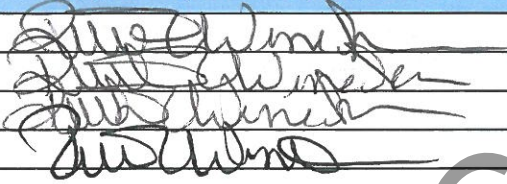


Policy Name:		Policy #:
Chain of Custody		TOX-P12
North Carolina Office of the Chief Medical Examiner Toxicology Laboratory	Revision:	Revision Date/Initials:
Approving Authority Name	Approving Authority Signature	Approval Date
Ruth E. Winecker, Ph.D.		3/31/14
		3/23/15
		3/22/16
		1/11/17

Purpose:

This policy is in place to track the acquisition, storage, transfer, analysis, and disposition of biological specimens and evidence received into the OCME Toxicology Laboratory.

Policy:

Collection of specimens and completion of the Request for Toxicological Analysis (DHHS Form #1167) is the responsibility of the local medical examiner or pathologist. This form serves as the external chain of custody document as described in the Accessioning of Specimens SOP-001. All specimens received in the laboratory are accepted via completion and signature of the OCME Toxicology Daily Specimen Receipt Log. The Toxicology Lab maintains a Signature Log which is located in the Accessioning Suite (Room #2611). New OCME employees and hospital residents will sign their name with initials and date, as a record of occupation.

All internal chain-of-custody specimen transactions are carried out via electronic transactions in the Chain of Custody (COC) section in Toxlog. The COC documents the removal of specimens from storage, preparation of aliquots, and return of specimens to storage as well as appropriate notes regarding the aliquot, dilution or miscellaneous information on the transaction.

Once aliquots are made by the analyst the aliquots are further tracked on a paper form. Aliquot COC forms are maintained with batch analysis paperwork.

All other chain-of-custody forms are completed as appropriate for the required procedures. This includes release to outside agency forms, SBI tracking forms and referral labs requisition forms.

Procedures and/or Forms:

- OCME Signature Log**
- OCME Toxicology Specimen Receipt Log Aliquot Chain of Custody Form**
- Request for Toxicological Analysis (DHHS Form #1167)**
- SOP-001 Accessioning of Specimens, SOP-020 Introduction to Toxlog**
- OCME Toxicology Release to Outside Agency Form**