



Indiana State Department of Toxicology Laboratory Customer Agreement

The Indiana State Department of Toxicology (ISDT) analyzes samples of whole blood, serum, and plasma for the presence of alcohol and drugs. The specific alcohols and drugs tested for by the laboratory can be found at <https://www.in.gov/isdt/screen-and-confirmation/>. Blood samples may be collected and submitted to the laboratory following the procedures and guidelines found at <https://www.in.gov/isdt/specimen-collection-and-submission/>.

By submission of evidence to ISDT, the submitting agency agrees to the following:

- All terms and conditions for analysis set forth in the ISDT Quality Manual and Laboratory Test Methods (found at <https://www.in.gov/isdt/policies-and-agency-statements/>).
- Upon evidence acceptance, ISDT will destroy the kit/envelope in which the evidence is submitted. ISDT will maintain specimens submitted for at least one year after the date of the last toxicology report or date of request cancellation.
- The laboratory will determine the best test methods to be used for the testing requested. ISDT may authorize deviations from a test method or outsource analysis.
- If less than 5 mL of specimen is submitted, all requested testing may not be completed. ISDT will use its expertise to direct testing if specimen volume is low.
- When multiple specimens with collection times varying by more than 15 minutes are submitted, ISDT will test the specimen with the earliest collection time, and, as needed, testing of additional specimens will be completed in order of collection time.
- When multiple post-mortem specimens are submitted, ISDT will test specimens collected from an extremity (e.g., femoral), if suitable, before cavity blood specimens, unless a specimen preference is indicated on the TAR submitted with the evidence.
- Toxicology reports issued will be simplified reports that do not include the following items recommended by ISDT's accrediting body:
 - Deviations from ISDT test methods that do not impact the reported results.
 - A statement that reported results relate only to the items tested.
 - The date(s) of screening analysis, screening method(s) utilized, and item number(s) screened.
- Toxicology reports will list the subject name and submitting agency case number as listed on the TAR submitted with the evidence. ISDT will not issue corrected reports to update the subject name and/or agency case number in the absence of an error by ISDT.
- Toxicology reports will be made available to submitting agencies and associated county prosecutors' offices (when applicable) through the ISDT ToxResults website. If the Toxicology Analysis Request (TAR) indicates that a DRE evaluation or oral fluid test was performed, the toxicology reports will also be made available to the Indiana Criminal Justice Institute (ICJI).
- Upon receipt of subpoenas or requests for access to public records, ISDT provides copies of records as required by applicable law.