

# HOUND® CANNABIS BREATHALYZER – COLLECT + SEND

## QUICK REFERENCE STEPS FOR BREATH SAMPLE COLLECTION

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- 1. CREATE**
- Plug system in and press rear power button to turn on. Ensure system is configured prior to first use.
  - Log in with username and password.
  - Explain procedure and instruct donor to empty mouth before collection.
  - Scan Lab Account Number barcode or enter manually to create collection event.
  - Verify donor's identity per employer policy and enter donor's information on touchscreen.
  - Select donor's preference for receiving a link to donor copy of CCF from dropdown menu.
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- 2. CONNECT**
- Ask donor to select a breath collection package. Advise donor to remain seated during collection.
  - Check package use-by date and inspect package for damage.
  - Open package and remove contents – donor cartridge with connector, air cartridge, mouthpiece, and tamper-evident seals.
  - Confirm the cartridge barcode printed on the white donor cartridge label (aka donor sample barcode) matches the cartridge barcode printed on the yellow air cartridge label (aka air sample barcode).
  - Select Scan Cartridge button on touchscreen.
  - Scan or manually enter cartridge ID from donor cartridge. Confirm ID on screen matches label.
  - Insert air cartridge into port on top of base station and ensure it is fully seated in the port.
  - Ensure donor cartridge is firmly seated in connector fitting at the end identified with a silver dot and with notches inserted into fitting.
  - Attach donor connector fitting to port on front of base station, starting at the base and tilting upward.
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- 3. COLLECT**
- Ask donor to remove mouthpiece from its package and ensure mouthpiece is free of obstruction.
  - Instruct donor to insert mouthpiece into round opening in the top of the donor cartridge.
  - Select Begin Collection button on touchscreen.
  - Instruct donor to breathe into mouthpiece for 2-3 minutes. Short pauses are allowed.
  - Complete collection and follow guidance on touchscreen for post-collection steps.
  - Instruct the donor to remove and discard the mouthpiece and return the cartridge to the collector.
  - Remove lower cellophane wrapping from donor cartridge and unclip connector fitting from cartridge.
  - Remove upper cellophane wrapping from donor cartridge.
  - Disconnect air cartridge from base station and remove cellophane wrapping from air cartridge.
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- 4. COMPLETE**
- Ask donor to initial identified regions of donor and air cartridge labels.
  - Date identified regions of donor and air cartridge labels.
  - Place donor cartridge upright on the base of the Assisted Compression Equipment (ACE).
  - Using two hands, pull ACE handle down and compress cartridge cover until ACE reaches its hard stop.
  - Remove donor cartridge from ACE, taking care not to tip the cartridge when removing.
  - Place cartridge upright on a flat surface and press cover down by hand to ensure a full compression.
  - Complete the same compression steps for the the air cartridge.
  - Disconnect connector from base station; discard tubing. Pumps will conduct 20-second purge cycle.
  - Secure cover onto donor cartridge with a tamper-evident seal, starting the seal at the Hound Labs logo, wrapping around the bottom to cover the larger center hole, and ending on the opposite side.
  - Apply the second tamper-evident seal to the air cartridge using the same placement technique.
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- 5. CERTIFY**
- Place locked air and donor cartridges into lab sample bag and seal bag.
  - Ask donor to sign on screen to certify collection. Collector signs on screen to certify collection.
  - Place lab sample bag in overnight shipping envelope and attach pre-printed lab shipping airbill.
  - Release samples for shipment to lab the same day as collection or the next business day.
  - Select the OK button on the touchscreen to begin a new collection.
  - Power off using Shut Down on menu. Perform cleaning and maintenance as defined in user manual.

*Additional instructions and training resources are available at: <https://houndlabs.com/collector-portal>.*

The HOUND® CANNABIS BREATHALYZER is intended to detect recent cannabis use. It does not measure whether, or how much, a person is impaired. It is intended solely for use in employment, law enforcement, and insurance settings.

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