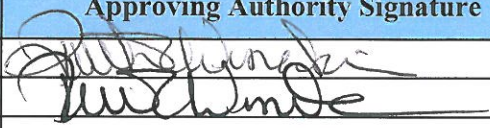


Policy Name:		Policy #:
Evidence Retention		TOX-P19
North Carolina Office of the Chief Medical Examiner Toxicology Laboratory	Revision:	Revision Date/Initials:
Approving Authority Name	Approving Authority Signature	Approval Date
Ruth E. Winecker, Ph.D.		2/12/14 1/11/17

Purpose:

This policy explains the use of the Evidence Storage Room and how evidence is retained.

Policy:

Prescription products and evidence from cases are accessioned according to the Accessioning of Specimens (SOP-001) and then stored in Zone 3. Zone 3 (Z3) is the evidence storage room (Room 2607), which is located inside Zone 2 (Room 2601). This zone is accessed via card key and there is a camera located in the room. Only toxicology laboratory staff is authorized to access Z3, and they must fill out an activity log upon entering the room (see TOX-P3).

The storage capacity of Room 2607 is sufficient for at least two years of evidence submissions. The laboratory will retain prescription products and physical evidence for a period of two years from the date of receipt. **On a critical needs basis evidence may be discarded prior to the two-year mark.** All such critical needs discards require approval by the Chief Toxicologist, who will inform the Chief Medical Examiner and the Administrator of the critical need.

Prescription products submitted to the laboratory may be counted and/or documented according to the Pill Counting SOP-003 upon the request of a toxicologist or pathologist. The evidence must be removed from Z3 and handled in full view of other laboratory employees in Room 2601. Employees will refrain from handling evidence in isolation.

Follow SOP-007 Disposal of Specimens for complete instructions regarding physical evidence.

Procedures and/or Forms:

- TOX-P3 Security and Staffing Hours**
- SOP-001 Accessioning of Specimens**
- SOP-003 Pill Counting**
- SOP-007 Disposal of Specimens**