

# INDIANA STATE DEPARTMENT OF TOXICOLOGY TOXICOLOGY ANALYSIS REQUEST INSTRUCTIONS

## Investigating Officer:

1. Fill out the "Toxicology Analysis Request" form completely and legibly.
2. Witness the collection of the samples.
  - a. Blood should be collected in a gray-top tube.
  - b. Check the tube expiration date prior to collection of sample.
  - c. Urine should be collected in the specimen bottle provided in the ISDT kit or other suitable container.
3. Label each sample container with the following information:
  - a. Name of subject
  - b. Collector initials
  - c. Date of collection
  - d. Time of collection
  - e. Witness initials (investigating officer)
4. Return filled blood tubes to cardboard holder.
5. Place cardboard holder and filled urine bottle into plastic zip-lock bag.
  - a. DO NOT remove liquid absorbing sheet from plastic bag.
6. Affix evidence seal to zip-lock bag and return bag to kit box.
7. Place completed "Toxicology Analysis Request" form in kit box.
8. Close kit box and affix kit shipping seal where indicated on box.
9. Send specimens to:

INDIANA STATE DEPARTMENT OF TOXICOLOGY  
550 W. 16<sup>th</sup> Street, Suite A  
Indianapolis, IN 46202-2203

## Specimen Collector Notes:

1. Follow appropriate clinical protocol for sample collection (for example, hospital protocol).
2. Use **non-alcohol** disinfectant to sterilize the skin collection site.
3. If blood specimen collected with a syringe – add sample to blood tube by inserting needle directly through the stopper – **do not** remove the stopper.
4. **Invert** blood tubes to ensure proper mixing of the anti-coagulant/preservative – **do not** shake vigorously.

**FORENSIC LABORATORIES  
INDIANA STATE  
DEPARTMENT OF TOXICOLOGY**

**BLOOD/URINE COLLECTION KIT**  
FOR ALCOHOL AND/OR DRUG DETERMINATIONS

**PURPOSE:**

THIS KIT IS DESIGNED TO CONTAIN BLOOD AND URINE SPECIMENS OBTAINED FROM DWI, CRIMINAL, AND DEATH INVESTIGATIONS IN WHICH ONLY AN ALCOHOL, CARBON MONOXIDE, AND/OR DRUG SCREEN IS NEEDED.

**Important Information Regarding  
BU-3IN**

**Intended Use:**

Blood and urine specimen collection and transport:  
Proper use will maintain chain of custody.

**Contents:**

- (2) 10 ML BLOOD TUBES CONTAINING SODIUM FLUORIDE AND POTASSIUM OXALATE WITH LABEL AFFIXED IN CARDBOARD HOLDER
- (1) 60 ML SPECIMEN BOTTLE WITH LABEL AFFIXED
- (1) INSTRUCTION SHEET
- (1) STATE DEPARTMENT OF TOXICOLOGY "DRUG ANALYSIS REQUEST" FORM
- (1) KIT SHIPPING SEAL
- (1) ZIPLOCK BAG CONTAINING ONE LIQUID ABSORBING SHEET
- (1) ZIPLOCK BAG SEAL

**Warnings and Precautions:**

Urine and blood samples should be handled and processed as if they are potentially infectious.

This product information sheet is included  
to comply with FDA Regulations.

**See detailed instructions in kit.**