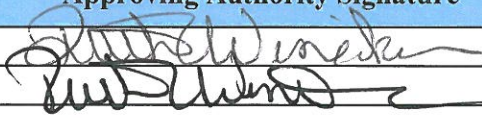
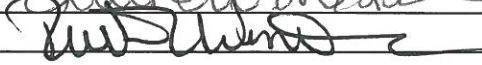


Policy Name:	Policy #:
Toxicology Specimen Requirements	TOX-P13

North Carolina Office of the Chief Medical Examiner Toxicology Laboratory	Revision:	Revision Date/Initials:
	documented of unidentified specimens	2/22/17 RW

Approving Authority Name	Approving Authority Signature	Approval Date
Ruth E. Winecker, Ph.D.		2/22/16
		1/1/17

Purpose:

This policy outlines the specifications for submitting samples to the toxicology laboratory.

Policy:

Biological specimens and evidence come to the laboratory via USPS mail (in specimen collection kits), state courier, or directly from on-site NC-OCME staff. A proper chain of custody (COC) should be completed upon receipt of the specimen and is outlined in the Chain of Custody policy (TOX-P12) and Accessioning of Specimens (SOP-001).

Medical Examiners and Pathologists are provided with information regarding the appropriate collection and submission of specimens via kit instructions included in each collection box (Kit B or Kit F). Additionally, the laboratory has prepared a Toxicology Specimen Requirements Document and a "how to complete a toxicology request form" document. These have been distributed to all current pathologists and medical examiners to assist them in proper collection and submission of specimens to the laboratory.

Final toxicology reports will not be issued on cases in which the pertinent history is left blank or without a probable cause of death on the Request for Toxicological Analysis form (DHHS Form #1167). The medical examiner/pathologist will be contacted via phone or email to obtain the proper information if it is not provided. This communication should be documented using the Addendum to Toxicology Request Form.

Specimens received without identification on the specimen containers, request form and request address label on the kit are documented in the unidentified specimen logbook and discarded.

Procedures and/or Forms:

- SOP-001 Accessioning of Specimens
- Request for Toxicological Analysis form (DHHS Form #1167)
- Kit B (Basic, ethanol only) Instruction Form BU1NCNA: INFDA1.1 3/11
- Kit F (Full) Instruction Form PM1NC:INFDA1.1 3/11
- Toxicology Specimen Requirements Document
- How to Complete a TRF PDF
- Addendum to Toxicology Request Form (pink sheet)