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641—12.6(730) Quality assurance program and procedure manual requirements. All approved confirmatory laboratories shall have a written quality assurance program and a procedure manual which encompasses all aspects of the alcohol or drug testing process.

- **12.6(1)** Approved laboratories shall have written procedures for performing alcohol or drug testing which shall include the following:
 - a. Sample acquisition.
 - b. Chain of custody.
 - c. Sample and report security.
 - d. Test performance.
 - e. Reporting of results.
 - f. Confidentiality.
- **12.6(2)** The quality assurance program and procedure manuals shall be available for review during any on-site inspection.
- **12.6(3)** Approved laboratories shall review their performance in each of the above areas every 12 months.
- **12.6(4)** Approved laboratories are responsible for developing the criteria necessary to establish and maintain an effective quality assurance program for confirmatory testing of alcohol or other drugs, or their metabolites.