

	STANDARD OPERATING PROCEDURE State Form 39870(R/S-06)	Reference Number LAB-012
	Subject Toxicology Blood Sample Evidence Submission Requirements	
	Special Instructions Replaces LAB-005 (IV, H, 1-2) dated January 19, 2016	Effective Date August 28, 2018

I. **PURPOSE**

Establishes a formal procedure for the proper collection and submission of blood sample evidence for toxicology testing in furtherance of criminal and/or traffic-related investigations.

II. **POLICY**

Department employees who receive a blood or urine collection kit from a medical service provider which contains body fluid sample evidence for blood alcohol and/or drug analysis in furtherance of criminal and/or traffic-related investigations shall ensure the item is properly packaged, sealed, and marked, and shall promptly submit the evidence for analysis to the Indiana State Department of Toxicology or to a another laboratory of choice by the coroner or prosecutor having venue.

III. **DEFINITIONS**

A. **“Blood Collection Kit”** – a forensic evidence collection kit provided by the Indiana State Department of Toxicology consisting of instructions and packaging for the proper collecting, storing and transferring of blood evidence for analysis.

B. **“Temporary Evidence Holding Area”** – shall (for the purposes of this procedure) be defined as the trunk or other secure area of the officer’s issued Department vehicle, or a cabinet, safe, room, etc. specifically located at a Department facility which can be locked where the items may be safely and securely stored in a temporary fashion. A temporary holding area is not managed by the Laboratory Division and shall be accessible only to the affected officer.

IV. **PROCEDURE**

A. Body fluid samples required for blood alcohol and/or drug analysis in furtherance of criminal and/or traffic-related investigations shall be collected by medically trained personnel per state statute, whether the samples are obtained by consent or warrant.

B. Requests for specimens to be analyzed for blood alcohol and/or drugs shall be submitted to the Indiana State Department of Toxicology, or to another laboratory of choice by the coroner or prosecutor having venue.

C. If the completed Blood Collection Kits are to be submitted to the Indiana State Department of Toxicology for blood alcohol and/or drug analysis, the kits may be hand delivered between 8:00 AM and 4:30 PM Monday through Friday, except state holidays, to the agency's drop box in the dock area at the Forensic and Health Science Laboratory facility located at 550 West 16th Street in Indianapolis, Indiana 46202. Kits may also be mailed by United States Postal Service (certified or registered mail) or by a commercial delivery service with traceable shipping to the Indiana State Department of Toxicology Laboratory at the same address.

1. Each blood sample should be drawn using a gray top blood tube container. Alcohol prep pads should not be used to cleanse the draw area.
2. The Indiana State Department of Toxicology Analysis Request form for blood alcohol and/or drug examination shall be completed and submitted with the sample for analysis.

D. Requests for toxicology analysis of specimens shall be submitted to the Indiana State Department of Toxicology, or to another laboratory of choice by the coroner or prosecutor having venue.

E. When blood or urine collection kits and any associated evidence are obtained from a medical service provider, the Department employee shall ensure the items are properly packaged, sealed and marked.

F. The Department employee receiving a collection kit shall ensure the item is hand delivered or processed for shipping as noted above within five (5) calendar days of receipt.

1. While in the custody of the receiving Department employee, the item shall be safely secured in a Temporary Evidence Holding Area until transferred or processed for shipping.
2. Environmental conditions, such as extreme heat or cold, must be taken into consideration when selecting a suitable temporary holding area in order to avoid causing deleterious change to the samples.

G. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies and procedures.