

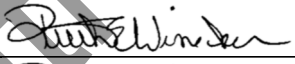
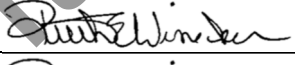
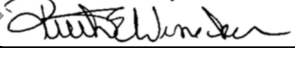
SOP 007 – Disposal of Specimens

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SOP 007 – Disposal of Specimens

SOP Name: Disposal of Specimens	SOP #: 007	
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.		04/15/15
Ruth E. Winecker, Ph.D.		06/06/16
Ruth E. Winecker, Ph.D.		08/21/2017

SOP 007 – Disposal of Specimens

1. Principle

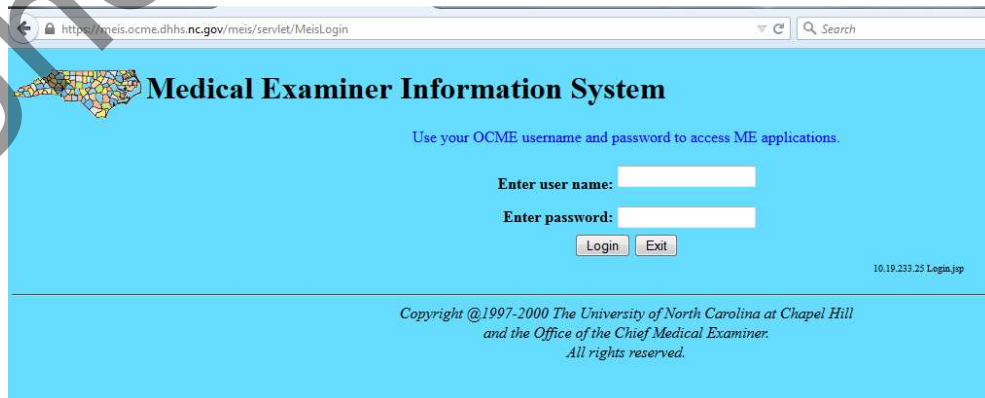
- 1.1. This SOP describes the procedure for the disposal and destruction of evidence, including biological specimens and physical evidence. The biological specimens should be retained for at least two years (longer if storage space permits) and a maximum of five years upon request per policy ([TOX-P18](#)). The physical evidence including pills should be retained for two years, but may be discarded sooner on a critical needs basis ([TOX-P19](#)).

2. Materials

- 2.1. None

3. Biological Evidence Disposal Procedure

- 3.1. Typically biological specimens up for disposal are retained in the long term storage freezer (exceptions are hair and nails) until they are ready for discard.
- 3.2. Ensure that the evidence to be discarded is greater than two years old, per policy TOX-P18 with the evidence technician.
- 3.3. Check that there are no hold requests pending a move to “HOLD area” with the evidence technician. If there are, verify that none of the specimens planned for discard are pending a move to “HOLD area.”
- 3.4. Disposal should be done in pairs to verify the presence of each specimen that should reside in the tray being reviewed for discard.
- 3.5. Navigating MEIS: Through MEIS, print a list of biological specimens to be discarded by tray/bin date. To get to MEIS open a web browser and use the link <https://meis.ocme.dhhs.nc.gov/meis/servlet/MeisLogin>. Enter username and password.



https://meis.ocme.dhhs.nc.gov/meis/servlet/MeisLogin

Medical Examiner Information System

Use your OCME username and password to access ME applications.

Enter user name:

Enter password:

Login Exit

10.19.233.25 Login.jsp

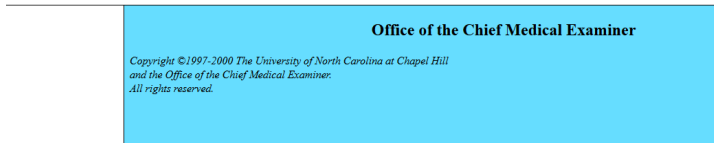
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3.5.1. Once log-in is successful, click the following links: Tox Administration, Find/Move Specimens, check the mark all for move box, print a list of specimens to be discarded by completing a “MOVE” to one of the two individuals. See the following for more details.

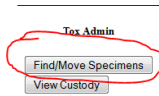
3.5.2. Click Tox Administration

General Inquiry County Inquiry Roster Inquiry Case Calls Court **Tox Administration** Meis3 Inquiry Login Night Call Calendar Logout



3.5.3. Click Find/Move Specimens.

General Inquiry County Inquiry Roster Inquiry Case Calls Court Tox Administration Meis3 Inquiry Login Night Call Calendar Logout



3.5.4. Check the mark all for move box and enter the location that is about to be discarded then check the find tab.

**Custody Administration
Move Specimens**

Locate specimens/hds by

Mark all for Move Location Date Received Req Search End

Find 102F T040815 Srch Begin.../...Srch End Search End

3.5.5. A list of specimens will appear. Print this list

**Custody Administration
Move Specimens**

Location: 102F T040815

Specimen ID	Entered By	Fields Approved On	Location On	Purpose	Notes	Used	Updated by	
# Move S150007396	vduham	7201502626	102F T040815 08-apr-2015	Storage			lfriederich 13-apr-2015 13:14:56	1
# Move S150007397	allroyd	7201502819	102F T040815 09-apr-2015	storage			lfriederich 13-apr-2015 13:14:56	2
# Move S150007398	vduham	7201502819	102F T040815 08-apr-2015	Storage			lfriederich 13-apr-2015 13:14:56	3
# Move S120007600	vduham	7201502819	102F T040815 08-apr-2015	Storage			lfriederich 13-apr-2015 13:14:56	4
# Move S150007603	allroyd	7201502820	102F T040815 08-apr-2015	storage			lfriederich 13-apr-2015 13:14:56	5
# Move S120007602	vduham	7201502820	102F T040815 08-apr-2015	Storage			lfriederich 13-apr-2015 13:14:56	6
# Move S150007604	vduham	7201502820	102F T040815 08-apr-2015	Storage			lfriederich 13-apr-2015 13:14:56	7
# Move S150007605	allroyd	7201502821	102F T040815 09-apr-2015	storage			lfriederich 13-apr-2015 13:14:56	8

3.6. Pull tray from freezer unit.

3.7. Read down the list of specimens ready for discard.

3.8. Make note of any discrepancies (i.e. specimen isn't there or specimen is there but not found on the list) found in the tray on the day of discard and notify the

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evidence technician and/or Chief Toxicologist. Document the discrepancy and resolution.

- 3.9. Discard the verified specimens into biological waste then seal the box.
- 3.10. Record chain of custody transaction in MEIS to “DISCARD”. If the system has timed out for inactive use, refer to 3.5.1 to 3.5.5.

3.10.1 In the blank text box beside “Move” type “DISCARD”. Note the system can only move 110 specimens at a time so the location will have to be re-entered again to move any remaining specimens.

Move	S150007717	dsmith	T201502870	102F T040815	storage	Ifriederich	13-apr-2015 13:14:56	110
09-apr-2015		13-apr-2015		10-apr-2015				

Rows to move: 110

192 Total Rows Found that approve
FOR LOCATION 102F T040815

Can only move 110 at at time. Please search for this location again to move the remainder of the rows.

Locate specimens/hds
by

Location	Date Received Srch Begin.../...Srch End	Report Approval Date Search Begin.../... Search End	or Specimen	HD	or Folder
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Find

Move TO

4. Physical Evidence Disposal Procedure

- 4.1. Specimens are retained in evidence room storage until ready for discard.
- 4.2. Ensure that the evidence to be discarded is greater than two years old, per policy [TOX-P19](#) unless a critical need arises in the evidence room. Check that there are no hold requests pending a move to the “HOLD area” with the evidence technician. If there are, verify that none of the specimens planned for discard are pending a move to “HOLD area.”
- 4.3. Disposal should be done in pairs to verify the presence of each specimen that should reside in the tray being reviewed for discard.
- 4.4. Through MEIS, print a list of physical evidence to be discarded by bin date.
- 4.5. Click on corresponding tabs when navigating MEIS. Tox Administration, Find/Move Specimens, check the mark all for move box, print a list of specimens to be discarded by completing a “MOVE” to one of the two

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individuals. For help on navigating MEIS refer to section 3.5 Navigating MEIS.

- 4.6. After the list of the evidence of interest is printed from MEIS, pull the corresponding bin from the evidence room.
- 4.7. Verify the list of evidence ready for discard against what is physically in that location.
- 4.8. Make note of any discrepancies (i.e. specimen isn't there or specimen is there but not found on the list) found in the bin on the day of discard and notify the evidence technician and/or Chief Toxicologist. Document the discrepancy and resolution.
- 4.9. Discard the verified evidence into appropriate waste containers. Sharps are first placed into a sharps box and then discarded into the biohazard waste. Pills are discarded to a white pharmaceutical waste and the box is sealed. All other physical evidence are discarded directly into a biohazard waste box and sealed.
- 4.10. **Record chain of custody transaction in MEIS to "DISCARD"**. Refer to 3.10