# Policy on the Submission of Evidence for Toxicological Drug Analysis

**QT41359 v23** **Creation Date: 09/19/2012**

The purpose of this document is to provide law enforcement and criminal justice officials with guidance regarding the submission of biological blood or urine evidence for ante mortem drug analysis by the Kern Regional Crime Laboratory's Toxicological Analysis Unit (TAU). Blood is the **preferred** fluid of choice for toxicological drug analysis.

## Evidence Type

Blood and Urine samples - Services offered in Portal:

| Discipline | Service Type |
|---|---|
| Toxicological Analysis Unit | TAU drug analysis v2021 |

The laboratory analyzes for the following substances:

| Drug/Metabolite | | |
|---|---|---|
| Amphetamine | Ephedrine | Methylenedioxyamphetamine (MDA) |
| Methyl diethanolamine (MDEA) | Methylenedioxymethamphetamine (MDMA) | Methamphetamine |
| Phentermine | Pseudoephedrine | |
| | | |
| Alprazolam | OH-Alprazolam | Bromazepam |
| Clonazepam | 7-aminoclonazepam | Clonazolam |
| Diazepam | Etizolam | Flualprazolam |
| Flubromazolam | Lorazepam | Midazolam |
| Nordiazepam | Oxazepam | Temazepam |
| | | |
| Ketamine | Norketamine | Phencyclidine (PCP) |
| | | |
| 6-monoacetylmorphine (6-MAM) | Codeine | Hydrocodone |
| Hydromorphone | Meperidine | Methadone |
| Morphine | Oxycodone | Oxymorphone |
| Tramadol | O-desmethyltramadol | |
| | | |
| Cocaine | Cocaethylene (CE) | Benzoylecgonine (BE) |
| | | |
| Acetyl Fentanyl | Buprenorphine | Norbuprenorphine |
| Carfentanil | Fentanyl | Norfentanyl |
| Sufentanil | | |
| | | |
| Carisoprodol | Meprobamate | Dextromethorphan |
| Diphenhydramine | Zolpidem | |

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The Kern Regional Crime Laboratory provides separate biological evidence collection kits for toxicological analyses of blood and urine. These kits contain all the materials, forms and evidence seals necessary for proper collection and submission to the laboratory. The contents of kits should never be mixed, and 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. However, 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 Thursday, 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. 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 or identify the presence of drugs when insufficient sample volume is provided.

### 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 TO THE LABORATORY FOR DRUG 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 by authorized persons as stated in 23158(a) of the California Vehicle Code:

"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."

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**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 Vacutainer[1] vials (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 a positive result may not have sufficient volume for confirmation analysis;
3. Gently mix the anticoagulant/preservative and blood within the vial (1) by inverting the tube several times immediately after blood collection – this 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 seal[2], 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

[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.

[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 whenever possible.

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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 delivery;

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

## SUBMISSION OF URINE SAMPLES TO THE LABORATORY FOR DRUG ANALYSIS

### Collecting Urine Samples from Living Subjects
### Instructions Included for 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 5 mL). Low sample volume cases with a positive result may not have sufficient volume for confirmation 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;
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 seal[3], 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. Urine evidence should be submitted to the laboratory as soon as reasonably possible, and should be refrigerated during any delay in delivery;

[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 whenever possible.

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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 BLOOD/URINE 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."

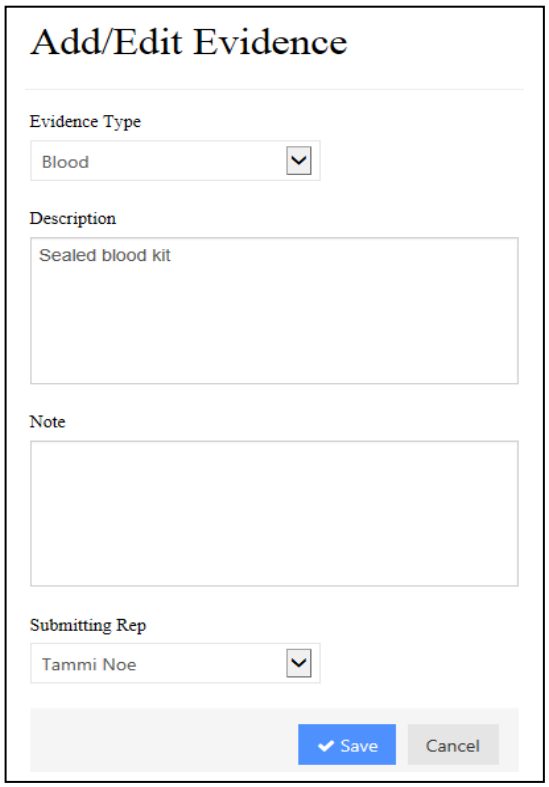
### Submitting Evidence in Portal

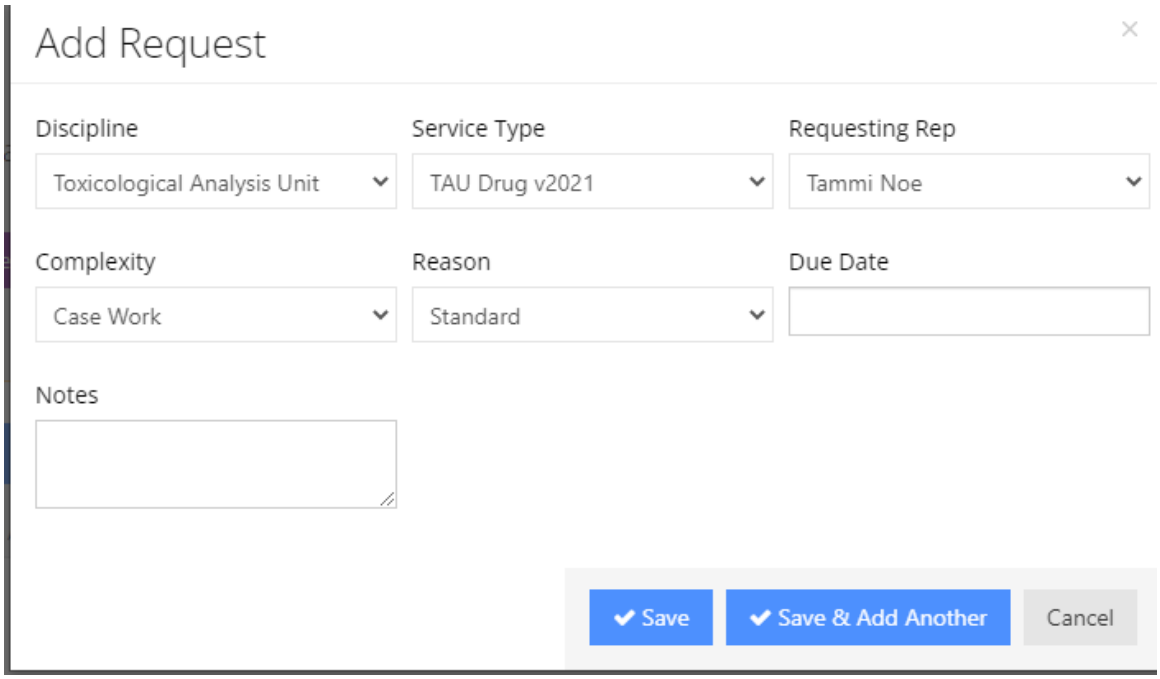
Use the following evidence types and evidence descriptions when submitting blood and/or urine sample(s) for drug analysis.

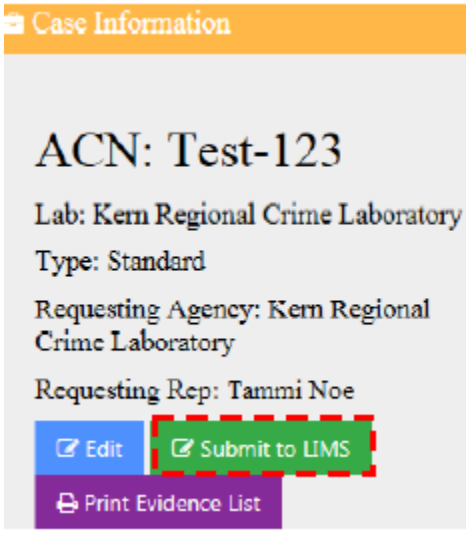
| Evidence Type | Evidence Description |
|---|---|
| Blood kit | Sealed blood kit |
| Urine kit | Sealed urine kit |

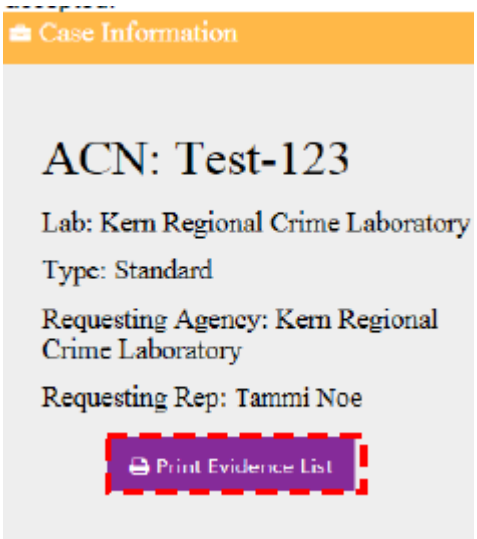
### Submitting Request(s) in Portal

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






**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;
    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).

## SOURCE DOCUMENTATION

1. LIMS-plus_Portal_User_Guide (QT179640).

## END OF DOCUMENT

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