

**641—12.4(730) Application procedures and requirements.** Laboratories desiring to conduct confirmatory testing for Iowa's employers shall apply to the department for approval. Each laboratory requesting Iowa approval to conduct confirmatory testing shall provide the following to the department:

**12.4(1)** A completed laboratory survey checklist on a form provided by the department.

**12.4(2)** A completed self-inspection questionnaire provided by the department that includes:

- a.* A list of alcohol or other drugs, or their metabolites, being tested.
- b.* Copies of the two most recent and relevant graded proficiency test reports from a recognized proficiency testing program.
- c.* Personnel qualifications for all staff involved in the technical and administrative management of the alcohol or drug testing laboratory.
- d.* Copies of the forms used to report test results.
- e.* Chain of custody protocols and copies of the chain of custody forms used.
- f.* Sample collection procedures.
- g.* Confirmation procedures.

**12.4(3)** Proof of enrollment in a recognized proficiency testing program. Recognized programs include those approved by CMS.

**12.4(4)** Acceptable performance over a 12-month period in all appropriate areas of proficiency testing for alcohol or other drugs, or their metabolites, shall be documented and maintained on an ongoing basis. Acceptable performance is as follows:

- a.* Initial approval shall require at least 80 percent accuracy in the last two graded proficiency test cycles with no false positive results.
- b.* Renewal shall require at least 80 percent accuracy each year on graded proficiency surveys with no false positive results.