

Toxicology Evidence Entry

1.0 Purpose - This procedure specifies the required elements for toxicology submissions.

2.0 Scope – This administrative procedure applies to all submissions to the Toxicology Units of the State Crime Laboratory.

3.0 Definitions

- **DWI Submission** - Driving While Impaired (DWI) cases requesting the analysis of blood for alcohol concentration, the presence of volatiles and/or other impairing substances. The results shall be reported on the DWI Affidavit and Revocation Report form and shall be notarized.
- **Non-DWI Submissions** – Drug Facilitated Sexual Assault (DFSA) cases and any other Non-DWI cases requesting the analysis of blood and/or urine for alcohol concentration, the presence of volatiles, and/or other impairing substances. Alcoholic beverage cases requesting the analysis of liquids to determine the presence and concentration of alcohols. Poison cases requesting the examination for the presence of drug related toxicants. The results shall be reported on the standard State Crime Laboratory Report form.

4.0 Procedure

4.1 Examination Documentation

4.1.1 The electronic worksheet is provided as a controlled form and shall be used as designed for casework. Forensic Scientists shall make appropriate notes to allow for another Forensic Scientist to repeat the analysis under conditions as close as possible to the original, evaluate the data, interpret the results, and form an independent conclusion.

4.1.1.1 The Toxicology DWI electronic worksheet shall be used for DWI submissions.

4.1.1.2 The Toxicology (non-DWI) electronic worksheet shall be used for all other submissions.

4.1.2 There may be instances when plain paper is needed for note taking or presentation of data. The notes shall be properly labeled and placed into the case record object repository.

4.1.3 Batch data shall be properly labeled and placed into the section object repository and shared with each corresponding case record object repository.

4.1.4 Date(s) of examination shall be noted as “Date started” and “Date completed.” The completion date reflects the date when all data has been incorporated into a recorded conclusion

4.1.5 A verification review in FA shall be performed to document any required approvals for analysis. Deviations from the technical procedures shall follow the State Crime Laboratory Procedure for [Authorizing Deviations](#).

4.2 Evidence Handling

-
- 4.2.1** Toxicology evidence shall be handled according to the State Crime Laboratory [Safety Manual](#) and marked according to the State Crime Laboratory [Procedure for Evidence Management](#).
- 4.2.2** Evidence packaging that is requested to be retained shall be marked with the Laboratory number and initials. Evidence packaging that is not requested to be retained shall be disposed.
- 4.2.3** Papers accompanying the evidence (other than copies of Request for Examination of Physical Evidence Form) shall be labeled with the Laboratory number and initials and scanned into the FA Case Object Repository for the respective case. These papers may include consent forms, property records and inner kit box information.
- 4.2.4** Record the following information in the FA case record:
- Name of person recording description
 - Date the description is recorded
 - Packaging description, including condition of seals
 - Number and type of specimen container(s) and condition of seal(s)
 - Contents
 - Any unusual observations regarding the condition of the specimen or specimen container (e.g., leaking, non-red color for blood, damage, clotting, bacterial growth, small volume)
 - Subject's name listed on each specimen container.
- 4.2.5** Unsealed specimen containers shall be sealed according to the [State Crime Laboratory Procedure for Evidence Management](#), and the action shall be documented in the description section of the case file's FA worksheet.
- 4.2.6** If the subject's name is not listed on the specimen container, mark the subject's name on the container using either the name that is located on the Request for Examination of Physical Evidence Form, the inner kit packaging, or the consent form. Record the addition of the subject's name and its source in the FA case record. If the name is on the item's packaging, record a digital image of the name on the packaging, and place the image in the case's object repository.
- 4.2.7** If the subject's name is listed on the specimen container but is not consistent (i.e., different name) with the name on the Request for Examination of Physical Evidence Form or equivalent, document the discrepancy in the description section of the FA worksheet according to the State Crime Laboratory [Procedure for Evidence Management](#). The person who discovers the discrepancy shall call the requesting officer/agency to notify them of the discrepancy and to request a corrected Request for Examination of Physical Evidence Form or equivalent. Upon receipt of the corrected RFLE or equivalent, it shall be scanned into the Request for Laboratory Examination (RFLE) section of the case submission in FA. If it is determined that the discrepancy occurred after the evidence arrived at the Laboratory, the matter shall be referred to the State Crime Laboratory Deputy Assistant Director / Quality Manager. All action taken regarding the discrepancy shall be documented in the case record.
- 4.2.8** Mark each specimen container with the following:
- Initials

- Laboratory number and item number barcode
- Date

4.2.9 If the description is entered in a FA worksheet by someone other than the reporting analyst, the person recording the description shall lock the description in the FA worksheet upon completion of description documentation.

4.2.10 If the description is entered by someone other than the reporting analyst, the reporting analyst shall review the description of the received item. The review shall be documented in the case's FA worksheet.

5.0 Limitations- N/A

6.0 Safety

6.1 Refer to the Laboratory Safety Manual.

6.2 Refer to the Toxicology Unit Technical Procedures.

7.0 References- N/A

8.0 Records

- Case Record

9.0 Attachments – N/A

Revision History		
Effective Date	Version Number	Reason
02/15/2013	1	Original Document - Separation from Toxicology Analysis
12/18/2013	2	Added issuing authority statement to the header 4.1.1.2 – clarified for consistency with previous paragraph In 4.2.3, 4.2.6, and 4.2.7 – replaced reference to the SBI-5 with “Request for Examination of Physical Evidence Form” In 4.2.4 and 4.2.6 – replaced references to the “description section of the FA worksheet” with “FA case record” 4.2.7 – corrected grammatical typo “it shall scan it” to “it shall be scanned”. Clarified that the reference to the RFLE was as the location, not the form 4.2.9 – Clarified when the description section of the worksheet will be locked 4.2.10 – Clarified when a description review is required