



Advancing Safer Workforces

Combined Drug & Alcohol (BrAC) Collection Workflow Guide

Step-by-Step Guide for Test Collectors

Combined oral fluid drug and breath alcohol (BrAC) testing using the NEOVAULT® Collector App

1
SCAN KIT & ID

2
BrAC COLLECTION

3
DRUG COLLECTION

4
RESULT & SUBMISSION

Neopharma Technologies

Workflow at a Glance

This guide walks a test collector through a complete combined oral fluid drug and breath alcohol (BrAC) collection in the NEOVAULT® Collector App – from launching the test, identifying the donor, conducting the BrAC breath test, collecting the oral fluid drug sample, through to recording results, obtaining consent, final certification and reviewing stored records.

1 SCAN – Kit selection & donor identification (Steps 1–9)

2 BrAC COLLECTION – BrAC test & result capture (Steps 10–14)

3 DRUG COLLECTION – Drug test instructions & sample collection (Steps 15–16)

4 DRUG RESULT & SUBMISSION – Results, consent, certification & records (Steps 17–26)

Steps in this guide

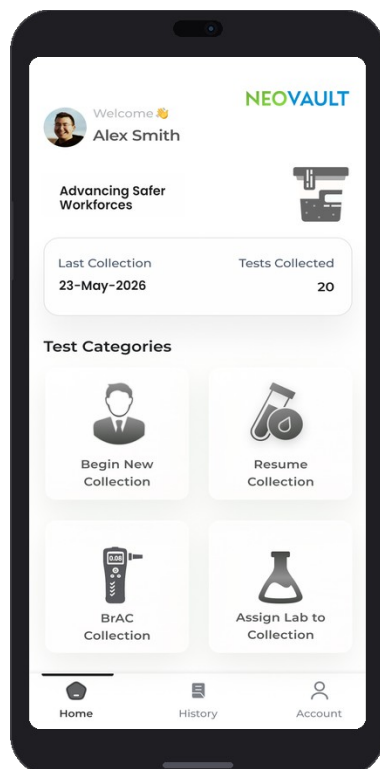
STEP 1	Open the NEOVAULT Collector App
STEP 2	Choose Test Type
STEP 3	Review the Combined Collection Overview
STEP 4	Scan the Drug Test Kit QR Code
STEP 5	Manual Kit Selection – Select Product & Variant
STEP 6	Enter Kit Details
STEP 7	Collect Donor Details
STEP 8	Capture Donor Identification
STEP 9	Confirm Donor Information
STEP 10	Select the BrAC Device
STEP 11	Select the BrAC Device Variant
STEP 12	Review BrAC Device Instructions
STEP 13	Follow the Guided BrAC Test Steps

STEP 14	Photograph and Upload the BrAC Device Result
STEP 15	Oral Integrity Check
STEP 16	Review Drug Test Instructions & Guided Steps
STEP 17	Donor Consent and Declarations
STEP 18	Donor Certification
STEP 19	Upload Drug Test Kit Images & Record Results
STEP 20	Medication Declaration
STEP 21	Collector Verification & Remarks
STEP 22	Review the Test Summary – BrAC Result
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STEP 24	Review the Test Summary – Uploaded Test Kit Images
STEP 25	View Collection History & Result Details

STEP 1 SCAN

Open the NEOVAULT Collector App

Home Screen

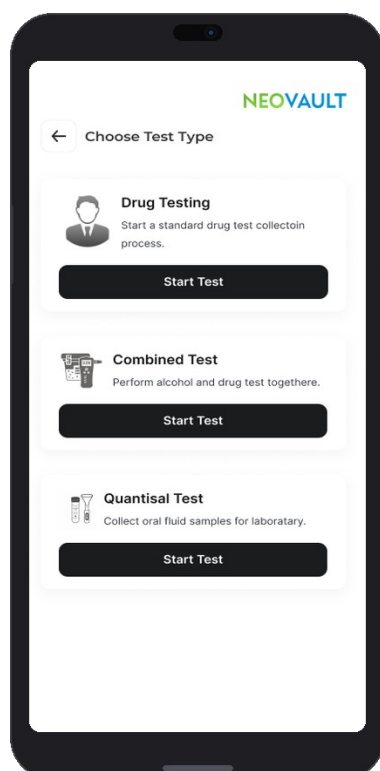


- From the Home screen, the collector can see their last collection date and total tests collected.
- Under Test Categories, tap Begin New Collection to start a new drug or combined test.
- Other options include Resume Collection (continue an in-progress collection), BrAC Collection (breath alcohol only), and Assign Lab to Collection.

STEP 2 SCAN

Choose Test Type

Select the collection type

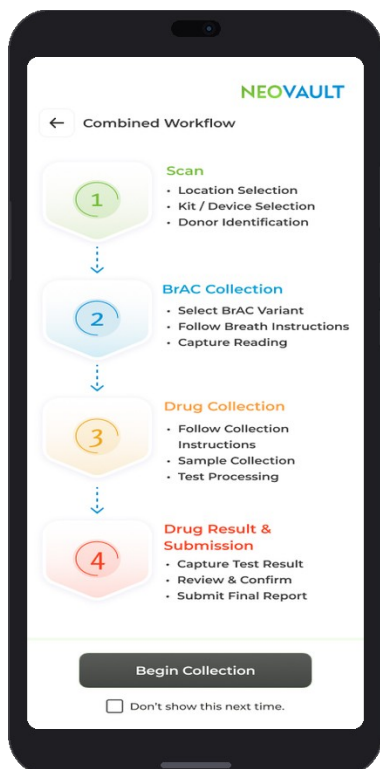


- The Choose Test Type screen presents three options: Drug Testing (standard oral fluid drug test), Combined Test (oral fluid drug and breath alcohol together), and Quantisal Test (oral fluid for laboratory analysis).
- Tap Start Test under Combined Test to begin a combined drug and alcohol collection.

STEP 3 SCAN

Review the Combined Collection Overview

Scan → BrAC Collection → Drug Collection → Drug Result & Submission



- The Combined Workflow overview explains the four stages of every combined collection.
- 1. Scan – location selection, kit/device selection, and donor identification.
- 2. BrAC Collection – select BrAC variant, follow breath instructions, and capture reading.
- 3. Drug Collection – follow collection instructions, sample collection, and test processing.
- 4. Drug Result & Submission – capture test result, review & confirm, and submit final report.
- Tap Begin Collection to proceed. Tick “Don’t show this next time” to skip this screen in future.

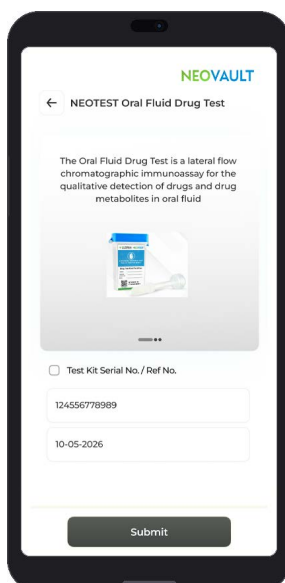
STEP 4 SCAN

Scan the Drug Test Kit QR Code

QR code scan or manual product selection



- Scan the QR code on the test kit packaging to automatically identify the drug test kit and link it to this collection event.
- Go to Collect Donor Details:
- If the QR code cannot be scanned, tap Select a Product Manually to proceed to manual kit selection.



- QR Code scan will automatically provide
 - Drug test Type
 - Kit Variant
 - Expiry Date
 - Batch Number

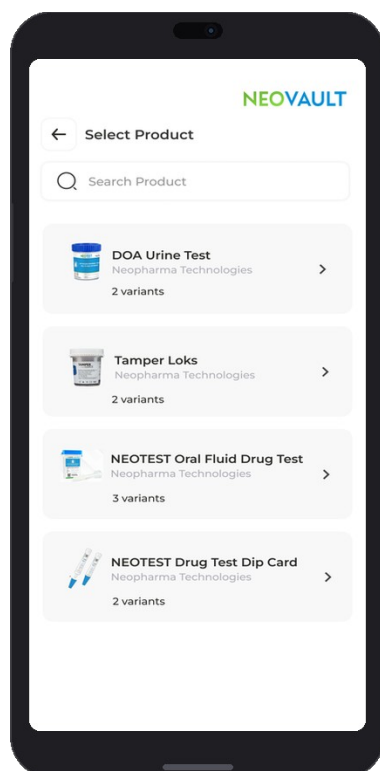


NEOVAULT® Enabled NEOTEST® Oral Fluid drug test kit

STEP 5 SCAN

Manual Kit Selection – Select Product & Variant

Choose the oral fluid drug test kit and panel

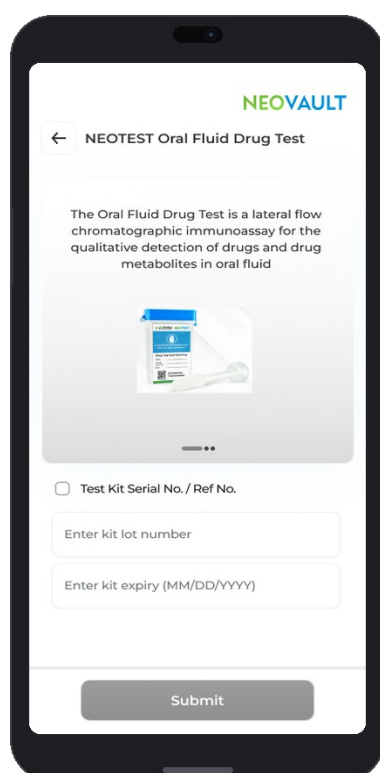


- If selecting manually, choose the drug test product being used – e.g. NEOTEST Oral Fluid Drug Test, TamperLoks, DOA Urine Test, or NEOTEST Drug Test Dip Card.
- After selecting the product, choose the specific variant and drug panel (e.g. Variant ID: A9661 – THC 15, OXY 40, MET 50, OPI 50, COC 50, BZO 10). This links the test record to the exact kit configuration used.

STEP 6 SCAN

Enter Kit Details

Kit lot number, serial number & expiry

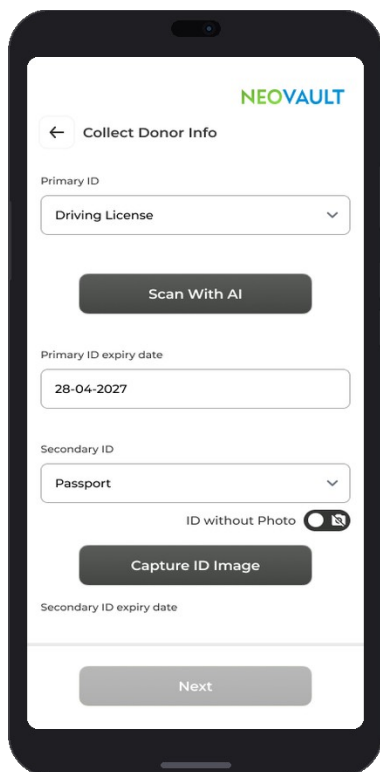


- The kit description confirms the test type (e.g. lateral flow chromatographic immunoassay for the qualitative detection of drugs and drug metabolites in oral fluid).
- Optionally tick Test Kit Serial No./Ref No. and enter the kit serial or reference number. Enter the kit lot number and kit expiry date (MM/DD/YYYY). Tap Submit to confirm and proceed.

STEP 7 SCAN

Collect Donor Details

Ordering organisation & donor information

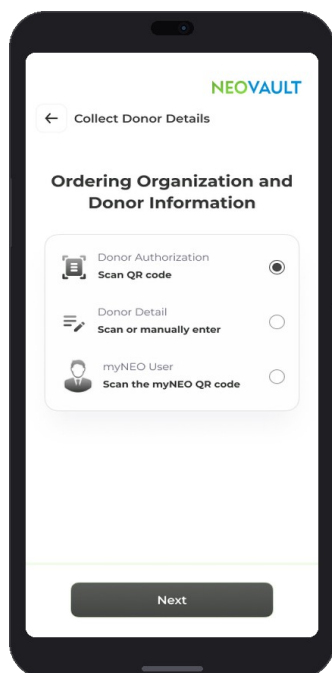
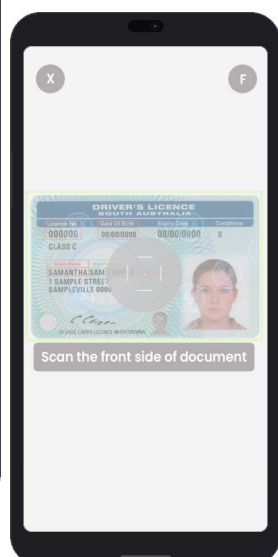


- Choose how the donor will be identified: Donor Authorisation – scan the QR code issued with the test authorisation; Donor Detail – scan an ID or manually enter the donor's details; or myNEO User – scan the donor's personal myNEO QR code.
- Select the appropriate option and tap Next.

STEP 8 SCAN

Capture Donor Identification

Primary & secondary ID

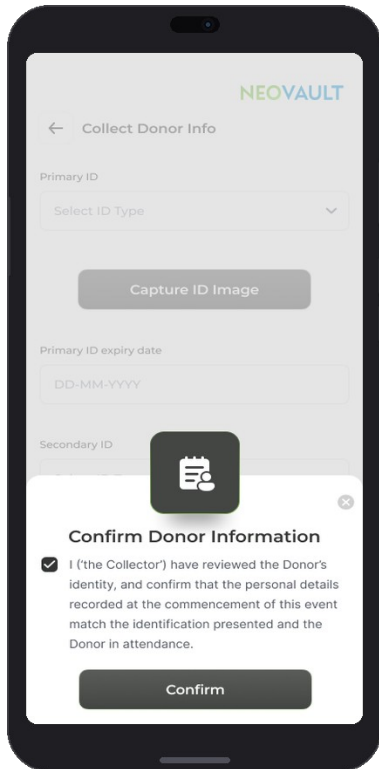
- Select the Primary ID type (e.g. Driving Licence) and tap Scan With AI – where available, NEOVAULT's AI Vision will read the ID automatically.
- Always review and correct any pre-filled details before continuing. Manual entry is also available if scanning is not possible.
- The ID expiry date is captured and validated. Optionally record a Secondary ID (e.g. Passport). Tap Next once all required identification is captured.

Scan ID using NEOVAULT®

STEP 9 SCAN

Confirm Donor Information

Collector identity check



- The collector must formally confirm the donor's identity.
- Tick the declaration confirming the personal details recorded match the identification presented and the donor in attendance.
- Tap Confirm to lock in the donor's identity for this event.

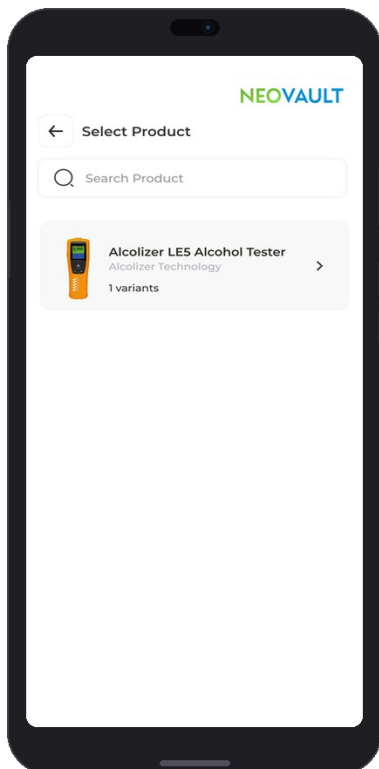


Confirm donors details against ID

STEP 10 BrAC COLLECTION

Select the BrAC Device

Choose your breath alcohol device

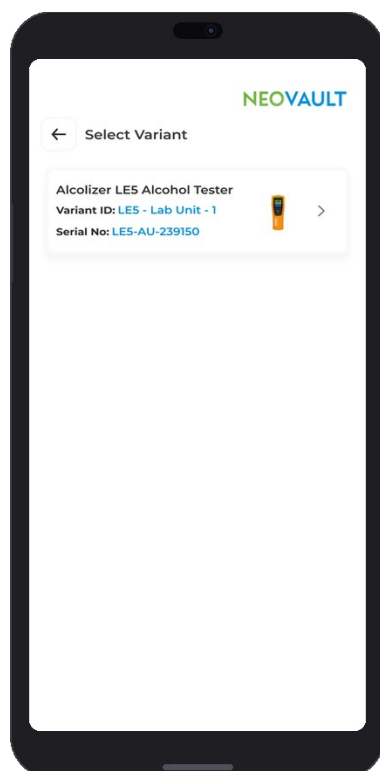


- Select the breath alcohol device being used for this collection – e.g. the Alcolizer LE5 Alcohol Tester.
- Use the search bar to quickly locate a product if multiple devices are configured for your organisation.

STEP 11 BrAC COLLECTION

Select the BrAC Device Variant

Confirm the specific unit

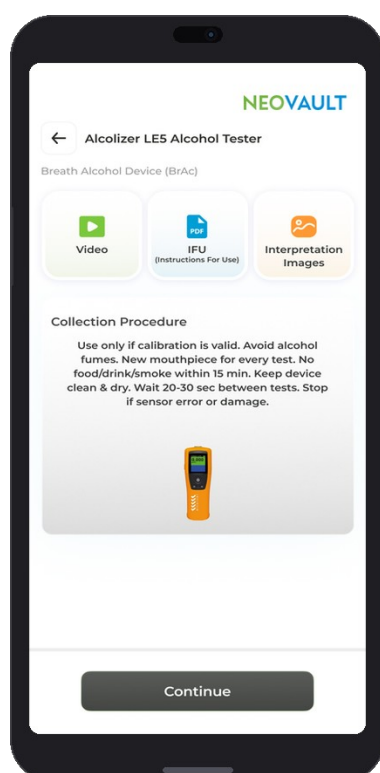


- Choose the specific device variant and serial number (e.g. LE5 – Lab Unit – 1, Serial No. LE5-AU-239150).
- This links the test record to the exact calibrated unit used, supporting full chain-of-custody and calibration traceability.

STEP 12 BrAC COLLECTION

Review BrAC Device Instructions

Collection procedure & resources

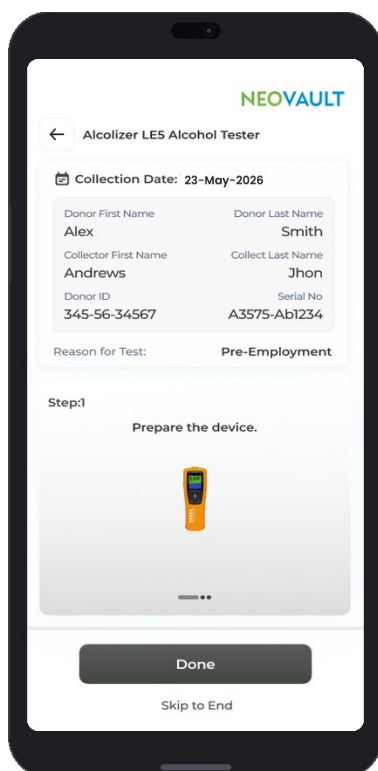


- Before testing, review the on-screen Collection Procedure: use only if calibration is valid, avoid alcohol fumes, use a new mouthpiece for every test, no food/drink/smoking within 15 minutes, keep the device clean and dry, wait 20–30 seconds between tests, and stop if sensor error or damage occurs.
- Built-in support resources are one tap away: instructional Video, the IFU (Instructions For Use) PDF, and Interpretation Images.
- Tap Continue when ready.

STEP 13 BrAC COLLECTION

Follow the Guided BrAC Test Steps

Step-by-step device preparation

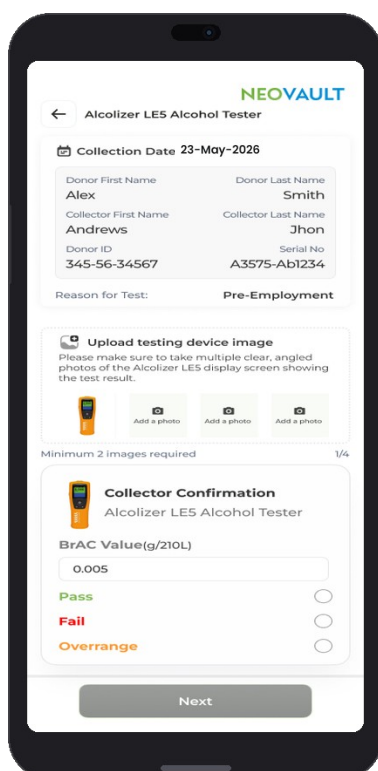


- The collection record header shows the donor name, collector name, donor ID, device serial number and reason for test (e.g. Pre-Employment).
- Swipe through the guided steps (e.g. Step 1: Prepare the device) to conduct the breath test correctly.
- Tap Done when complete, or Skip to End if you are an experienced collector.

STEP 14 BrAC COLLECTION

Photograph and Upload the BrAC Device Result

AI-assisted result capture & collector confirmation

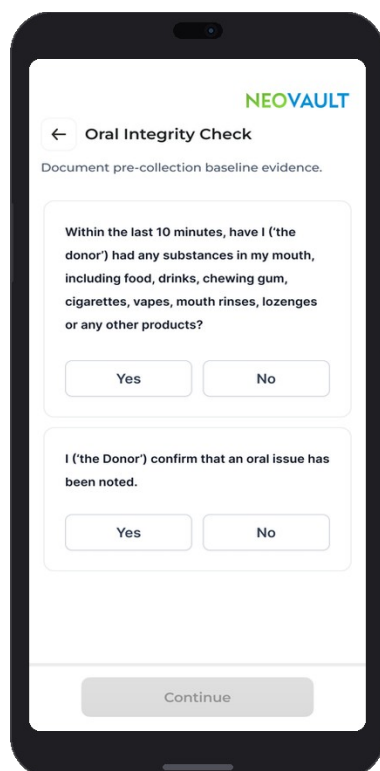


- Using the in-app camera, photograph the Alcolizer LE5 display showing the test result. Take a minimum of two clear, non-glare photos from more than one angle – the app confirms with “Okay” when each image is acceptable.
- Upload a minimum of 2 (up to 4) photos. Enter the BrAC Value in g/210L (e.g. 0.005) exactly as shown on the device. Select the outcome: Pass, Fail, or Overrange. Tap Next to proceed.

STEP 15 DRUG COLLECTION

Oral Integrity Check

Document pre-collection baseline evidence

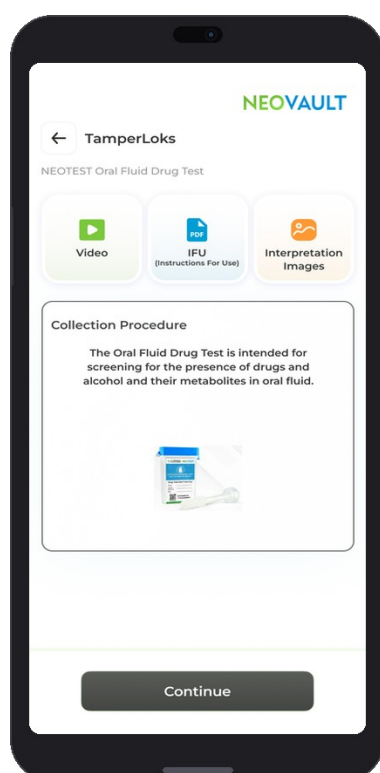


- The donor is asked whether they have had any substances in their mouth in the last 10 minutes (food, drinks, gum, cigarettes, vapes, mouth rinses, lozenges or other products) – select Yes or No.
- If Yes, the donor confirms that an oral issue has been noted. A Medication Declaration prompt also appears asking whether the donor has taken any medication within the last 30 days. Tap Confirm to proceed.

STEP 16 DRUG COLLECTION

Review Drug Test Instructions & Follow Guided Steps

Collection procedure, resources & guided collection

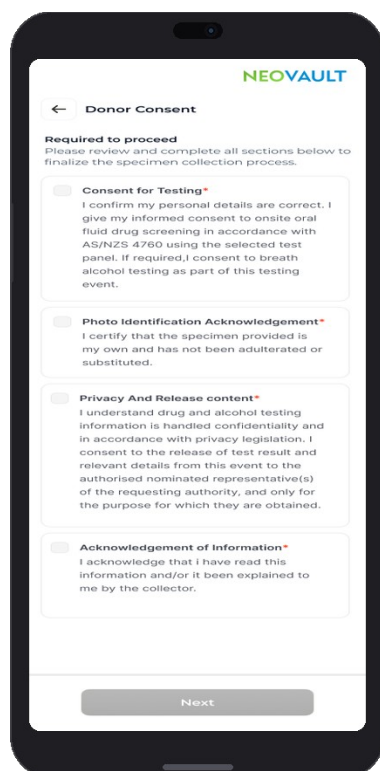


- Review the on-screen Collection Procedure for the selected drug test kit. Built-in support resources (Video, IFU PDF, Interpretation Images) are one tap away.
- Tap Continue, then swipe through the guided steps (e.g. Step 1: Remove the collection swab from packaging. Relax the mouth and insert the swab horizontally throughout collection). Tap Done when complete, or Skip to End.

STEP 17 DRUG RESULT & SUBMISSION

Donor Consent and Declarations

Required to proceed



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← Donor Consent

Required to proceed
Please review and complete all sections below to finalize the specimen collection process.

☐ **Consent for Testing***
I confirm my personal details are correct. I give my informed consent to on-site oral fluid drug screening in accordance with AS/NZS 4760 using the selected test panel. If required, I consent to breath alcohol testing as part of this testing event.

☐ **Photo Identification Acknowledgement***
I certify that the specimen provided is my own and has not been adulterated or substituted.

☐ **Privacy And Release content***
I understand drug and alcohol testing information is handled confidentially and in accordance with privacy legislation. I consent to the release of test result and relevant details from this event to the authorised nominated representative(s) of the requesting authority, and only for the purpose for which they are obtained.

☐ **Acknowledgement of Information***
I acknowledge that I have read this information and/or it been explained to me by the collector.

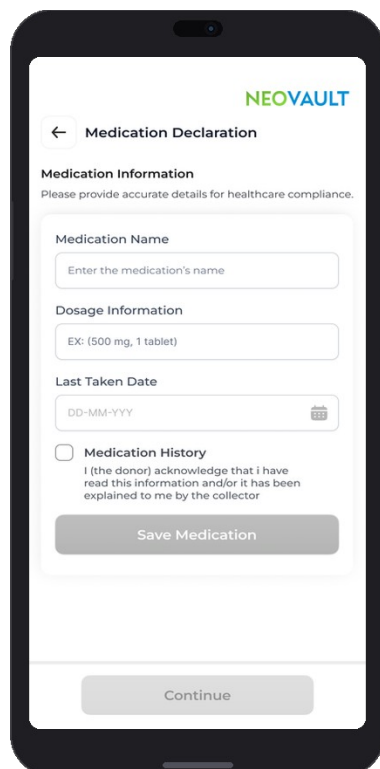
Next

- The donor must complete all four consent sections: Consent for Testing (oral fluid drug screening per AS/NZS 4760 and breath alcohol testing); Photo Identification Acknowledgement (specimen is their own and unaltered); Privacy and Release Consent (confidential handling and release to the requesting authority); and Acknowledgement of Information (read and/or explained by the collector). Tap Next once all sections are ticked.

STEP 18 DRUG RESULT & SUBMISSION

Donor Certification

Consent & donor signature

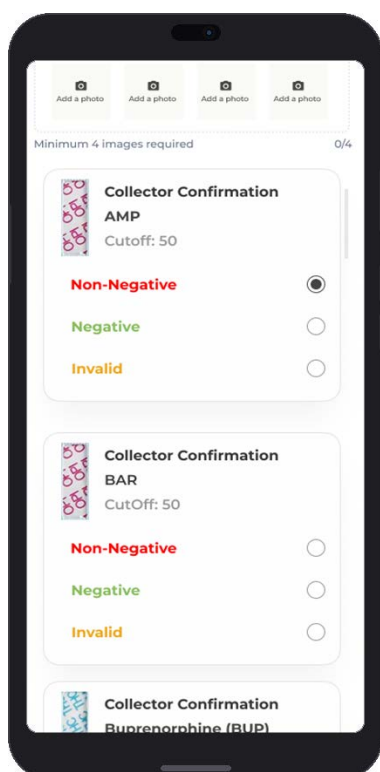


- The donor certifies their involvement by ticking three declarations: the oral fluid specimen is their own and was provided to the authorised collector; any onsite testing was carried out in their presence; and the result was shown to them and all information is correct to the best of their knowledge.
- The donor signs directly on screen. Tap Next once all declarations are ticked and the signature is captured.

STEP 19 DRUG RESULT & SUBMISSION

Upload Drug Test Kit Images & Record Results

Collector confirmation – drug test panel



- Upload a minimum of 4 clear, non-glare photos of the results area of the test kit from multiple angles. Use the Interpret Result Image guide on screen to assist with reading the test lines.
- For each drug panel analyte (e.g. AMP, BAR, Buprenorphine, BZO, COC), select Non-Negative, Negative, or Invalid. For additional confirmation analytes select Yes or No. Tap Next when all results are recorded.

Non-Negative

Negative

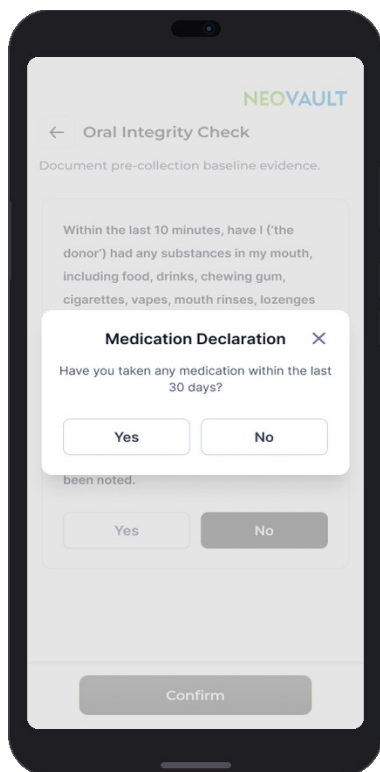
Invalid



STEP 20 DRUG RESULT & SUBMISSION

Medication Declaration

Record donor medication history



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← Oral Integrity Check

Document pre-collection baseline evidence.

Within the last 10 minutes, have I ('the donor') had any substances in my mouth, including food, drinks, chewing gum, cigarettes, vapes, mouth rinses, lozenges

Medication Declaration X

Have you taken any medication within the last 30 days?

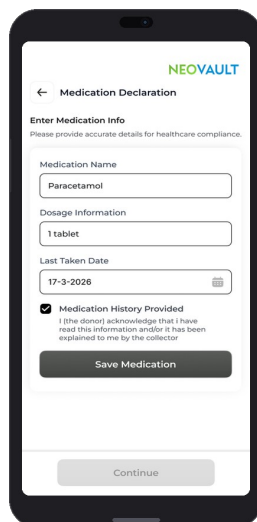
Yes No

been noted.

Yes No

Confirm

- If the donor indicated they have taken medication within the last 30 days, enter the Medication Name, Dosage Information (e.g. 500 mg, 1 tablet), and Last Taken Date.
- The donor ticks "Medication History Provided" to acknowledge the information. Tap Save Medication. Additional medications can be added via Add Medication. Tap Continue when done.



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← Medication Declaration

Enter Medication Info

Please provide accurate details for healthcare compliance.

Medication Name

Paracetamol

Dosage Information

1 tablet

Last Taken Date

17-3-2026

☒ Medication History Provided

I (the donor) acknowledge that I have read this information and/or it has been explained to me by the collector

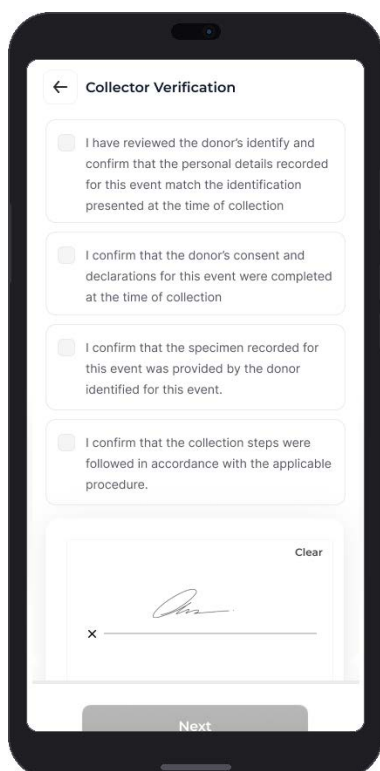
Save Medication

Continue

STEP 21 DRUG RESULT & SUBMISSION

Collector Verification & Remarks

Collector certification, signature & optional remarks



← Collector Verification

☐ I have reviewed the donor's identity and confirm that the personal details recorded for this event match the identification presented at the time of collection

☐ I confirm that the donor's consent and declarations for this event were completed at the time of collection

☐ I confirm that the specimen recorded for this event was provided by the donor identified for this event.

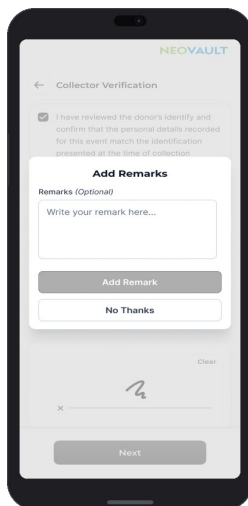
☐ I confirm that the collection steps were followed in accordance with the applicable procedure.

Clear

x

Next

- The collector ticks four declarations: donor identity confirmed; consent and declarations were completed at collection; the specimen was provided by the identified donor; and collection steps were followed per the applicable procedure.
- The collector signs on screen. An optional Add Remarks prompt appears – enter any notes and tap Add Remark, or tap No Thanks. Tap Next to finalise the collection.



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← Collector Verification

☒ I have reviewed the donor's identity and confirm that the personal details recorded for this event match the identification presented at the time of collection.

Add Remarks

Remarks (Optional)

Write your remark here...

Add Remark

No Thanks

Clear

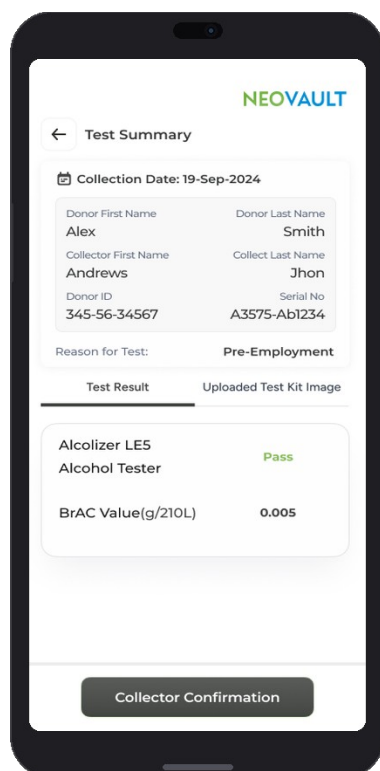
x

Next

STEP 22 DRUG RESULT & SUBMISSION

Review the Test Summary – BrAC Result

Final check before sign-off



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← Test Summary

Collection Date: 19-Sep-2024

Donor First Name Alex	Donor Last Name Smith
Collector First Name Andrews	Collect Last Name Jhon
Donor ID 345-56-34567	Serial No A3575-Ab1234

Reason for Test: **Pre-Employment**

Test Result Uploaded Test Kit Image

Alcolizer LE5
Alcohol Tester

BrAC Value(g/210L) **0.005**

Pass

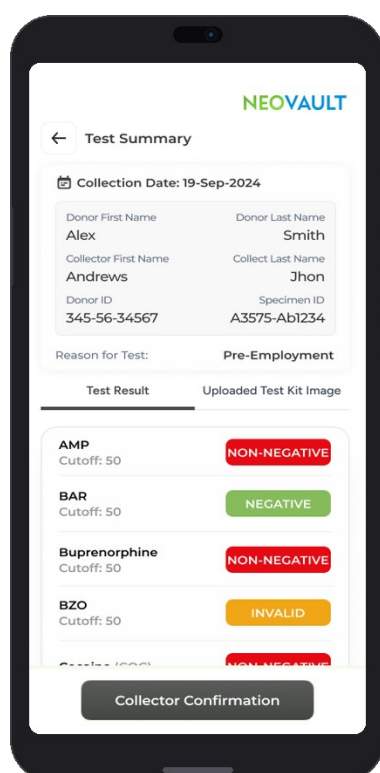
Collector Confirmation

- The Test Summary consolidates the full record: collection date, donor and collector details, donor ID, device serial number and reason for test. The Test Result tab shows the BrAC device, BrAC value (g/210L) and outcome (e.g. Pass). The Uploaded Test Kit Image tab shows all BrAC device display photos.

STEP 23 DRUG RESULT & SUBMISSION

Review the Test Summary – Drug Test Result

Drug panel results by analyte



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← Test Summary

Collection Date: 19-Sep-2024

Donor First Name Alex	Donor Last Name Smith
Collector First Name Andrews	Collect Last Name Jhon
Donor ID 345-56-34567	Specimen ID A3575-Ab1234

Reason for Test: **Pre-Employment**

Test Result Uploaded Test Kit Image

AMP
Cutoff: 50 **NON-NEGATIVE**

BAR
Cutoff: 50 **NEGATIVE**

Buprenorphine
Cutoff: 50 **NON-NEGATIVE**

BZO
Cutoff: 50 **INVALID**

Cocaine (COB)
Cutoff: 50 **NON-NEGATIVE**

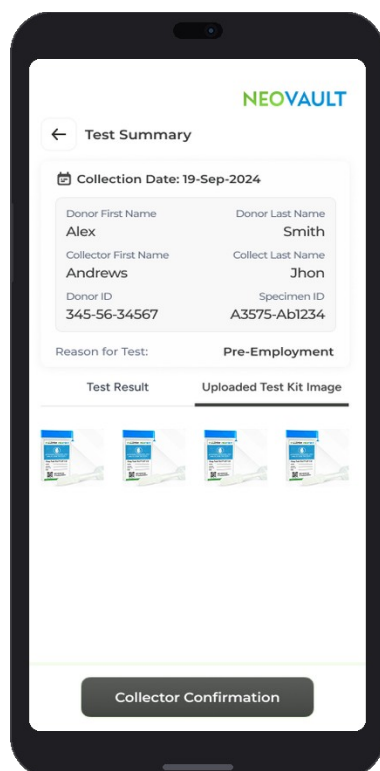
Collector Confirmation

- The Test Result tab shows all drug panel analyte results colour-coded: Non-Negative (red), Negative (green), Invalid (orange). Review all analyte results before proceeding.
- Tap Collector Confirmation to proceed to final sign-off.

STEP 24 DRUG RESULT & SUBMISSION

Review the Test Summary – Uploaded Test Kit Images

Image verification

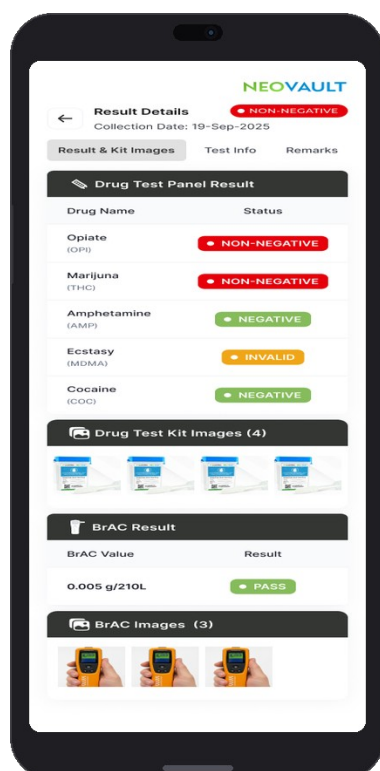


- The Uploaded Test Kit Image tab shows all photos of the drug test kit results area. Verify they are clear and show the results from multiple angles.
- Tap Collector Confirmation to complete the submission.

STEP 25 DRUG RESULT & SUBMISSION

View Collection History & Result Details

History tab, result record & test info



- From the History tab, filter by Test Kit, BrAC or Combined collections. Each record shows Specimen ID, Serial No., date, donor name and colour-coded results. Tap View Details for the full record.
- Result & Kit Images – Drug Test Panel Result by analyte, Drug Test Kit Images, BrAC Result and BrAC Images. Test Info – donor/collector details, drug test kit and BrAC device information. Remarks – any collector notes. This completes the combined collection workflow.