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|  | <b><i>TX-PM 1.4 Evidence Reception, Cataloging, Log-In, Breakdown and Storage Transfer</i></b> |                                 |
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|   | <i>Document Manager: Nicholas Fillinger</i>  | <i>Approved By: Jeffrey Nye</i> |

## **1.4 Evidence Reception, Cataloging, Log-In, Breakdown and Storage Transfer**

### **1.4.1 Retrieval of evidence**

- At approximately 9am and 1pm, Toxicology Biological Specimen Kits are delivered to the front office evidence reception area by USPS.
- Check evidence lockers for any hand deliveries at 9am, 1pm and between 3:30pm - 4p. This can be accomplished by checking for an FS-17 (pink slip) or missing orange locker keys.
- To open the locker key box, retrieve the master key from the evidence storage room (206). After removing the locker key, place master key back into the evidence storage room.
- If lockers contain kits, open the locker, take out the kit and write "Retrieved from locker #X; date @ time by (your initials)" on the FS-17.
- Gather all of the kits and physically transfer them to the alcohol receiving room (324).

### **1.4.2 Preparing to open Toxicology Biological Specimen Kits**

- Empty the mail bins onto the counter and place in stacks of five for counting.
- Record the number of kits in the daily log on the "L" drive. L:\Tox\GEN SAMPLE FOLDER\Daily Log\Daily Log YYYY
- For optimum efficiency when logging in kits, organize them into the type of mail they were sent by. For example; stack all of the certified mail, interdepartmental mail, first class mail, etc., separately.
- Gather test tube racks.
- Set up a trash bag for the disposal of processed Toxicology Biological Specimen Kits.
- Gather personal protective equipment; safety glasses, lab coat and nitrile gloves.
- Log into the computer and open Forensic Advantage software by selecting it from the desktop.

### **1.4.3 Opening Toxicology Biological Specimen Kits**

- Open kits, one at a time, by cutting the shipping seal. Note any unusual markings or requests written on the outside of the kit as those should be scanned and placed in the case Object Repository (OR).
- If evidence is not received in a Toxicology Biological Specimen Kit kit follow these steps:
  - Measure the package, L x W x H.
  - Describe the package (ex: s/4"x 5"x 6.5" cardboard box).
- Remove the contents of the kit, including but not limited to: FSD-93, blood tubes, urine bottles and specimen cups.
- Additional documents shall be labeled with laboratory number and scanned into the case Object Repository (OR).

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### 1.4.4 Cataloging and Log-In of Toxicology Biological Specimen Kit contents

- Affix an orange laboratory number sticker in the upper right hand corner of the FSD-93 and place your initials below it. (Instructions on "Creating Laboratory Number Labels.")
- Determine the numbering of blood tubes using the following guidelines:
  - For 10mL grey top tubes: The tube with the earliest collection time will be designated as Tube #1 (as documented on the tube, not necessarily the FSD-93). If both tubes have the same collection time, Tube #1 will be designated as the one containing the larger volume.
  - For all other sized blood tubes: The tubes are sorted first by time (earliest is first), then by color of tube in the following order: grey, purple, yellow, blue, green, red.
  - If multiple tubes are received with the same color stopper but different volume capacities, the largest tube is recorded first regardless of blood volume contained. (Ex: 10mL grey top containing 2mL is before 4mL grey top containing 3mL).
  - If evidence is received in the standard 10mL grey top tubes or 35mL bottles, measure and estimate the volume in the blood tubes and urine bottles with the provided reference containers.
  - If both blood and urine are received, the blood tubes are entered first followed by the urine specimens. (Ex. Items 1 & 2 are blood and items 3 & 4 are urine)
  - If the sample received is something other than blood or urine (vitreous humor, stomach contents, bile, etc.) change the description to reflect such.
  - If two blood tubes are sent, however, the second tube is broken, change the description to reflect "tube broken upon receipt".
  - If the evidence came in something other than the standard 10mL grey top tube, describe the container using the following examples:
    - 1 – 10 mL grey top tube with approx. 6mL urine
    - 1 – 120 mL specimen cup with approx. 80mL urine
    - 1 – 5 mL purple top SST tube with approx. 3mL serum
    - 1 – 35 mL bottle with approx. 20mL red liquid
    - 1 – 60 mL plastic bottle with approx. 60mL blood
  - Four common occurrences seen while performing evidence inventory:
    - Labeled tubes containing no visible sample inside. These shall be recorded as received with 0mL blood.
    - Labeled tubes containing drops of blood, dried or otherwise. These shall be recorded as received with <1 mL blood.
    - Urine bottles containing less than 5 mL urine. These shall be recorded as received with <5 mL urine.
    - Tubes/bottles containing no sample and no label. These are not recorded and may be discarded.
  - Affix orange labels with the unique toxicology number to each sample received in the kit. Whenever possible, the labels should be placed as close to the top of the tube as possible and the subject's name should not be covered.
  - When labelling urine bottles, make sure to place tape over the orange label. Also, record the assigned bottle number, laboratory number and time on the cap.

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- When more than four samples are received in a kit, it will be necessary to hand write information on an orange label.
- Place labeled samples in rack and proceed to enter submission information into Forensic Advantage.
- Open Evidence à Lansing Laboratory (Primary) à New Submissions
- Click “New Submission” to bring up the “New Submission” window
- Enter submission information using the following guidelines:
  
- Evidence Tab
  - Select “add” to bring up the “New Submission – New Evidence” window
  - Under “Identification” select “Container” from the drop down menu next to “Type:”
  - Leave the “Evidence #:” as “1”
  - The “For Analysis” box should remain unchecked
  - Under “Details”, click the “Description” button and select the appropriate container description (typically TTK or TTU for a sealed or unsealed Toxicology Biological Specimen Kit, respectively)
  - If the evidence arrived packaged in another container, that description can be added here.
  - Click “Add”
  - Under “Identification” select “Item” from the drop down menu next to “Type:”
  - Leave the “Evidence #:” as “1”
  - The “For Analysis” box should remain checked
  - Under “Details”, click the “Description” button and select the appropriate item description
  - (Ex: GT5 for a 10mL grey top tube containing 5mL blood) by double-clicking the description OR highlighting it and clicking the “Select” button
  - Click “Add”
  - Continue to add evidence as appropriate. When finished click “Close”.
  - Description/Comments Tab
  - Compare the information on all samples to make sure it coincides with the information submitted on the FSD-93. Make note of any discrepancies in the “Case Comments” box. The following are example formats:
  
  - ***NOTE: Minor discrepancies, such as the spelling of a subject's name, do not require verification from the submitting agency. The information provided on the FSD-93 shall be used to populate submission information in Forensic Advantage.***
    - Time of tube #2: 1500
    - Phleb. on tubes: None
    - No MSP labels on tubes
    - Name on tube #1: Jeffery Williams
    - Date: 1-26-2015
    - Add'l ofc. on tubes: Tpr. Valentine
    - Phleb. = same as ofc.
    - Incident # = XXXX (on kit)

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- Agency on tubes: SPD
- Details Tab
  - Under “Initial Information” enter the following information:
    - Lab #: TX##-####
    - Lab: Lansing Laboratory
    - Submission Type: Toxicology
    - Delivery Method:
    - Return Method: Destruction
  - Under “Agencies” enter the following information:
    - Primary Agency:
    - Agency Case #:
    - If case number is not provided, enter “Not Given”.
    - The ORI will be auto populated based on the primary agency entered
  - Under “Case Details” enter the following information:
    - Offense:
    - The jurisdiction will be auto populated based on the agency entered
- Officers Tab
  - Click “Add” and select “Investigating”
  - Double click the appropriate investigating agency
  - Click "Add" and select "investigating", ("Submitting" if the officer hand delivered or placed the kit in a locker)
  - Select the appropriate officer. If the officer is not in FA, add the following information from the FSD-93, if available:
    - Name
    - Badge number
    - Phone number
    - email
- Exams Tab
  - Under “Primary Section/Primary Examiner” enter the following information:
    - Primary Section: Toxicology
    - Leave Primary Examiner blank. The case will be assigned at a later date based on the Alcohol schedule
  - Under “Requested Exams” enter the following information:
    - Click “Add”
    - Type OR select “Blood Alcohol 2014” from the drop down menu
    - Click “OK”
- Parties of Interest Tab
  - Click “Add” and select the appropriate relationship. If no relationship is indicated on the FSD-93, select one that best fits, for example:
    - 5400: Driver
    - 3500: Suspect
  - Me cases with nothing marked are entered as file class 9900-8 and party of interest victim

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- In the “Person” window, either the following information:
  - First Name:
  - Last Name:
  - Click “OK”
  - Review the information entered on both the “Evidence” and “Description/Comments” tabs for accuracy.
  - If information has been entered on the “Description/Comments” tab place an asterisk (\*) on the top of the FSD-93 near the center.
  - If items are to be scanned into the case OR (ex. additional documents received in kit, additional information on outside of kit, etc) place an “OR” on the top of the FSD-93 near the center.
- RFLE (Request for Laboratory Examination) Tab
  - Place the FSD-93 face down on the scanner and click “Scan”
  - A preview of the scan will appear on the screen, click “Accept”
  - The scan will now appear in the RFLE tab
  - If you notice a missing “OR” or “\*” notation at this point and need to re-scan the FSD-93 after you’ve made the changes, click the red “X” button to delete the previous scan.
  - Click “Submit”
  - Check “Do not print labels” and click “OK”
  - Click “Next” to proceed to the next case.
  - If documents need to be scanned into the OR you may click “Finish” and follow the steps outlined below:
    - Place documents (or portion of kit) to be scanned face down on the scanner and press the “Document à Photo” button on the scanner
    - Scanned images will appear in the “Scanned Documents” folder on the desktop
    - Highlight the correct scanned image and right-click to bring up the pop-up menu
    - Select “Convert to PDF”
    - File à Save As... , Rename the scanned image with the appropriate lab number and a description of the image
      - Ex: TX15-100\_FS-17.pdf
    - In FA, highlight the correct case, right-click and select “Case Details”
    - Actions, Open Case Objects, Import, Find the “Scanned Documents” folder on the desktop and select the appropriate file, “Save and Close”
    - Close the “Object Repository – TX##-####” window
    - “Save and Close”

**1.4.4.1 For specific descriptions of issues occurring during evidence reception see the evidence reception powerpoint. The three most commonly occurring are:**

- No FSD-93 in Toxicology Biological Specimen Kit.
  - The agency is called and a request to fax a completed FSD-93 is made.

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- The kit is set aside in a separate location from the remaining kits with notation that the agency has been called.
- Log-in is completed upon receipt of a completed FSD-93.
- In the event that no FSD-93 is received by the close of business that day, the kit shall be placed into storage in BS-1, or other appropriate storage location. All dates and times received/placed into storage shall accompany the kit into storage for later LIMS entry.
- When the FSD-93 has been received the kit can be removed from storage and logged in. All kit receipt/transfer times/dates shall be administratively added to the chain of custody.
- Blood on FSD-93
  - Make notation on the top of the form as outlined in 4.3.4.
  - Scan the original into the RFLE as outlined in 1.4.4
  - Photocopy the form.
  - Shred the original FSD-93 using a shredder dedicated for biohazardous paper. (Located in the Biology Unit)
- No MSP labels on evidence
  - Make notation in the case comments.

### **1.4.5 Hand delivery**

- Hand deliveries can take place in one of two ways. First, the evidence can be physically handed to the accepting party. Second, the evidence can be placed in a locker and removed at a later time.
- For hand deliveries placed into a locker, the submitting officer fills out a FS-17 and places it on the outside of the locker. If the evidence is physically handed to the accepting party, a FS-17 still needs to be filled out and should contain the date and time the evidence was received, name of the individual making the delivery and the agency. The individual receiving the evidence should initial the locker number line.
- When evidence is removed from a locker, the person removing it shall make a notation indicating the time and date it was removed as well as the locker it was removed from. Each removed kit shall have a FS-17 with the appropriate laboratory number placed in the case record OR.
- The FS-17 shall be kept with the FSD-93 until it is destroyed.
- In cases of hand delivery, the person delivering the evidence to the lab is noted in place of the delivery method.
- In the event that an FS-17 is not filled out and placed in a locker with the evidence, check with the front office personnel to determine whether or not other evidence was submitted or when the individual arrived to the laboratory. Use that date and time to fill out an FS-17 and include a note as to where the information was obtained.
- If the person opening the kit is different than the person who retrieved it from the locker a hand to hand transfer shall take place.

### **1.4.6 Evidence breakdown**

- Highlight the evidence that was logged in under the "New Submissions" tab and choose "Receive Evidence on the right."

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- The "Transfer Evidence" box will now appear.
- The transfer reason will be "for evidence breakdown".
- Adjust the date and time to accurately reflect the date and time the evidence was received into the laboratory.
- Cases will now be in your personal custody.
- Expand the "Toxicology Unit Primary" tab.
- Select "My personal custody".
- Sort the Type so all containers and all items are separated.
- Highlight all of the containers and select "Transfer Evidence".
- Change the transfer type to "Destroyed", select OK and enter your password.
- Highlight all of the items and select "Transfer Evidence".
- Change the transfer type to "Placed in storage". The storage area will be BS-1, or appropriate storage location.
- Select "For storage" as the transfer reason, select OK and enter your password.

### **1.4.7 Evidence Assignment**

- In Case Processing, expand the "Lansing Forensic Laboratory (Primary)" tab.
- Expand the "Toxicology Unit (Primary)" tab.
- Select "Unassigned".
- Filter by Exam and choose Blood Alcohol 2014.
- Highlight the case numbers that will be assigned and select "Assign Examiner" on the right.
- Highlight the examiner and select OK, then "Commit Assignments" on the right.

### **1.4.8 Transferring From BS-1 to BS-2**

- Go to the "Evidence" tab.
- Expand "Lansing Forensic Laboratory (Primary)".
- Select "Toxicology Unit (Primary)".
- Highlight the evidence that is being transferred and select "Transfer Evidence" on the right.
- The "Transfer Evidence" box will appear.
  - The transfer type is "Placed in storage".
  - Select "Biological Storage 2".
  - The transfer reason is "For storage".
  - In the comments sections write "Moved to BS2 for long-term storage", select OK and enter your password.

***NOTE: If you are only transferring blood tubes and not urine bottles, the following steps apply: In "Toxicology Unit (Primary)" filter the description to custom. The "Auto Filter" box will appear. Enter the following:***

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Custom AutoFilter ✕

Show rows where:

Description

Is like  %tube%

And  Or

(Select an operator)  (Enter a value)