TruNarc Standard Operating Procedure

200.1 PURPOSE AND SCOPE

This standard operating procedure provides guidelines for the use of the TruNarc Narcotics Analyzer, which will enable officers to quickly and safely identify suspected narcotics in the field.

200.2 CERTIFICATION

Prior to use of the TruNarc analyzer all personnel utilizing the analyzer must be certified on the proper use of the instrument in regard to safety and scanning procedures. Initial training will include instruction regarding operation of the analyzer. The second phase of training will consist of competency testing regarding operation and use of the analyzers. Certified personnel must participate in and successfully pass an annual proficiency test in order to maintain certification.

200.3 CHAIN OF CUSTODY

If San Mateo Police Department is asked to assist an outside agency, each agency will maintain custody of their drug evidence during the scanning procedure, and will be physically present during the scans.

200.4 SCANNING PROCEDURE

The following procedures shall be followed:

-Follow the Nominal Ocular Hazard Zone Distance (NOHD) guidelines.The instrument utilizes a Class IIIB laser as the excitation source.Maintain at least 14 inches of distance between the analyzer and eyes.

-Do not expose items such as match heads, gunpowder, etc., to the analyzer. Caution should be exercised when wearing dark colored (black/purple) gloves and scanning items. Dark colors absorb heat.

Self-Check

-Prior to each sample scan, a self-check scan must be performed to ensure that the instrument is functioning properly.

-If the instrument fails the self-check, ensure that the nose cone is seated properly and clean with tissue.

-After passing the self-check, samples can be scanned by pressing the nose cone against the target sample.

-It is required that a self-check scan be performed before and after all sample scans.

Scanning a Sample

-Items such as powder, crystalline or hardened material may be scanned directly through clear plastic packaging material. *Heroin Exception* – due to high fluorescence Heroin must be scanned utilizing the Type H Kit*.

Copyright Lexipol, LLC 2026/03/06, All Rights Reserved.
Published with permission by San Mateo Police Department

-Liquids may be scanned directly through clear glass or plastic containers as long as the wall of the container is less than 2mm thick. If the wall of the container is over 2mm in thickness then the nose cone may be removed and the analyzer placed directly against the container. Opaque or Frosted containers cannot be scanned through because the laser cannot penetrate the container. Place a sample of the liquid in a clear vial or plastic bag for scanning.

-Tablets/Pills may be scanned directly through clear plastic packaging material. Some tablets/pills may require the additional step of breaking the tablet/pill in half or scraping the coating off of the tablet/pill and scanning the interior. Low dose pills such as alprazolam may be identified utilizing the Type H Kit*.

-Capsules may be scanned directly provided that at least one-half of the capsule is clear. If the capsule is opaque then the contents must be deposited on a clean piece of paper or in a clear plastic bag and then scanned.

-Pipes may be scanned provided that “chunks” of material are present in the pipe. Residue such as that found in a crack pipe may be scraped from the pipe onto a clean piece of paper and once concentrated into a pile scanned directly.

***Type H Kit**

The H Kit consists of a vial containing ethanol and the test stick.

Heroin

Using the scoop end of the test stick a sample of suspected heroin is dissolved in the ethanol and the opposite end of the test stick that contains the metal tab is dipped into the ethanol.

Synthetic Cannabinoids

A sample of the plant material (should be less than half of the volume of ethanol in the vial) is placed in the vial and agitated for approximately five seconds. The portion of the test stick that contains the metal tab is dipped into the ethanol.

Low Dose Pills

Low dose pills such as alprazolam may be identified using the H Kit.Half of the pill/tablet is crushed and the resulting powder is dissolved in the ethanol. The portion of the test stick that contains the metal tab is dipped into the ethanol.

Always ensure that the ethanol has evaporated from the metal tab prior to scanning.

When performing a direct scan, place the sample against the nose cone and initiate the scan by pressing the “Scan” button. Maintain contact between the sample and the nose cone until the scan is complete. The yellow light adjacent to the nose cone will blink indicating that the laser is active.When the scan is complete the laser light indicator light turns off and the instrument begins analyzing the data. The sample may be moved away from the analyzer at this time. When utilizing the Type H Kit, use your index finger to firmly press the portion of the test stick bearing the metal

Copyright Lexipol, LLC 2026/03/06, All Rights Reserved.
Published with permission by San Mateo Police Department

tab to the center of the nose cone opening and initiate the scan. Hold the test stick and analyzer still during the scan to ensure that you scan the metal wafer.

After the scan is complete, the instrument screen will display the scan result.Results will appear as one of the following:

-Alarm (red screen) – one or more controlled substance(s) was detected. The name of the substance will appear on the screen.

-Clear (green screen) – no controlled substance was detected but a cutting agent or non-controlled substance was detected. Example: Mannitol or Gypsum.

-Acetaminophen (orange screen) – acetaminophen was identified. Controlled substances such as Hydrocodone may be present in low concentration with the Acetaminophen.

-Precursor/Chemical (orange screen) – a precursor substance used in the manufacture of controlled substances was identified and the name will appear on the screen.

-Inconclusive (gray screen) – no substances that are present in the library were identified.

-Warning (Polystyrene) (orange screen) – the self-check standard was in the closed position during the scan.

-Test Stick Plastic (orange screen) – improper placement of the test stick. The metal wafer was not scanned.Reposition and repeat the scan. Record the scan number.

-Using the USB cable, sync the instrument to a computer with the TruNarc Admin software loaded. Review the desired scan, add identifying information to the spreadsheet and print from the computer.

200.5 REPORT

Any use of the TruNarc Analyzer shall be documented in a report, FI, or in the RIMS Incident Log. All reports and associated documents related to the usage of the TruNarc Anaylzer must be reviewed by a supervisor. It is the responsibility of the reporting agency to maintain the reports and supporting documents. All reports and supporting documents are subject to periodic review by the Center for Applied Forensics (CFAF) personnel to ensure compliance with the TruNarc protocol.

200.6 STORAGE AND USAGE

The TruNarc Analyzer will be securely stored in the Sergeant's Office and usage of the device requires Sergeant approval. Prior to usage of the TruNacr Analyzer, the device must be signed out and signed back in after use and storage. TruNarc Analzyer downloads and updates shall be conducted only by Admin users that have received training specified by the Training Manager.

Copyright Lexipol, LLC 2026/03/06, All Rights Reserved.
Published with permission by San Mateo Police Department