Standard Operating Protocol for StreetCheck Massachusetts Drug Supply Data Stream (MADDS)

Acknowledgments and Further Information

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STREET CHECK
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1.1 First Time Registration

1. If this is your first time logging in to StreetCheck, register for access by visiting: https://ma.streetcheck.org and press "Sign Up Now!"

*Note: this link is to log in to the Massachusetts tenant. For other state tenants, please delete "ma" and add the abbreviation for your state into the link.

2. Follow the instructions for self-registration through the **Sign Up** option.
   a. Enter First name, Last name, Email address, and choose a password (minimum of 8 characters). Press the **Sign Up** button.
   b. You will receive an email confirming that your account registration request is under review. Once approved, you will receive an email confirming access has been granted.

Figure 1, StreetCheck Registration Portal.

   c. Upon first login, you will be prompted to complete the registration process by selecting and answering three account challenge questions used for account recovery. After that is completed, click the **Complete Registration** button to complete the process.

Figure 2, StreetCheck Registration Challenge Questions

1.2 Returning StreetCheck Users

If you have previously registered and been approved for a portal user account, sign in using your StreetCheck credentials (email and password account is registered with) by visiting https://ma.streetcheck.org.

*Note: this link is to log in to the Massachusetts tenant. For other state tenants, please delete "ma" and add the abbreviation for your state into the link.

Figure 3. StreetCheck Login Portal

1.3 Account Recovery

1. If you have previously registered but are unable to log in, use the portal's Recover screen to reset your password and recover access to your account.

    d. Enter the email that the account was originally registered with, and press the **Reset Password** button. Check your email's inbox for a message indicating the request has been received. Click the **Complete Password Reset** button within that email to complete the request.

    e. You should be directed to a screen in StreetCheck prompting you to enter a new password and to answer the three challenge questions selected when the account was created.
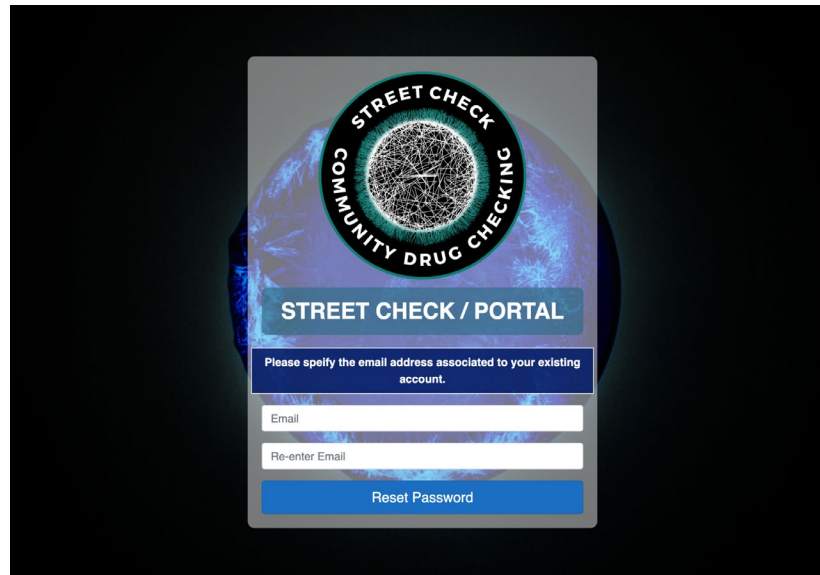

Figure 4. StreetCheck Account Recovery

    f. Click the **Complete Reset** button to complete the process and be directed to the Sign In screen.

1. After logging in, you will be brought to the landing page/home page of StreetCheck. On the home page you can quickly access data organized by status or condition by selecting any one of the colored sample tiles.
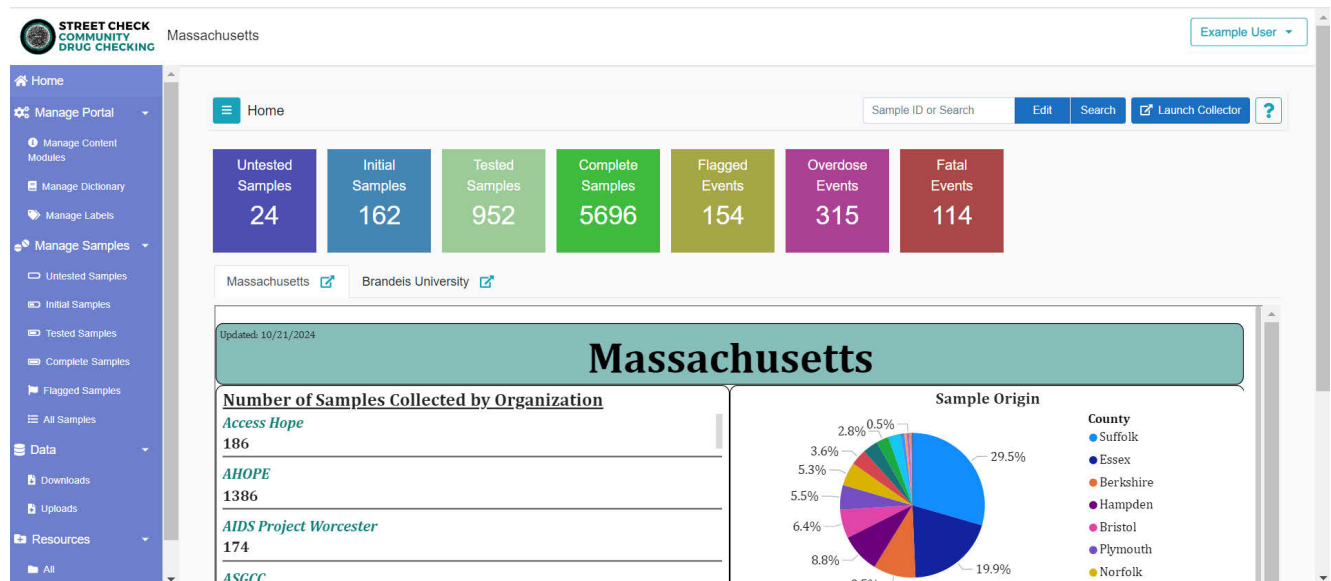

Figure 5, StreetCheck Landing Page.

2. Along the left side of the screen is the navigation toolbar where you will find the Main Menu actions, Account Menu actions, Sample actions, and Reporting actions.
    a. The ☰ button will open/close the main menu navigation toolbar.
    b. The **Home** button will bring you to the landing page.
    c. The **Manage Portal** section hosts various general portal management actions intended for administrative users.
        i. Manage Tenant: Allows an administrative user to perform general tenant configuration and management actions.
        ii. Manage Roles: Allows an administrative user to create and modify all user roles.
        iii. Manage Users: Allows an administrative user to manage all user accounts, including inviting a new member to use StreetCheck.
        iv. Manage Content Modules: Allows a user to create informational tags or alerts to attach to a sample including Clinical Notes or Harm Reduction Messages.
        v. Manage Dictionary: Allows an administrative user to manage the term dictionary.
        vi. Manage Labels: Allows an administrative user to generate sample ID labels to print on Avery *stickers*.

d. The **ManageSamples** section hosts various sample management actions.

i. Untested Samples: Allows a user to browse drug samples that have a status of "Untested" indicating that they have yet to have either initial or confirmatory results assigned.

ii. Initial Samples: Allows a user to browse drug samples that have a status of "Initial" indicating that they have initial results assigned. An initial sample has had at least one initial test (FTIR, FTS, XTS, BTS, pH strip) conducted and the sample is awaiting laboratory analysis.

iii. Tested Samples: Allows a user to browse drug samples that have a status of "Tested" indicating that they have initial results assigned and will not receive further results. A tested sample has had at least one initial test (FTIR, FTS, XTS, BTS, pH strip) conducted and the sample is NOT being sent for laboratory analysis.

iv. Complete Samples: Allows a user to browse drug samples that have a status of "Complete" indicating that they have laboratory results assigned.

v. Flagged Samples: Allows a user to view samples that have been flagged with various conditions.
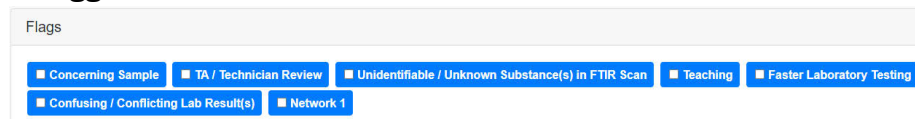
vi. All Samples: Allows a user to browse all drug samples without regard to status.

e. The **Data** section hosts various data actions used to download raw sample data or upload sample data.

1. Downloads: Allows a user to download raw sample data as a CSV file for all Sample and Result Data, FTIR vs Lab Results, and Lab Result Download.

2. Uploads: Allows a user to upload a CSV file of samples or sample results. There are downloadable templates for these uploads.

3. In the top right corner, you will see a tab with the user's name. From here you can modify user account settings, manage notifications, or sign out of the portal.
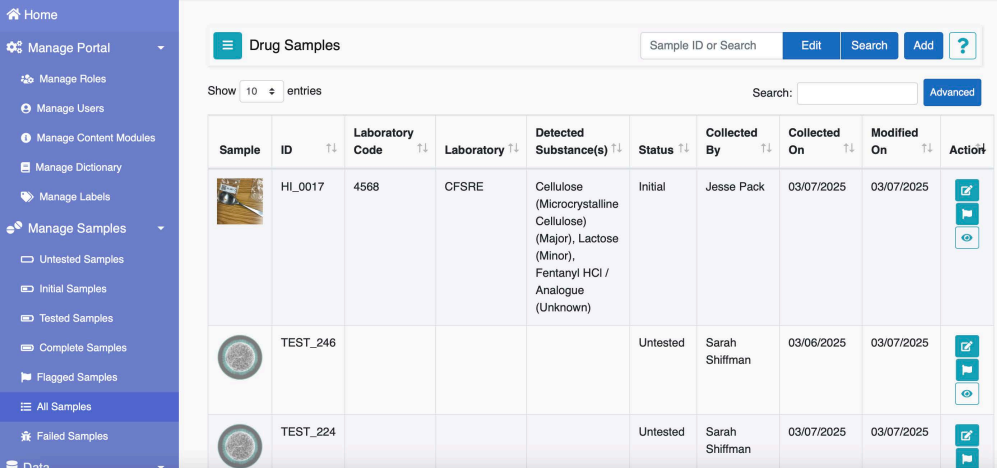
a. **Manage Account:** Here you can select a profile photo, add personal details associated with user account, reset password and edit security challenge questions.
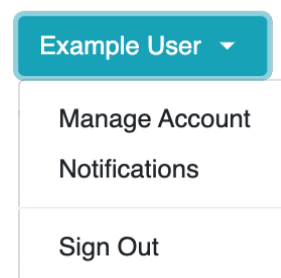
b. **Notifications:** Select which system notifications you'd like to receive by method. Place a check in the **Receive Email** and/or **Receive Text** to receive that particular notification via email and/or text. NOTE: The notifications available are based on the account level with administrators having more options than standard users.

2.1 Sample Navigator

The Sample Navigator screen allows the user to browse the various lists of drug samples. Users reach this screen either by clicking any of the landing screen Sample Tiles or by selecting any of the menu items under the **Manage Samples** from the **Main Menu**.


Figure 6, Sample Navigator

Screen Features:
1. Use the **Show ... entries** dropdown to select the number of samples to show on each page.
2. Use the **Search** entry to specify various search criteria. Text entered as search criteria will be matched against many fields of the sample including identifiers, notes and most other text-based sample attributes.
3. Use the Advanced Search entry to search for samples based on identifiers, codes, and terms, substances, etc.
4. To use the "Edit"screen, type in a sample ID and click "Edit," to go directly to the sample for editing.
5. Use the [Previous] [1] [2] [3] [Next] control to navigate through the various pages of samples.
6. Within each sample row, click the [✎] button to edit the sample (if you have curator status) and the [👁] button to view the sample result displaying the current state of the final sample result screen. The [⚑] button allows the user to assign a flag to a sample.

7. Use the ▤ button to close the main menu and increase horizontal space to view the sample rows.

2.2 Editing a Sample in the Portal

2.2.1 Sample Editor

The Sample Editor screen allows the user to curate every aspect of the sample by clicking through the tabs along the top (see below). This screen appears after selecting a sample and clicking the ☑ edit button.
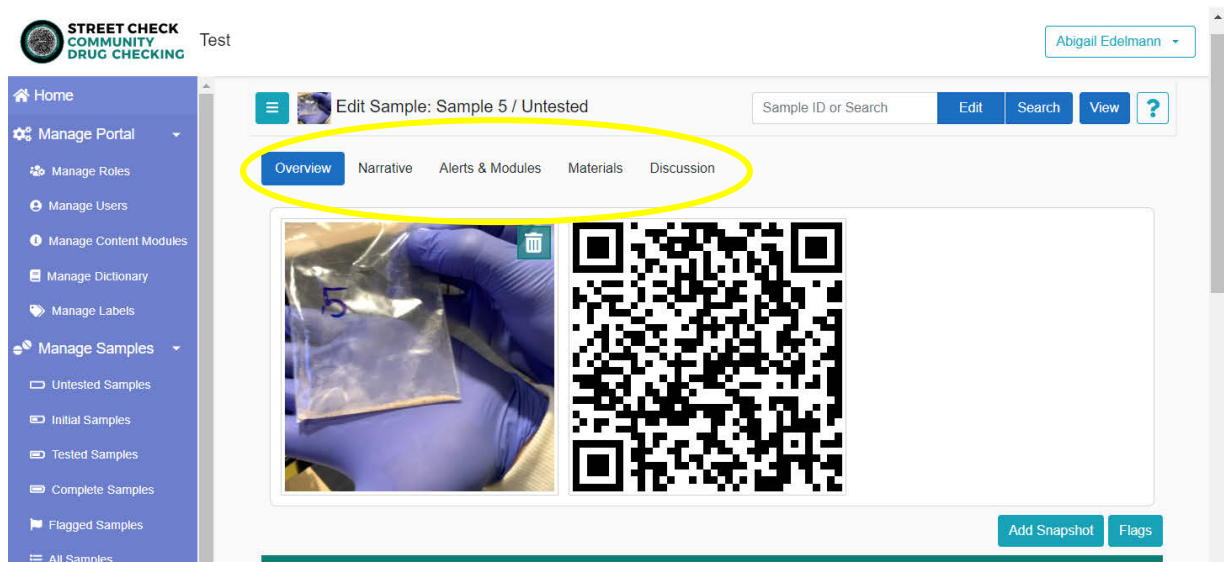
Figure 7, Sample Editor

1. **Overview:** Allows the user to add or remove snapshot images, assign a flag, view and edit all sample details. Click on an attribute of sample details to launch the specific **Attribute Editor** to edit the details of the sample. However, please note a number of these are read-only and will not be able to support launching the editor.
2. **Narrative:** Allows the user to curate the final primary result narrative. Text saved in Narrative will appear publicly as "Key Findings"
   a. Simply enter text within the narrative editor using plain text or apply common rich text styling like bold and italics. Click the **Save** button to save the current narrative text.
3. **Alerts & Modules:** Allows the user to assign various alerts, content modules and tags to the sample.
   a. Simply check any of the predefined alerts or content modules in order to assign them to the sample result.
   b. In order to add a new tag, simply enter the tag term into the Tag entry and click the **Add** button.
4. **Materials:** Allows the user to view, add and delete various associated materials (any file) to the sample.

a. To view a given material, click the icon within the icon tray.
b. To add new materials, click the **Upload** button and select the files (using the standard file dialog) that you wish to upload.
c. To delete a given material, click the icon within the icon tray and then click the **Delete** button.
5. **Discussion**: Allows the user to participate in a simple discussion thread associated with the sample.
   a. To add a new comment simply enter the desired comment text within the Notes editor and then click the **Add** button.
   b. Delete a comment, by simply clicking the 🗑 button within the comment.

6. The **Sample Editor** allows the user to easily view the current state of the curated result within a floating popup window by clicking the View button in the upper right of the screen. Click the ☰ button to view a side-by-side split screen. The result view hosted on the right-hand side of the split screen will update in real-time as you make edits using the various editor functions on the left.
7. Clicking on "Test Results" or "Sample Details" headings will hide/open those respective attributes.
8. Use the "Flag" button to add any flags. For a description of possible flags, go to the following link: StreetCheck Flag Descriptions and Definitions Guidelines.

2.2.2 Editing Test Results in the Portal

1. Any test results not entered through the Collector can be added through the Portal by clicking on an attribute of Test Results to launch the sample editor screen for that value within a sample.
   a. FTIR Results: A pop-up will appear when assigning FTIR results to a sample through the Portal. Tap **Add** and enter the name of the substance in the text box. As you are typing, a smart text drop-down list may appear where the substance can be quickly selected. Substances not in the drop-down list are also able to be added by typing them out fully. Designate each substance as a major, minor, trace, or unknown component of the sample using the drop-down list next to the substance. To delete a substance from this list, press **Remove**. To save, press **Save**.
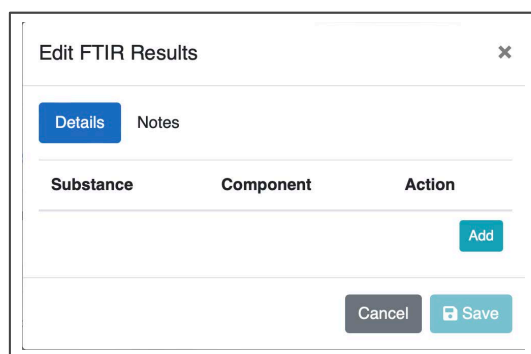
Figure 8, Edit FTIR Results

b. Test Strip Results: Click on "Not Tested" to launch the Test Strip Editor Pop-up for Fentanyl and/or Benzodiazepine results. Assign "Positive/Negative" to their respective dilution volumes. If the sample was not tested at a certain dilution, leave it as "Not Tested." There is also a "Notes" tab next to "Details" to enter any notes about your test strip procedure in a free text entry.

Figure 9, Edit Fentanyl Test Strip Results

c. Select the test strip manufacturer and enter the lot number which can both be found on the pack of the test strip packaging.

Figure 10, Edit Fentanyl Test Strip Results

d. Follow these steps to enter in all results for xylazine, benzodiazepine, nitazenes, and medetomidine test strip results

e. pH Test Kit Results: Click on "Not Set" to launch the pH Test Kit Results Test Strip Editor Pop-up. Use the slide bar to set the pH level according to the reference on your kit. Enter any notes into the "Notes" tab.
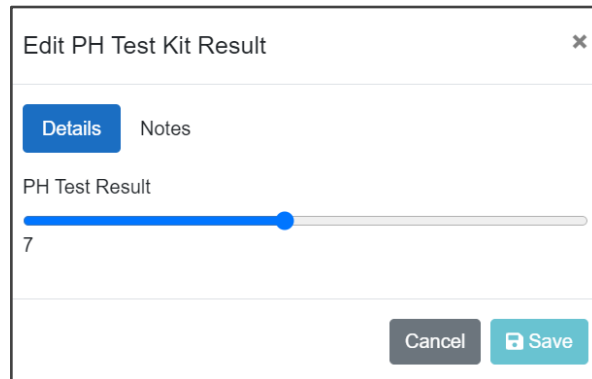
Figure 11, Editing pH Test Kit Results

f. RAMAN Results: Click on "Not Set" to launch the RAMAN Results Editor Pop-up. Tap **Add** and enter any substances identified through RAMAN Spectroscopy. Through the drop-down under "Component" you are able to designate High or Low Confidence. Add any notes into the "Notes" tab.
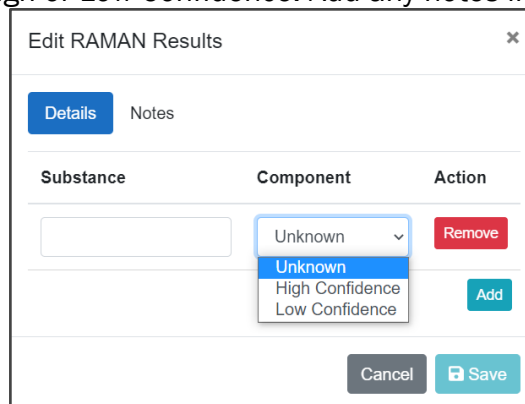
Figure 12, Editing RAMAN Results

g. Other Results Narrative will launch a free text entry box pop-up. Leave it blank or add results from any other testing completed on the sample, for example Raman testing.

Separate from the StreetCheck Portal, the StreetCheck Collector is used mainly to add/log new samples into StreetCheck, but also allows functions such as searching and editing samples.

1. On the StreetCheck Portal landing page, the **Launch Collector** button is located in the top right.
    a. Once selected, the Collector portal will appear in a new tab prompting you to enter your StreetCheck Login credentials.
    b. The Collector can also be reached by following this link: https://ma.streetcheck.org/Collector. (***Note**: this link is to log in to the Massachusetts tenant. For other state tenants, please delete "ma" and add the abbreviation for your state into the link.)
2. The landing page for the Collector will have two tabbed lists along the bottom:
    a. **My Samples** will display the 25 most recent samples that you have collected.
    b. **All Samples** will display the10 most recent samples collected by all StreetCheck users in the same tenant/state.
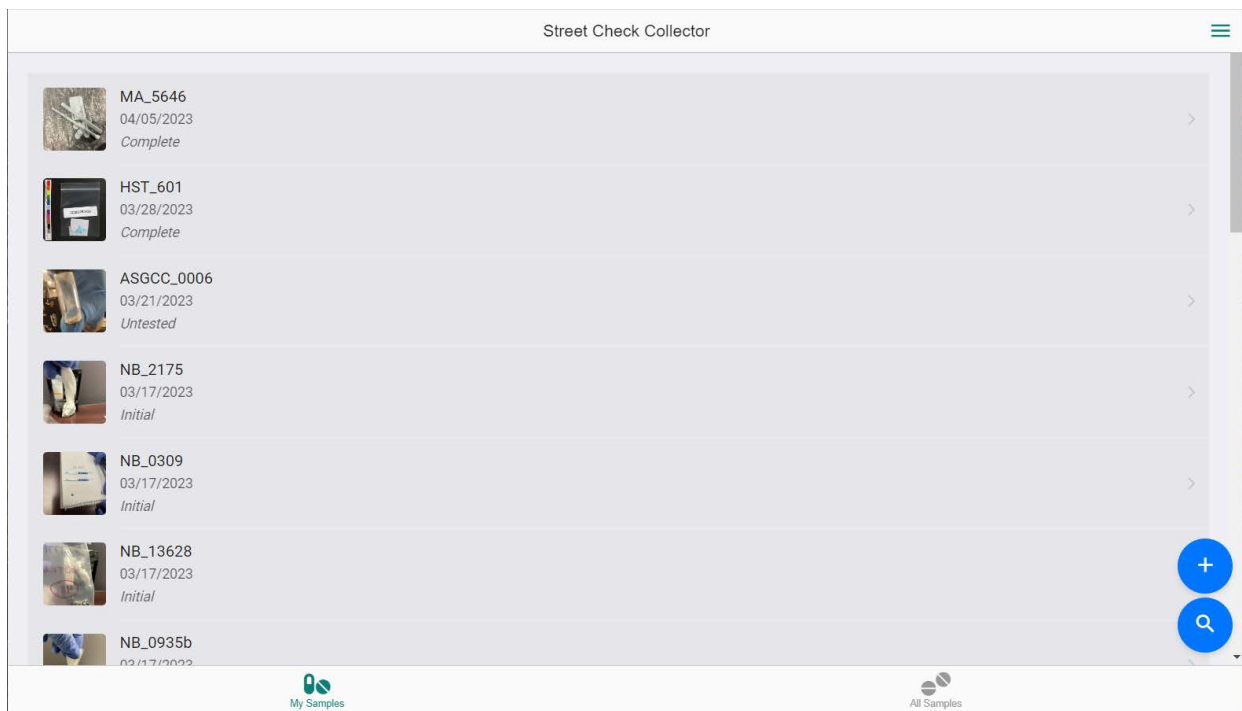
Figure 13, StreetCheck Collector Landing Page

3. The menu ☰ button on the top left will bring you to the landing page of the Collector if **Home** is selected, or back to the landing page of the Portal if **Launch Portal** is selected.

4. The search 🔍 icon in the lower right allows users to search for existing samples using a number of search parameters.

5. The ⊕ icon is where users can enter new samples into StreetCheck.

3.1 Entering a Sample into the Collector

1. Select the ⊕ icon in the lower right corner of the Collector landing page.

2. First, specify the collection type; field or facility. A field sample is a normal sample collected in the field, and a facility sample is a sample associated with a specific facility.
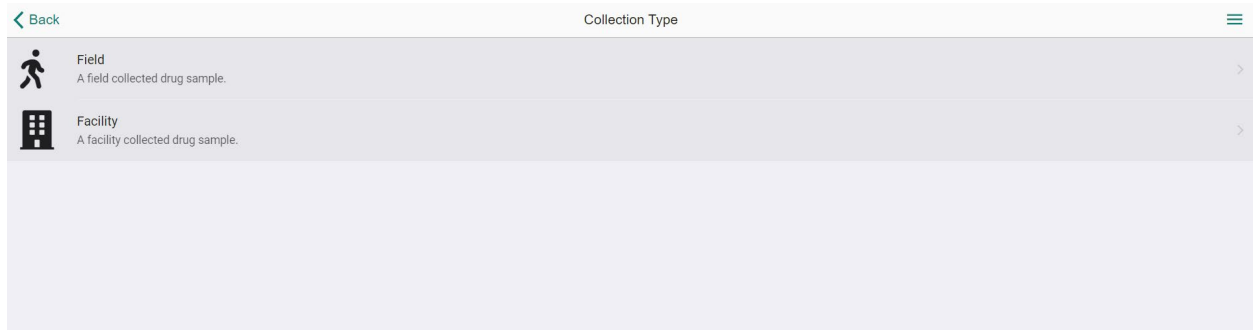
Figure 14, Collection Type Page

3. The next page will ask you to assign identifiers to the sample. Either press the button to scan the QR code containing the sample ID, or tap the identifier entry and enter the Sample ID provided to you from Brandeis, which can be found on the sample bag. Click the **Next** button. 🔲

4. The next slide allows you to enter any additional codes associated with the sample. This code will remain internal to group/organizaiton members only and will not appear on the public website.

5. Next, you can capture one or more snapshots of the sample. Tap the camera button to start your camera and tap again to take a snapshot. The snapshot will then be added to the lower list area and you can take additional snapshots if needed. 📷
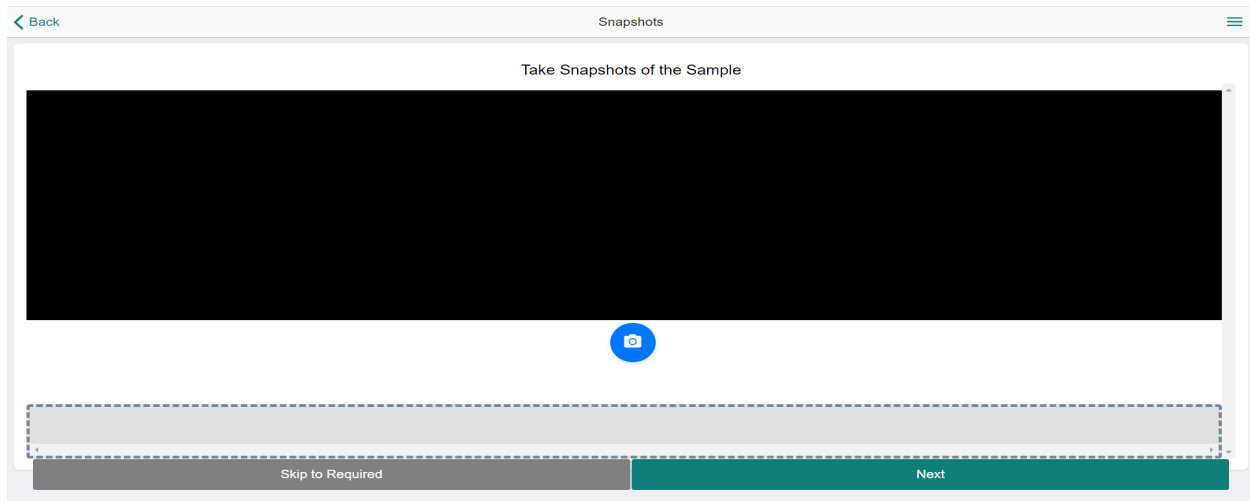
Figure 15, Snapshots

    a. Tap **Next** to continue to the next page, or **Skip to Required** to continue to the next required step. At any time, use the Skip to Required to quickly skip to and answer the required questions to log a sample into StreetCheck. You're able to leave answers blank and return to edit them later.

6. On the General Details page, enter the date that the participant aquired the sample. Indicate if the sample was used or not (highlighted below). If the participant is submitting a cooker or a pipe with residue on it, you should select Yes, the sample has been used even if you do not have details regarding the user's experience with the sample.

Figure 16, General Details Page

7. After clicking the Next button, the Collector will ask for the Location Details associated with the sample. Tap the entry line under "Town/City" and enter the name of the town or city the sample originated from. The smart list will appear as you're typing, you may select from here or type out the name manually. Tap the entry line next to "Neighborhood" to add any neighborhood details. Neighborhood names will not appear publicly. If there are none, leave it blank and tap the Next button again, or Skip to Required to continue to the next required step.

    a. All of the slides have an option to select "Unknown" for when details are not known at the time of collection and will not be known later. The default is answer "answer above"
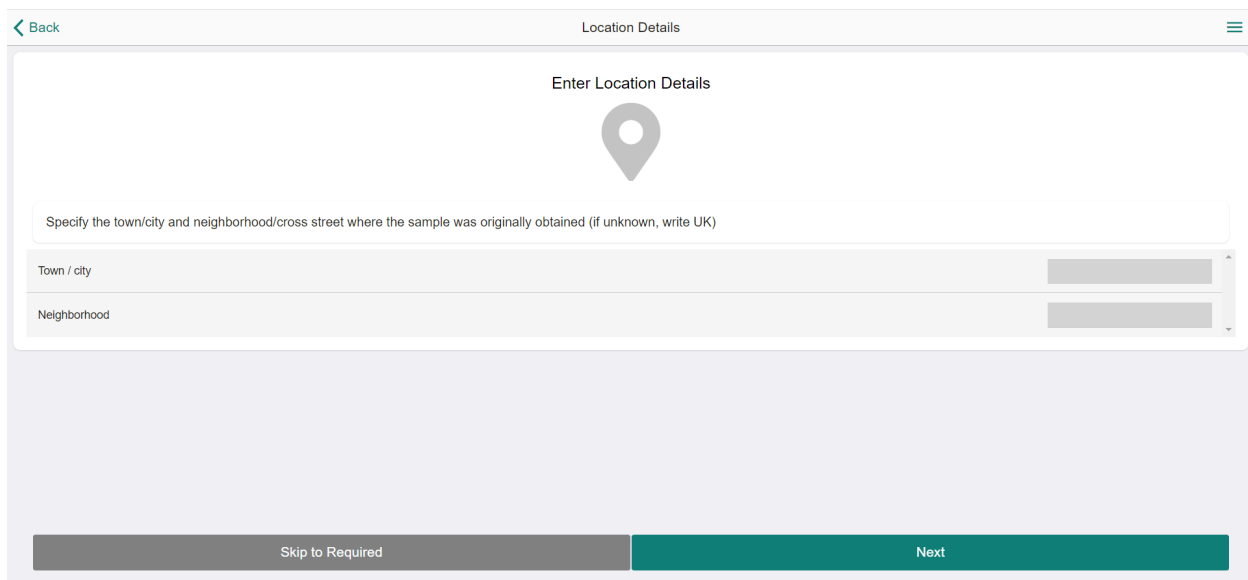
Figure 17, Location Details

8. The next page asks what the sample was sold/given as. You can select up to four (4) common drug items or select "Other" to specify a drug name not listed. Please be specific with your answer. For example, if a participant tells you they believe the sample to be dope, ask them to specify heroin or fentanyl.

    a. If you do not know what the participant suspects the sample to be, select "Other" and use the free text entry bar to enter "Unknown". Tap Next, or Skip to Required to continue to the next required step.

What do you believe this sample to be?

Heroin	○
Fentanyl	○
Cocaine (Powder)	○
Crack (Rock)	○
Methamphetamine	○
Benzo (Xanax)	○
M30 Pill (Percocet, Perc30)	○
Adderall	○
Other Drug Specify	✓

Next

Figure 18, Suspected Substances

9. The following series of page prompts involve sample detail questions that will only appear if you have selected that the sample has been used on the General Details page.

     a. Taste: How does the participant describe the taste of the sample? How do they describe the smell? Enter notes into the free text entry box.

How would you describe the sample's taste?

Skip to Required	Next

Figure 19, Taste

Figure 20, Smell

b. How was this substance used? Select from the list of choices that best match how the sample was used. Press **Next.**

Figure 21, How Used?

c. How was the sample prepared? Anything notable about how the sample was prepared for use can be written in the text entry box. If there is nothing abnormal to report, select "Normal / Nothing out of the ordinary".

Anything notable about the preparation of the drug for use (unusual color, gummed up, etc)?

Normal / Nothing out of the ordinary

Abnormal preparation (explain)   Specify

Skip to Required	Next

Figure 22, How Prepared?

d. Strength: Ask the participant to compare their experience with this sample to their experience with similar drugs in terms of strength. Select the best option from the list.

How would you describe the drug's strength, in terms of how it compares to similar drugs?

Stronger

Weaker

Normal

Unknown

Other (please explain)   Specify

Skip to Required	Next

Figure 23, Strength

e. Experience: Record any notable details related to the user's experience with the sample in the free text entry and click **Next**.

Any details about the experience of using this sample?

Skip to Required   Next

Figure 24, Experience

    f.   Bad event: If the sample caused an adverse health event, be sure that is recorded by selecting from the list or specify in the text entry box.

TEST_224

⚠ Is this sample associated with a negative health event (overdose, seizure, bad experience)?

Non-Fatal Overdose   ○

Seizure   ○

Skin Infection (Abscess/Ulcer)   ○

Fatal Overdose   ○

Other (please specify) Specify   ○

None   ○

Answer Above   Unknown

Skip to Required   Next

Figure 25, Bad Event Page

10. On the Additional Details page, you may enter any further pertinent information about the sample. Use the free text entry box to describe dealer information, if the sample was purchased online, out of state, etc.

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g. Suspected substance: Select what you suspect the sample to be. This may be different than what it was sold/given as. This is a required question. You can select more than one option.

TEST_22222
What do you believe this sample to be?
Heroin ○
Fentanyl ○
Cocaine (Powder) ○
Crack (Rock) ○
Methamphetamine ○
Benzo Related Substance (e.g. Alprazolam (Xanax), Bromazolam, Etizolam, RCs) Specify ○
M30 Pill (Percocet, Perc30, OC30) ○
Adderall ○
Xylazine ○
Ketamine ○
Nitazene Related Substance (Protonitazene, Isotonitazene, etc.) Specify   Next ○

Figure 26, Suspected Substance

11. The next couple of entry pages inquire about demographics, specifically Gender Identity and Race & Ethnicity. Select from the list of options that most closely matches the participant.

12. An additional required question asks if the participant has used drug checking services before. Select "yes", "no", or "N/A". Tap Next.

13. The **Questions for Participant Complete** page signifies the end of questions for the participant. From here, you can either collect a new sample by clicking **New Sample**, continue filling out questions related to the current sample (color, form, materials, etc.) by clicking **Next**, or skip to entering initial results by clicking **Skip to End**.

14. If you've selected **Next,** you will be prompted to continue answering questions related to the sample itself. If you've opted to skip these questions at first, it is important that you go back at a later time to finish entering the following sample details.

15. Substance Form: From the list of options, choose the one that best describes the form of the sample. Is it a pill, powder, rock, crystal, residue, etc.? There is also the option to select "Other" and use the text entry bar to specify. Tap **Next.**

Substance form at time of submission

Powder (chunky)

Powder (fine)

Pill (part)

Pill (whole)

Rock

Residue

Crystal / Shards

Other   Specify

Skip to End   Next

Figure 27, Substance Form

16. Choose the color of the sample at submission from the list. If the sample is a color that is not listed, please select "Other" and type into the text entry bar. Press Next.

17. On the Materials Provided page, report any packaging the sample was recovered with or in by selecting the option from the list that best represents sample's packaging.

     a. If none of the items listed are a good match for your sample's materials, select "Other" and describe it in the text entry

     b. If you select pipe, the next screen will ask you to identify which type of pipe it is

     c. If you see a stamp on the materials, select "Paper fold or wax fold". Once selected, the next screen will prompt you to identify the stamp. Stamps may have words and/or images (logos). Enter any words that are stamped as that is most likely the title of the stamp.

     d. As you begin typing in the entry box, a drop-down list will appear of all historical stamps to choose from.

     e. If you cannot find your stamp in the list, you may type in the word(s) from your stamp and hit Next to save. Only type in stamp name / description. You do not need to type the word "stamp".

     f. If there is no stamp on the materials, select "Blank/No Stamp".

Materials / sample packaging provided

No Packaging (just drug)	○
Baggie	○
Paper fold or wax fold	✓
Cotton	○
Cooker	○
Pipe (Hammer Pipe, Bowl Pipe, Straight Pipe)	○
Foil	○
Straw	○
Pusher, Stick Smoking Prep Tool	○

Skip to End	Next

Other (specify) Specify

Figure 28, Materials Provided

Identify the Stamp

A|

A
Other stamp.

#1 Way to Go
8-2 Annie
A1
AAA
Always Good
American Gangster (Man in a Suit)
American Gangster (Rotary Dial Phone)
Amie
Anonymous; Vendetta
Backwoods
Bad Boy
Bad Bunny
Bags
Bat
Batman
Batman & Robin
Black Jack (Blue)
Black Jack (Red+Black)

Skip to End	Next

Figure 29, Identify Stamps

18. The next page will ask if you have used StreetCheck before to enter a sample. Select "yes", "no", or "N/A". Tap **Next.**

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19. Lastly, StreetCheck allows the option to enter any final details you may have regarding the sample that weren't previously entered. This entry box is for internal use only and will not be displayed publicly. If you'd like to associate a sample with a participant, you're able to add a participant code here.
    a. There is the option at the bottom of this page to flag a sample for faster result testing.

20. Tap Done to submit the sample to StreetCheck. Tap Initial if you're ready to capture initial test results. These include test strips (FTS, BTS, XTS, NTS, MTS), pH, FTIR, and Raman values.

3.2 Initial Results

1. To enter initial results, you can tap the **Initial** button after completing the sample questionnaire on the final results page, or access it at any time from the collector by first searching/selecting a sample and pressing the ☰ menu button in the top right corner, and selecting **Initial.**
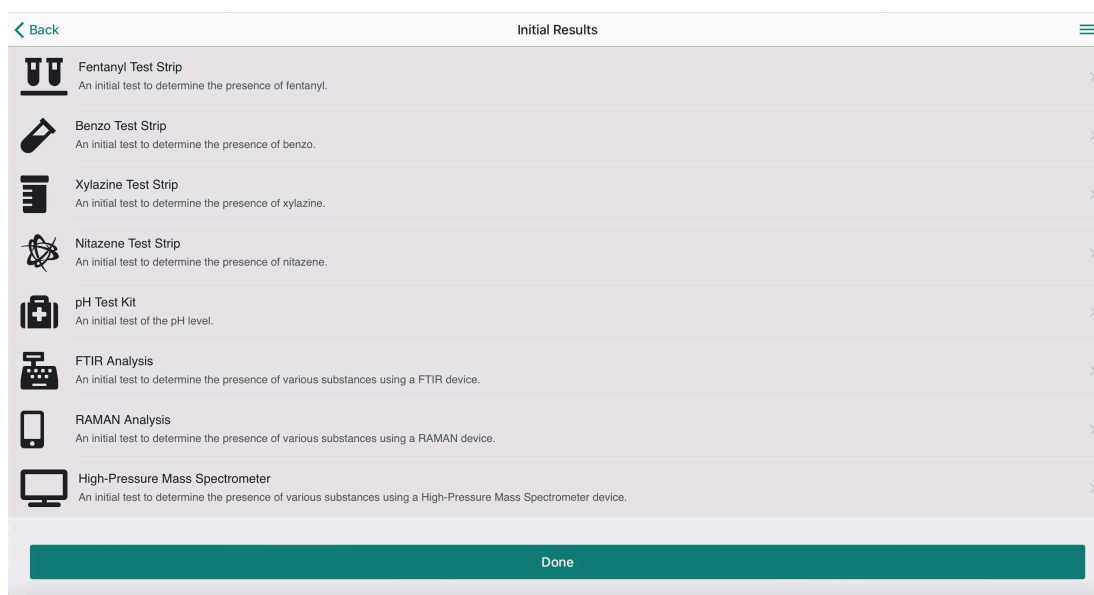
Figure 30, Initial Results Page

2. See the following references for procedures on BTNX Test Strips and FTIR Analysis.

   Standard Operating Protocol Abbreviated for New Testing Locations
   Test Strip Quick Reference Guide

3. When you are ready to enter Fentanyl Test Strip results, select "Fentanyl Test Strip" from the Initial Results Page. Select the test strip manufacturer and on the next screen, tap the camera icon to take a snapshot of the results and press **Next.**

Enter results by tapping on the "Not Tested" drop-down to assign Positive or Negative results to the respective volumes of dilution. Add any notes about the test strip or the procedure that you would like to include on the next slide. Once completed, you should see a green check mark appear on the Initial Results Page.

Figure 31, Fentanyl Test Strip Results Page

4. Follow the same instructions for all other test strips used on the sample (i.e. Benzo, Xylazine, Nitazene, or Medetiomidine).
5. See Test Strip Procedure Quick Reference for further instructions on reccomended dilutions and procedures for BTNX Fentanyl, Xylazine, Nitazene, Medetomidine, and Benzodiazapine test strips.
6. Next, enter pH results. Use the camera icon to take a snapshot of the results. Press Next then use the slide bar to adjust the level of pH according to the reference on your pH strip packaging. Press **Next** again and add any pertinent notes if you wish.

Figure 32, Level of Measured pH Value Results Page

7. After FTIR analysis, enter substances detected by typing into the entry box, select from the smart text suggestions, and press Add. You will see the substance appear in a list below. From here you can designate if the substance is a major, minor, or trace component by clicking on the drop-down list on the right. If unknown or not sure, select "Unknown". Most often FTIR analysis is not conducted in the field, results for this may be entered at a later time either here in the Collector or through the Portal.

Figure 33, FTIR Detected Substances Results Page

8. If you are using RAMAN Spectroscopy, you may enter results in the field by selecting RAMAN Results on the Initial Results Page. Enter detected substances in the "Detected Substance" entry box and press **Add**. Use the drop-down list to designate if the component is identified with "High" or "Low Confidence", or you are able to leave as "Unknown". Press **Next**, add any final details, and press **Done**.

‹ Back	RAMAN detected substances	≡

Enter the RAMAN results

List out components as high confidence, low confidence, or unknown.

Detected substance Add

Fentanyl (FYL)   Unknown   ▾

Next

Figure 34, RAMAN Results

9. Press Done on the Initial Results page. When submitting Initial Results, you will be asked to specify a laboratory code associated with the sample. This is very important for pairing confirmatory lab results with your sample. Please be sure to enter the last four digits of the laboratory code on the sample baggie correctly in StreetCheck.

    a. If you send samples to DrugsData, the lab ID will be AC2023B followed by a series of four numbers (e.g. AC2023B0450)

    b. If you send samples to CFSRE, the lab ID will be CFSRE_ followed by a series of four numbers (e.g. CFSRE_0450)

    c. If you will not be sending the sample out for further testing, press "none."

10. Tap OK to assign the laboratory and laboratory code and complete submitting all collected initial result data to StreetCheck.

11. The last page is the Results Notification which allows you to disseminate access to the sample results using three distinct options tabbed along the bottom.
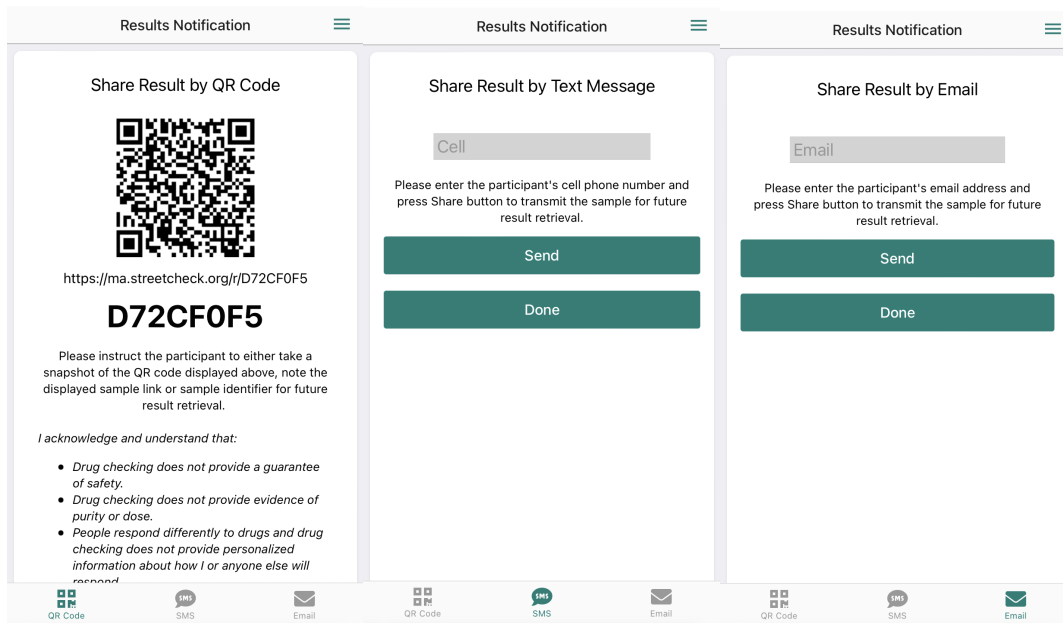
Figure 35, Results Notification via QR Code, SMS, or Email

a. **QR Code** allows you to share the results via direct reference using either the QR code, URL or sample identifier all of which the participant can record either manually or by taking a snapshot of this screen.

b. **SMS** allows you to share the results via SMS text message directly to the participant's cell phone. The participant will receive a text including all details required to check back routinely on the results as they settle. Enter the participant's cell number and then tap the **Send** button to send the text message. You may repeat this process for as many cell numbers that you want to send details to.*Participants will receive a one time unique link - Street Check will not save phone numbers in system unless you select the check box consenting to receive updates for new results added*

c. **Email** allows you to share the results via email directly to the participant. The participant will receive an email including all details required to check back routinely on the results as they settle. Enter the participant's email address and then tap the Send button to send the email message. You may repeat this process for as many email addresses that you want to send details to.*Street Check will not save email addresses in system unless you select the check box consenting to receive updates for new results added*

3.3 Editing a Sample in the Collector

Using the two tabbed lists along the bottom of the Collector landing page or the search feature to navigate, select the sample you wish to edit. Once a sample is selected, tap on any detail to edit its values and be navigated to the screen used to edit that particular value. Tap **Done** to save.