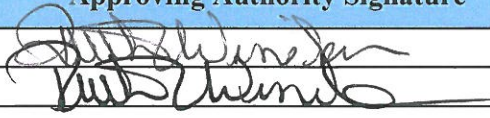


Policy Name:		Policy #:
Subcontracting		TOX-P15
North Carolina Office of the Chief Medical Examiner Toxicology Laboratory	Revision:	Revision Date/Initials:
Approving Authority Name	Approving Authority Signature	Approval Date
Ruth E. Winecker, Ph.D.		2/22/16 11-17

Purpose:

This policy will set up guidelines to define how toxicology tests are subcontracted outside of NC-OCME toxicology.

Policy:

When the NC-OCME toxicology lab subcontracts work, this work shall be placed with a contractor competent to perform the testing. As long as the test is being sent to a reference laboratory in the regular course of toxicology testing, i.e. seeking a manner or a means of death, the competent laboratory staff will be responsible for sending, evaluating and interpreting the results of the testing. The submission of the sample to the reference laboratory will be in accordance with SOP-001 Accessioning of Specimens and reflected in the chain of custody (see TOX-P12) and the Release to Outside Agency (SOP-006).

Prior to sending a specimen for reference laboratory testing, funds should be verified with the Chief Toxicologist.

The subcontractor shall report their results to the laboratory either in writing or electronically. Data or test results from subcontractors shall be identified as such on the Provisional and Final Toxicology Report.

Procedures and/or Forms:

SOP-001 Accessioning of Specimens
 SOP-006 Release to Outside Agency
 Tox Request Form (DHHS Form #1167) or sufficient documentation from a Toxicologist
 Additional Paperwork or COC as requested from Subcontractor