

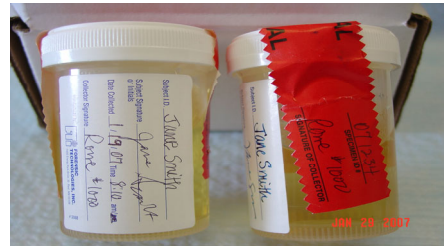
Collection & Submission Procedure

***Note:** When **hand delivering**, specimens may be placed in a tamper evident sealed plastic bag. The box is only necessary for mailing purposes.

Add agency name & case # to outside of packaging.

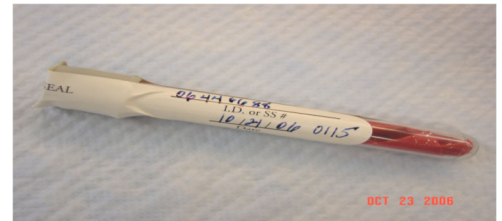
Urine Kit

1. Complete the Request for Analysis (RFA) SOP ER-02:1 including the DUI related information on Page 2
2. Fill in first Specimen cup label completely. Collect sample, add collection date and time to label, seal. DO NOT cover cup label.
3. Wait **(10) minutes** or more to collect second sample (if needed), label & seal as above.
4. Place specimen cup(s) in plastic evidence bag, seal bag.



Blood Kit

1. Complete the Request for Analysis (RFA) SOP ER-02:1 including the DUI related information on Page 2
2. Fill in first Specimen tube label completely. Collect sample, add collection date and time to label, seal. DO NOT cover tube label.
3. Wait **(10) minutes** or more to collect second sample (if needed), label & seal as above.
4. Place specimen tube(s) in plastic evidence bag, seal bag.



Submission Procedure (Mail)

1. Place Request for Analysis (RFA) SOP ER-02:1 in red document sleeve folded so information is not visible. **DO NOT** put paperwork inside the kit.
2. Attach the shipping sleeve to **OUTSIDE of the evidence box**.
3. Add agency name and case number to outside of box.
4. Certified mail, or other trackable method to:

**Division of Scientific Services
278 Colony St, Meriden CT 06451**

