

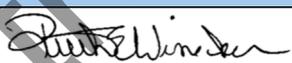
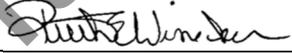
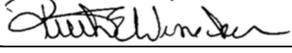
SOP 008 – Disposal of Archived Records

Table of Contents

1. Principle.....	3
2. Materials	3
3. Procedure.....	3

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SOP 008 – Disposal of Archived Records

SOP Name: Disposal of Archived Records		SOP #: 008
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.		04/14/2015
Ruth E. Winecker, Ph.D.		06/10/2016
Ruth E. Winecker, Ph.D.		08/21/2017

SOP 008 – Disposal of Archived Records

1. Principle

- 1.1. This SOP describes the procedure for the disposal and destruction of archived records, including case files and batch raw data, that is to be retained for five years per policy (TOX-P17).
- 1.2. The disposal process will be managed by PROSHRED® (<https://www.proshred.com/>). PROSHRED's ISO certified on-site paper shredding system procedures reduce risks and drawbacks by ensuring all confidential materials are destroyed on the premises by trained, bonded security professionals while onboard the state-of-the art mobile shredding trucks. By giving State Laboratory of Public Health/Office of the Chief Medical Examiner (SLPH/OCME) staff ability to witness the document shredding service via closed circuit monitor, and by providing an auditable Certificate of Destruction after each shred, the chain-of-custody (COC) is complete on-site.

2. Materials

- 2.1. PROSHRED® locked storage cart with keyed padlock. The two keys to the padlock reside with the toxicology laboratory and with the SLPH Maintenance Department.
- 2.2. PROSHRED® calendar for NC DHHS

3. Procedure

- 3.1. Case files (T folders)
 - 3.1.1. Ensure that files to be discarded are greater than five years old, per policy [TOX-P17](#). Folders are to be disposed of on a monthly basis starting in 2018. If issues arise, contact Mark Minzer, or other designee, in the SLPH Maintenance Department at 7-8989.
 - 3.1.2. Make sure that the boxes in the cage ready for disposal are organized by a number/date system.
 - 3.1.3. A member of the toxicology staff will load to-be-discarded files from the either Zone 1 onto a cart (Z1, refer to TOX-P3 for Zone designations) or the toxicology locked cage area into a portable PROSHRED® locked office console/ wheeled tip cart (e.g. January T13-xxxxx should be discarded no earlier than February 2018, February T13-xxxxx should be discarded no earlier than March 2018). See 2018 Disposal schedule for T2013 boxes on page 5.
 - 3.1.4. The carts will be negotiated one of two ways. Either directly to a PROSHRED® truck on the day of shredding/disposal by a member of the

SOP 008 – Disposal of Archived Records

SLPH Maintenance Department, or if the cart is full prior to the disposal date, it may be relocated to the SLPH Mechanical Room L112 until the scheduled day of shredding/disposal by a member of the SLPH staff. Room L112 has restricted access.

- 3.1.5. The shredding/disposal process is managed by the SLPH Maintenance Staff and PROSHRED® security professionals. All storage cart disposals are weighed and observed.

3.2. Batch QC Data

- 3.2.1. Ensure that data to be discarded are greater than five years old, per policy TOX-P17.
- 3.2.2. A member of the toxicology staff will load to-be-discard data files from Zone 1 (Z1, refer to TOX-P3 for Zone designations) onto a cart and move them to area with a portable PROSHRED® locked storage cart. The contents of the data files will be transferred to the PROSHRED® locked office consoles/ wheeled tip cart.
- 3.2.3. See 3.1.4-3.1.5 for completion of the COC.

SOP 008 – Disposal of Archived Records

2018 T13 Box Disposal Schedule

- February #1-5
- March #6-10
- April #11-14
- May #15-19
- June #20-24
- July #25-28
- August #29-33
- September #34-38
- October #39-44
- November #45-49
- December #50-54 (numbering skips from 51 to 53)
- January 2019 #55-61

NC DHHS Public Health AP
 NC State Lab of Public Health
 4312 District Dr
 Raleigh, NC 27607



Proshred Security
 3909 Memo Court - Raleigh, NC 27610
 (919) 741-5023

Please retain this route schedule for your records.

2018																											
January				February				March				April															
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	1	2	3	1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7		
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31	25	26	27	28	25	26	27	28	29	30	31	29	30											
May				June				July				August															
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	1	2	1	2	3	4	5	6	7	1	2	3	4	1	2	3	4						
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30	31	24	25	26	27	28	29	30	29	30	31	26	27	28	29	30	31							
September				October				November				December															
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	1	2	3	4	5	6	1	2	3	1	2	3	1														
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
23	24	25	26	27	28	29	28	29	30	31	25	26	27	28	29	30	23	24	25	26	27	28	29				
30																											

THANK YOU FOR YOUR BUSINESS!