

# **INDIANA STATE DEPARTMENT OF TOXICOLOGY**

## **BLOOD COLLECTION KIT**

### **PURPOSE**

This kit is designed to contain blood specimens obtained from OVWI, criminal, and death investigations for alcohol and/or drug determination.

### **INTENDED USE**

Blood specimen collection and transport

### **CONTENTS**

- (2) 10 mL blood tubes containing sodium fluoride and potassium oxalate in cardboard holder
- (2) specimen labels
- (1) instruction sheet
- (1) Indiana State Department of Toxicology "Toxicology Analysis Request" form
- (1) kit shipping seal
- (1) plastic bag containing one liquid absorbing sheet
- (1) plastic bag seal

### **WARNINGS AND PRECAUTIONS**

Blood specimens should be handled and processed as if they are potentially infectious.

See detailed instructions on the other side.

**INDIANA STATE DEPARTMENT OF TOXICOLOGY**  
**BLOOD COLLECTION 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.
3. Fill out each specimen label with the following:
  - a. Name of subject
  - b. Date of collection
  - c. Time of collection
4. Affix specimen label to each blood tube.
5. Return filled blood tubes to cardboard holder.
6. Place cardboard holder into plastic bag and zip closed.
  - a. DO NOT remove liquid absorbing sheet from bag.
7. Affix evidence seal to plastic bag and place in kit box.
8. Place completed Toxicology Analysis Request form in kit box.
9. Close kit box and affix kit shipping seal where indicated on box.
10. Send specimens to:  
INDIANA STATE DEPARTMENT OF TOXICOLOGY  
550 W. 16<sup>th</sup> Street, Suite A  
Indianapolis, IN 46202

**SPECIMEN COLLECTOR**

1. Follow appropriate clinical protocol for sample collection (e.g., 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.