

# MEMORANDUM OF UNDERSTANDING

Between

**THE COURT SERVICES AND OFFENDER SUPERVISION AGENCY  
FOR THE DISTRICT OF COLUMBIA,  
INCLUDING THE PRETRIAL SERVICES AGENCY,  
FORENSIC TOXICOLOGY DRUG TESTING LABORATORY  
AND  
THE DISTRICT OF COLUMBIA, DEPARTMENT OF HEALTH,  
PUBLIC HEALTH LABORATORIES**

This Memorandum of Understanding (MOU) establishes an agreement between the Court Services and Offender Supervision Agency (CSOSA) for the District of Columbia (DC), including the Pretrial Services Agency (PSA: an independent agency of CSOSA) and its Forensic Toxicology Drug Testing Laboratory (FTDTL), and the District of Columbia Department of Health (DOH), Public Health Laboratory (PHL), hereinafter referred to as "the Agencies."

This MOU establishes an agreement between the Agencies to work together and share knowledge and other resources to advance and accomplish our respective missions in serving the public safety, health and law enforcement needs of the District of Columbia.

## Mutual Promises:

1. In advancing our public safety and health objectives, the DC DOH, CSOSA and PSA will work together, regularly sharing and consulting with each other on our common goals, strategies, and policies. PSA will also share with DOH information and technical expertise in the areas of LIMS (Laboratory Information Management System) and DTMS (Drug Test Management System) systems, and both agencies will share scientific knowledge and methodologies. This approach will help to improve and serve well the needs of the people of the District of Columbia.
2. The DOH will agree to PSA occupying approximately 9,500 square feet of space (west wing), currently occupied by the DOH on the 6<sup>th</sup> floor of the Henry Daley Building, at 300 Indiana Avenue to establish a FTDTL. Attachment #1 is a floor plan of the 6<sup>th</sup> floor space specifying the exact location of the space discussed herein. A 6-month lead-time is the minimum required to implement changes in the space conditions of this MOU. PSA will assume all responsibilities for occupancy cost and other tenant operating agreements, financial and non-financial, with the District of Columbia's Office of Property Management for the space occupied including security, maintenance and repairs. All payments will be made in a timely manner.
3. The primary purpose of the PSA FTDTL will be drug testing for the District of Columbia's Criminal Justice Community, which includes pretrial defendants, probationers, and parolees. However, the FTDTL of PSA will make available to the PHL, as needed and/or at a mutually convenient time, instrumentation for toxicology testing until the PHL toxicology testing capability is established. PHL personnel who will be using the FTDTL instrumentation must be a

certified Medical Technologist, Medical Laboratory technician or laboratory scientist (chemistry/biology) with 2 years laboratory experience. FTDTL personnel will provide certification training on all instrumentation, free of charge.

Therapeutic drug monitoring, about 10 per week, will be performed by the FTDTL for the PHL, free of charge. Routine testing for established DC DOH programs, such as the Addiction Prevention Recovery Administration (APRA) will be provided on a reimbursable basis. The scope of testing will include current sample levels (250 per day) and the amount to be charged will be \$1.25 per test (a specimen having 5 tests would be \$6.25). Operating supplies, such as reagents, cups, gloves, etc, will be included within the rates charged. Test results shall be confidential and provided only to PHL. They will be made available within 24 to 48 hours in most cases. Analysis requiring additional time will be mutually assessed and agreed upon. The FTDTL will report results electronically to the PHL and/or DOH. A hard copy will be provided if not available electronically. Test records of analysis performed for PHL by the FTDTL will be maintained by the PHL and/or DOH. The FTDTL will electronically store and maintain these records for a period of at least 2 years for QA/QC, statistics and research purposes.

4. The PSA, with the approval of DOH and the D.C. Office of Property Management, will, at its expense, develop an architectural design for the FTDTL and the PHL. It will take into consideration the types of testing, which will be performed by the PHL, including testing for tuberculosis, lead, HIV and drug analysis (i.e. toxicology, therapeutic).

5. The PSA will, at its expense, disassemble, move, and reinstall microbiology(6142,6144), food microbiology(6145) and the storage room (6148,6150) currently situated within the space which will become the FTDTL. The Atomic Absorption Lead Laboratory will remain in 6124, where the 4110ZL, 3110 and 5000 atomic absorption spectrophotometers are located. The 5100PC Atomic Absorption Spectrophotometer will be moved to this location. The Atomic Absorption Spectrophotometer laboratory will be enclosed to provide a separate space for lead testing.

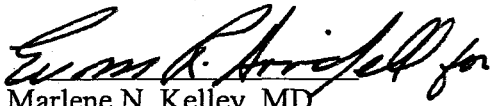
PHL will turn in appropriate instruments or equipment to Property Management. The PSA will dispose of any other equipment or furnishings in the west wing that is no longer needed by the PHL. PSA will make the reconfigured PHL space at least comparable in functionality to the PHL existing laboratory space. Cost borne by PSA must be incurred during FY99.

6. Office furniture and laboratory equipment purchased and installed by PSA for the FTDTL will remain the property of PSA. Replacement or renovated fixtures such as hoods, walk-in refrigerators, and workbenches will remain in place.

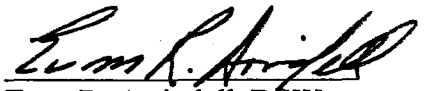
7. The terms and conditions of this MOU will be reviewed annually and adjusted as necessary based on mutual agreement. The effective date of this agreement is June 1, 1999 for a period of 3 years.

8. This MOU may be terminated by mutual agreement of both parties with at least a 6-month advance notice.

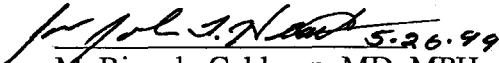
Signatories:



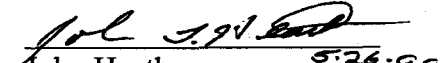
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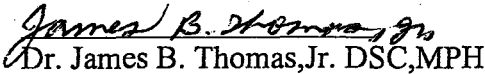
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 5.26.99

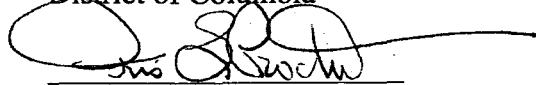
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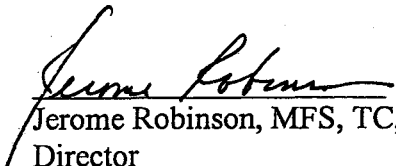
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