

KERN REGIONAL CRIME LABORATORY

Laboratory Services Section, Evidence Control Unit



Policy on the Submission of Evidence for Alcohol Analysis

QT108942 v16

Creation Date: 03/06/2015

The purpose of this document is to provide law enforcement and criminal justice officials with guidance regarding the submission of evidence for toxicological analysis by the Kern Regional Crime Laboratory's Alcohol Analysis Unit (AAU).

Evidence Type

Blood sample - Services offered in Portal:

Discipline	Service Type
Forensic Alcohol and Breath Analysis Program	AAU Blood/Urine analysis

Urine sample - Services offered in Portal:

Discipline	Service Type
Forensic Alcohol and Breath Analysis Program	AAU Blood/Urine analysis

The Kern Regional Crime Laboratory provides separate biological evidence collection kits for alcohol analysis of blood and urine. These kits contain all the materials, forms (e.g., detailed instructions for kit use [QT87222](#)), and evidence seals necessary for proper collection and submission of evidence to the laboratory. The contents of kits should never be mixed with one another. In addition, expired kits should not be used.

Disclaimer: The blood kit is labeled with an expiration date and the laboratory will not distribute expired kits. We recommend that agencies safely dispose of any expired kits. The laboratory will accept and analyze specimens collected in expired kits. Note that the expiration relates only to the vacuum quality of the tube to receive a blood sample.

The laboratory provides these kits to Kern County law enforcement agencies free of charge and they are available for pick-up from the laboratory Monday through Friday, 8 AM to 5 PM. The lab will not deliver kits to any location.

Individuals collecting biological fluids should fill the blood tubes or urine vials as completely as possible (near level of bottom of stopper or cap). The submission of partially filled tubes or vials may result in partial or incomplete testing, because each assay that the laboratory performs requires a minimum volume of fluid. The laboratory may not be able to quantitate the presence of drugs and/or alcohol when insufficient sample volume is provided.

CONTROLLED DOCUMENT

The printed form of this document is an uncontrolled copy of a controlled document, and will not be automatically updated. Refer to the official electronic version in Qualtrax® for current information.

Restrictions

The laboratory will not pick up evidence samples to be analyzed. Agencies are responsible for transporting samples to the laboratory for analysis.

SUBMISSION OF BLOOD SAMPLES INTO THE LABORATORY FOR FORENSIC ALCOHOL ANALYSIS**Agency Responsibilities****Collecting Blood Samples from Living Subjects**

Blood samples are collected from living individuals by venipuncture as soon as possible after the alleged offense and processed in compliance with Vehicle Code Section 23158.

23158(a): "Notwithstanding any other provisions of law, only a licensed physician and surgeon, registered nurse, licensed vocational nurse, duly licensed clinical laboratory scientist or clinical laboratory bioanalyst, a person who has been issued a 'certified phlebotomy technician' certificate pursuant to section 1246 of the Business and Professions Code unlicensed laboratory personnel regulated pursuant to Sections 1242, 1242.5, and 1246 of the Business and Professions Code, or certified paramedic acting at the request of a peace officer may withdraw blood for the purpose of determining the alcoholic content therein."

Instructions Included for the Physician or Technician Performing the Blood Draw:

1. Cleanse the blood withdrawal site with the non-alcohol disinfectant provided (1);
2. Collect approximately 10 mL (cc's) of blood from the subject into each of the gray-top Vacutainer¹ vials (don't use alcohol or other volatile organic solvent to clean the vacutainer) (1) using the sterile hypodermic needle (1) and Vacutainer collection system provided in the kit. Note: the minimum suggested quantity of blood required for forensic alcohol analysis and drug analysis is 2 mL. Low sample volume cases with positive drug screening result(s) may not have sufficient volume for confirmation analysis;
3. Gently mix the anticoagulant/preservative and blood within the vial by inverting the tube several times immediately after blood collection – this

¹ The Vacutainer® tube (Becton Dickinson Product Number 367001) for collecting blood contains 20 mg potassium oxalate and 100 mg sodium fluoride as an anticoagulant and preservative.

CONTROLLED DOCUMENT

*The printed form of this document is an uncontrolled copy of a controlled document, and will not be automatically updated.
Refer to the official electronic version in Qualtrax for current information.*

action serves to preserve the sample and to prevent coagulation (DO NOT shake vigorously);

4. Label each vial with your initials and complete the blood draw information on the front of the inner plastic evidence box; and
5. Transfer the vials directly to the law enforcement officer.

Instructions to the Investigating Officer:

1. Obtain two blood specimens as soon as possible after the alleged offense (1);
2. Witness the withdrawal of the blood sample(s) – do not allow the blood tube(s) out of your observation at any time (1);
3. Record the collector's name, subject's (suspect's) name, officer/witness name, date, and time collected, location of collection and agency case number on the provided labels and affix to the tube(s) (write clearly!);
4. Complete the laboratory kit information accurately and neatly on the inner plastic evidence box;
5. Put the vacutainers containing blood into the inner plastic evidence box and place the box under proper seal², then place this box into the biohazard bag and press adhesive ribbon to seal;
6. Place the biohazard bag containing the inner plastic evidence box into the cardboard mailer box and properly seal the box. One piece of tape along the long edge of the box with initials and date across the tape and onto the box is sufficient. Fill out all information on the outside of the mailer box. If desired, the mailer box can be mailed to the laboratory by trackable carrier. Blood evidence should be submitted to the laboratory as soon as reasonably possible, and should be refrigerated during any delay in transmission;
7. Enter the case, evidence item and evidence analysis request into Portal; and
8. Track the progress and final report completion in Portal.

² A proper seal is one that prevents loss, cross transfer, or contamination while ensuring that attempted entry into the container is detectable. A proper seal may include heat seal, tape seal, or a lock. The Kern Regional Crime Laboratory requires that the initials of the person creating the seal and the date that the seal was created be placed across the seal onto the container.

CONTROLLED DOCUMENT

The printed form of this document is an uncontrolled copy of a controlled document, and will not be automatically updated. Refer to the official electronic version in Qualtrax for current information.

SUBMISSION OF URINE SAMPLES TO THE LABORATORY FOR ALCOHOL ANALYSIS

*Urine samples analyzed for alcohol at the Kern Regional Crime Laboratory are **not** compliant with California Code of Regulations Title 17 and are for investigative purposes only. The test is not considered a forensic alcohol analysis, and the result is reported as a urine alcohol positive or negative only (no numerical result) rather than a blood alcohol equivalent. Blood or breath samples should be collected for DUI cases where forensic alcohol analysis is needed.*

Agency Responsibilities

Collecting Urine Samples from Living Subjects

Instructions Included to the Investigating Officer:

1. Have subject urinate into a collection cup (not provided; note: the minimum suggested quantity of urine required by the subject to provide a sufficient quantity for referee analysis is 10 mL). Low sample volume cases may not have sufficient volume for both laboratory and referee analysis. Witness the collection of the urine sample – do not allow the collection cup or urine tube(s) out of your observation at any time (1);
2. Transfer the sample from the collection cup into both sample vials. Do not fill to the top of the vials; leave enough room for placing the cap back on the vial. Close the sample vials and be certain each cap is secure;
3. Record the collector's name, subject's (suspect's) name, officer/witness name, date, and time collected, location of collection and agency case number on the provided labels and affix to the tube(s) (write clearly!);
4. Complete the laboratory kit information accurately and neatly on the inner plastic evidence box;
5. Put the tubes containing urine into the inner plastic evidence box and place the box under proper seal³, then place this box into the biohazard bag and press adhesive ribbon to seal;
6. Place the biohazard bag containing the inner plastic evidence box into the cardboard mailer box and properly seal the box. One piece of tape along the

³ A proper seal is one that prevents loss, cross transfer, or contamination while ensuring that attempted entry into the container is detectable. A proper seal may include heat seal, tape seal, or a lock. The Kern Regional Crime Laboratory requires that the initials of the person creating the seal and the date that the seal was created be placed across the seal onto the container.

CONTROLLED DOCUMENT

The printed form of this document is an uncontrolled copy of a controlled document, and will not be automatically updated. Refer to the official electronic version in Qualtrax for current information.

long edge of the box with initials and date across the tape and onto the box is sufficient. Fill out all information on the outside of the mailer box. If desired, the mailer box can be mailed to the laboratory by trackable carrier. Urine evidence should be submitted to the laboratory as soon as reasonably possible, and should be refrigerated during any delay in delivery;

7. Enter the case information, evidence item and analysis request into Portal; and
8. Track the progress and final report completion in Portal.

SUBMISSION OF URINE/BLOOD ALCOHOL SAMPLES TO THE LABORATORY VIA PORTAL

Full instructions for the use of Portal will be available on the laboratory's website, www.kerncounty.com/government/departments/kern-regional-crime-laboratory. Click on the link "Getting started with Portal" and there you will find basic instructions for use with a link to in-depth instructions by clicking on "Instructions for using Portal."

Submitting Evidence in Portal

Use the following evidence types and evidence descriptions when submitting blood and/or urine samples for alcohol analysis.

Evidence Type	Evidence Description
Blood kit	Sealed blood kit
Urine kit	Sealed urine kit

CONTROLLED DOCUMENT

*The printed form of this document is an uncontrolled copy of a controlled document, and will not be automatically updated.
Refer to the official electronic version in Qualtrax for current information.*

Add/Edit Evidence

Evidence Type

Description

Note

Submitting Rep

Add/Edit Evidence

Evidence Type

Description

Note

Submitting Rep

Submitting Request(s) in Portal

See page 1 for the *Discipline(s)* and *Service Type(s)* available for submitting blood and/or urine alcohol analysis request(s) in Portal.

Add Request

Discipline

Service Type

Requesting Rep

Complexity

Reason

Due Date

Notes

CONTROLLED DOCUMENT

*The printed form of this document is an uncontrolled copy of a controlled document, and will not be automatically updated.
Refer to the official electronic version in Qualtrax for current information.*

Case Information

ACN: Test-123

Lab: Kern Regional Crime Laboratory

Type: Standard

Requesting Agency: Kern Regional Crime Laboratory

Requesting Rep: Tammi Noe

[Edit](#) [Submit to LIMS](#) [Print Evidence List](#)

Select “Submit to LIMS” to submit the Portal entry so the laboratory has access to the case information. Please print the Evidence List and submit along with your evidence to the Evidence Control Unit of the Laboratory. Evidence submitted without a printout may not be accepted

Laboratory Responsibilities

In order to accept toxicological evidence from law enforcement officials a member of the Kern Regional Crime Laboratory’s Evidence Control Unit (ECU) shall:

1. Ensure that the following information is included in the Portal request or is provided by some other means (e.g., email, evidence item, or courier):
 - a. Incident date;
 - b. Subject and/or victim names (first and last);
 - c. Offense;
 - d. Offense City;
 - e. List of evidence items submitted; and
 - f. Requested analysis.
2. Ensure that the information on a toxicology evidence box or envelope is properly completed. The following information, at a minimum, is **required** for acceptance:
 - a. Agency Name;

CONTROLLED DOCUMENT

*The printed form of this document is an uncontrolled copy of a controlled document, and will not be automatically updated.
Refer to the official electronic version in Qualtrax for current information.*

- b. Agency case number;
 - c. Requesting officer;
 - d. Offense City or Unincorporated;
 - e. Subject and/or victim names (first and last); and
 - f. Requested analysis.
3. Ensure that the outer packaging of the evidence is properly sealed; and
4. Record the date, time, and received from and by in the Laboratory Information Management System (LIMS).

SUBMISSION OF PEBT INSTRUMENT(S) INTO THE LABORATORY

Agencies Responsibilities

It is the responsibility of the agencies to contact the Kern Regional Crime Laboratory by email (KRCLPEBT@kernda.org) and receive a response before any exchange or return of a PEBT instrument is completed. The email response must be brought into the laboratory in order to exchange/return the instrument.

Laboratory Responsibilities

PEBT Exchange/Drop-off

In order to accept a PEBT instrument from law enforcement officials for exchange or return, a member of the Kern Regional Crime Laboratory's Evidence Control Unit (ECU) should:

1. Ensure the PEBTS device has the following:
 - a. Yellow case;
 - b. Printer;
 - c. Keyboard;
 - d. Alcotest 7510 instrument (SN matches number on outside of case/evidence description); and
 - e. A printed email response or verbal acknowledgement from an authorized personnel in the Alcohol Analysis Unit, Chemical Science Section Supervisor, or Laboratory Director acknowledging the instrument exchange.

Units missing any of these components will be rejected and returned to the agency. Exchange for another instrument will not be provided.

CONTROLLED DOCUMENT

*The printed form of this document is an uncontrolled copy of a controlled document, and will not be automatically updated.
Refer to the official electronic version in Qualtrax for current information.*

If an agency brings in an instrument with a missing power cord, then the instrument being provided to the agency will not contain a power cord.

PEBT Final Return

If an Agency is returning a PEBT instrument because they are terminating participation in the Breath Alcohol Program, then the unit may be accepted with missing part(s), as long as the Alcotest 7510 unit is returned. Any missing parts will be noted⁴, and the agency will have to replace the parts if they request to re-participate in the Breath Alcohol Program.

SOURCE DOCUMENTATION

1. California Office of Administrative Law. California Code of Regulations Title 17. Public Health Division 1. State Department of Health Services Chapter 2. Laboratories Subchapter 1. Service Laboratories Group 8 (Title 17 [QT52038](#)).

END OF DOCUMENT

⁴ Authorized personnel in the Alcohol Analysis Unit will be notified of the missing parts and he/she will 1) contact the agency represented by phone or email and inform the representative of the missing part(s), and the replacement policy if they wish to participate in the Breath Alcohol program again, and 2) document the missing part(s) in the agencies supply inventory.

CONTROLLED DOCUMENT

*The printed form of this document is an uncontrolled copy of a controlled document, and will not be automatically updated.
Refer to the official electronic version in Qualtrax for current information.*