

	<i>TX-PM 1.5 Hold Requests, Return Requests, and Third-Party Transfers</i>	
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	<i>Document Manager: Nicholas Fillingier</i>	<i>Approved By: Jeffrey Nye</i>

1.5 Hold Requests, Return Requests, and Third-Party Transfers

1.5.1 Hold Requests

- Hold requests are often made to ensure that samples are not destroyed prior to the adjudication of a case. Also, prosecutors/defense attorneys may ask for a sample to be placed on hold prior to the assignment of an independent laboratory for an independent test.
- All hold requests must be made in writing from prosecutors or defense attorneys handling the case or the investigating police agency. At a minimum, the fax or letter should reference the subject's name and the laboratory number or agency incident number.
- All hold requests shall be initialed, scanned and stored in the object repository.

1.5.2 Return Requests

- Generally, the toxicology unit does not return samples to agencies for storage. If this is requested, analysts should offer to hold the sample in storage at the laboratory and follow the procedure for holding a sample.

1.5.3 Third Party Transfers

- Samples may be sent to an independent laboratory for testing at the request of the prosecutor or court order from a judge. Requests from defense attorneys or individuals should be redirected to the prosecutor who can make the appropriate request.
- Requests must be made in writing on official letterhead, must be submitted by the prosecuting attorney and must contain the following information:
 - Subject name
 - Laboratory number
 - Name, address, and phone number of the independent laboratory
- Upon receipt of a fax, letter or email request, the correspondence shall be placed in the Case Details OR.
- Send an email to the submitting agency, informing them that evidence they submitted for analysis is being released to another laboratory, for third-party testing. Document this email in the Case Details OR.

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- The steps below detail how the samples are prepared to be sent out:
 - Assemble a Tri-tech kit
 - Make photocopies of the request from prosecutor (if there is correspondence from the defense, include copies of it as well), stamp with "COPY", and place in Tri-tech kit.
 - Exception: If the samples are being sent to NMS for testing, sign the COC provided by NMS, place the signed original in the kit and keep a copy in the OR.
 - Retrieve Receipt for Certified Mail PS Form 3800 (green and white) and write the case number (TX##-##) in the "OFFICIAL USE" field. Remove the small strip on the left hand side of the label containing the tracking number and affix to the bottom of the Domestic Return Receipt PS Form 3811 (solid green) where it says "2. Article Number". Below the tracking number, write the case number (TX##-##).
 - Retrieve appropriate pre-printed address labels. On one side of the receipt, place the return address label (MSP) in the "Sender: Please print your name, address, and ZIP+4 in this box" box. On the other side, place the shipping address label (independent lab) in the "1. Article Addressed to:" box. In the "3. Service type:" box, check the boxes next to "Certified Mail" and "Return Receipt Requested".
 - Document the following information in the case comments:
 - Returned to: (Lab Name)
 - Released by: (Your Initials)
 - Date and time the samples are sent out
 - Which tube is being sent (typically tube #2 unless specified otherwise)
 - The tracking number from the Certified Mail PS Form 3800
 - Retrieve the appropriate tube from refrigerated storage. Verify that the information on the tube matches the information on the FSD-93. Place the tube in a cardboard cradle and place the cradle in a plastic bag. Remove the air from the bag, seal it, and place it in the kit. Seal the kit with evidence tape and place your initials and the date across it.
 - Retrieve a manila mailing folder, the folder will have the return address pre-printed in the upper left hand corner. Place the kit inside the folder and seal the folder with shipping tape. On the front of the folder place a pre-printed address label (independent lab), an orange biohazard sticker, and the Receipt for Certified Mail PS Form 3800. On the back of the folder place the Domestic Return Receipt PS Form 3811.
- The steps below detail how to appropriately document the transfer in FA:
 - Take the item that is being sent out into your personal custody.
 - The transfer reason is "Other". In the comments type "For Return".
 - Open the case details and select the "Evidence" tab.
 - Select "New Evidence Generated/Separated in Lab".
 - Select container 2.
 - in the Description type "TTK" which will auto-populate "1 – Sealed Michigan State Police Specimen Kit (Tri-Tech) containing:"
 - Select OK.
 - Double click on the item that is being sent out.

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- Select container #2 as the parent container, select OK. This will move the item being sent out to container #2.
 - Highlight container #2 and select "Transfer Evidence".
 - Transfer type is "Transferred Out".
 - Transfer Reason is "Other".
 - In the comments section type "Returned to (Lab Name)".
- The steps below detail how to appropriately document the transfer in the Returns spreadsheet on the S: \ drive:
 - Go to the L:\Tox\To Long Term Storage T drive\Tox\GEN SAMPLE FOLDER\Samples Returned
 - Select the appropriate year from the tabs at the bottom of the spreadsheet, insert a new line in the list, and fill in the following information:
 - Lab number
 - Subject name
 - Sample returned (#1, #2, etc)
 - Returned to (independent lab)
 - Sent via (CM, FedEx, UPS, etc)
 - Date
 - Initials
 - Tracking number
 - Save and close the spreadsheet.