

**ER SOP-11 Guidelines for receiving DUI Urine and DUI
Blood Evidence Collection Kits**

Approved by Director: Dr. Guy Vallaro

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A. Purpose: To ensure that DUI urine and DUI blood evidence collection supplies are properly distributed to local and state agencies and to ensure that the specimens are taken in correctly upon submission to the Division of Scientific Services (DSS).

B. Responsibility: Evidence Control Officers (however titled) or designees.

NOTE: DUI specimens entered by the submitting agency electronically may/may not have the LIMS kit feature.

C. Procedure:

1. The Evidence Receiving Unit (ERU) is responsible for the ordering and distribution of DUI Blood and Urine specimen collection supplies to local and state agencies. It is the responsibility of the agencies to pick up the supplies at the DSS. Since blood tubes have an expiration date, the ERU will provide submitting agencies with new blood collection tubes to replace any expired tubes when supplies are available. An internal log is maintained to document the agency picking up the supplies, the number of supplies received, the date of pickup, and the expiration date of the blood tubes if appropriate. The log will be maintained by the ERU in a designated binder.
2. When submitting specimens for Alcohol/Drugs, the "Request for Analysis" form (SOP-ER-02:1) is required. If this form is illegible or incomplete, the agency representative may complete or correct the form. If the information is incomplete or illegible and the agency representative cannot immediately supply the information, the Evidence Control Officer (ECO) or designee will enter the case with the information as listed on the form. When the needed information is obtained, the ECO or designee will update the information in LIMS-plus and make a note in the synopsis.
 - a. If the Request for Analysis form has been sealed inside of the evidence package, the ECO, designee or submitting Agency representative will open the package and retrieve the form. The outer container is then secured with evidence tape, initialed and dated by the appropriate individual.
 - b. If the ECO or designee opened the package (such as with DUI specimens delivered by U.S. Mail), a note is entered in the synopsis area of LIMS-plus that the form was located inside the evidence package, was removed and the package resealed. Include the date and initials of the ECO or designee that opened and resealed the package.

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3. If the case involved a fatality, the case file will be a red colored folder.
4. The specimen will be stored in an Evidence Receiving Unit refrigerator until someone from the Toxicology Unit is ready to take custody of the evidence.

DUI Urine or Blood Specimens

1. Follow evidence submission SOP's and enter the information from the Request for Analysis form into LIMS-plus. Include the following information:

Case Info

Type: DUI, DUI MVA, DUI MVA fatal

Agency

Name of Agency/agency case number

Offense

9000 Driving under the influence

9001 DUI mva fatality

9002 DUI mva

Individuals

Enter Last name, First name

Enter Type (victim, suspect, source, etc.)

Enter Race

Enter Gender

Enter DOB

Enter the full mailing address, including zip code

Evidence

Enter Agency name

Select submitting Agency representative

Select source related to evidence item

Select appropriate LIMS kit TX-DUI Specimen(s)

Description – TX "DUI Specimen(s)"

Transfer:

From: Submitting Agency representative (or via U.S. Mail, Certified Mail, or secure drop-box). Note: record tracking number if available

To: ECO or designee entering information (enter PIN)

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Then to: Appropriate refrigerator storage location

Requests:

Requests will be added automatically as a part of the kit selected.

Edit the requesting Officer's name to match the RFA for both the Alcohol and Drug requests.

Samples received via Delivery Service after hours:

1. Follow normal evidence submission SOP's and enter information from the Request for Analysis form into LIMS-plus.
 - a. If a DUI specimen is **not** entered into LIMS-plus when received by the ECO or designee:
 1. When the case is entered into LIMS-plus, add a note in the **synopsis** as to the date it was received by the ECO or designee and why there was a delay in entering it into LIMS-plus.
 2. The chain of custody begins when the case is received in LIMS-plus.
(Example: Specimen is received when Evidence Receiving is closed)

Other Blood/Urine Samples

1. On occasion, samples submitted to the DSS are not submitted for purposes of a DUI. These samples include, but are not limited to, Department of Correction (DOC) urine samples and Boxing contender samples from the Special Licensing and Firearms Unit. The Request for Analysis form should be included for these types of samples.
2. Follow normal evidence submission SOP's and enter the information from the Request for Analysis form into LIMS-plus.

Include the following additional information:

Agency

Correctional Institution and Inmate number (for DOC samples)

Special Licensing and Firearms Unit and Agency number (for Boxing samples)

****Note:*** agency case number requires CFS as it is a State Police Agency.

Individuals

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Enter Last name First name

Enter Type (victim, suspect, source, etc.)

Enter Race

Enter Gender

Enter DOB

Evidence

Select the appropriate TX Kit: Example: "Tx-Misc"

Modify the description based on the contents the agency is submitting:

Example: TX -"Specimen-Urine"

3. The specimen will be stored in an Evidence Receiving Unit refrigerator until someone from the Toxicology Unit is ready to take custody of the evidence.