off-site collection and/or specimen mailers provided by the contractor or subcontractor.

**SERVICE GOAL:**

To measure and document the concentration of chemical substance(s) in a biological specimen, as ordered by the court or probation department using an immunoassay.

**SERVICE TASKS:**

1. Perform biological specimen collection and/or testing using approved immunoassay techniques of analysis.
2. Provide an electronic and/or manual system for receiving service authorization information from the referring County Probation department.
3. Provide a system to maintain testing result information in a manner that can be accessed electronically by the referring County Probation department via a secure connection into a secure data system.
4. Provide a list of standardized reports available to the referring County Probation staff.
5. Provide the capability to develop ad hoc reports requested by referring County Probation staff.
6. Utilize detection cutoff levels that are modeled after the current industry standards. Where available these cutoffs shall meet or exceed the levels of sensitivity established by SAMHSA; otherwise cutoff levels shall follow CAP recommendations.

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7. Conduct a second immunoassay screen, using the same methodology or one of greater sensitivity, on all specimens that test positive in order to verify the original results.
8. Conduct GC/MS or LC/MS/MS confirmations, as authorized by the court or probation department, in accordance with the schedule and types of testing placed under contract. Formal results must be reported to the probation department within the 24 hours of the request for confirmation.
9. Report analysis results, to the referring probation department, by a formal method within 24 hours from the time the laboratory receives the specimen. Formal results may be communicated by mail, through a secure computer site, or by fax. In emergent cases it may be appropriate to provide results verbally via telephone as long as formal results are also received within the 24 hour time frame.
10. Store all positive specimens for a minimum of one year. After the one year storage period has lapsed, the laboratory shall notify the referring probation department of the intent to destroy specimens in time to allow for advisement of whether the specimen needs to be retained for court purposes. In the event a specimen is called into a legal proceeding, disposal shall not occur until all legal procedures have concluded. Negative specimens can be discarded immediately upon identifying the negative results from the test.
11. Provide court testimony/consultation relevant to any issue involved with the testing and or collection of a specimen. Laboratories will ensure a qualified individual is available to assume this professional, organizational, educational, and administrative responsibility.
12. Comply with AOC Administrative Order 2011-137 and all subsequent Administrative Orders governing drug testing.
13. Notify the AOC Contract Officer of loss of accreditation for non-compliance within 72 hours. The laboratory will have 30 days from notification to the AOC to re-establish compliance. The AOC Contract Officer may take contract action as specified in the AOC Standard Terms and Conditions, Paragraph 11, Remedies and Termination Rights
14. Provide copies of CAP surveys, on-going proficiency test results, and any self-assessments required as part of the CAP re-certification process.
15. Preserve specimen integrity while also respecting client privacy. This requires proper care be taken to ensure specimens have not been tampered with, contaminated, or diluted. The collection and handling of specimens shall be performed properly and documented according to chain of custody procedures. Collection of urine specimens must be observed by a person of the same gender as the juvenile providing the sample. All agency personnel observing specimen collection shall comply with the fingerprinting and affidavit requirements outlined in the AOC Standard Terms and Conditions.
16. Prepare and provide all required reports in accordance with AOC Standard Terms and Conditions.

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I have read and fully understand the requirements to provide collection and/or laboratory examination of biological specimens, agree to all requirements and restrictions and have attached a proposed rate sheet as outlined below.

Proposed Rate of Services

- A list of chemical substances which can be detected in a biological specimen either singly or in a panel and the cost associated with testing for a single chemical or multiple chemical panel where the court or referring probation department can order the specific substances to be tested. Please include a copy of the order sheet that the department would use.
- The available testing technology and cost associated with less prevalent testing methods and/or chemicals, which may include but are not limited to: Inhalants, Club Drugs, Oral Fluids, Steroids, Hair Follicle Analysis, Ethyl Glucuronide (EtG) and Etc.
- Distinguish enzyme immunoassay (EIA), GC/MS, and LC/MS/MS testing and/or confirmation rates, as they apply to each chemical.
- Please clearly identify whether your laboratory offers local collection sites and/or if the use of mailers is proposed, including the costs associated with either system. When proposing mailers, please identify if a courier service will be used.
- Testimony/Consultation shall be proposed as a separate rate, billed in 15 minute increments.

\_\_\_\_\_  
Contractor Signature / Date

Check Here to Certify Proposed Rate Sheet Attached

Check Here to Certify a Copy of the College of American Pathologists (CAP)/Forensic Drug Testing (FDT) Certification has Been Attached.

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**AOC USE ONLY: DO NOT FILL IN BEYOND THIS LINE**

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Final Contract Service Rates: Approved rate sheet as outlined

Other agreement \_\_\_\_\_

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Contractor Signature / Date

\_\_\_\_\_  
AOC Signature / Date