

AN ASCLD/LAB ACCREDITED LABORATORY

TOXICOLOGY PROCEDURES

NONE OF THE POLICIES OR FORMS CONTAINED HEREIN MAY BE CHANGED WITHOUT INPUT FROM THE ADMINISTRATION TEAM, WITH FINAL APPROVAL BY THE POLICY COORDINATOR (QUALITY ASSURANCE MANAGER)

I. INTRODUCTION

The San Diego Police Department does not perform toxicology other than alcohol analysis. All other toxicology samples are submitted to the contract laboratories for toxicological analysis.

The administrative committee (Quality Assurance Manager, Forensic Alcohol and Narcotics Supervisor, Administrative Aide, and Narcotics Vault Supervisor) is responsible for the operational oversight of the program. Many of the policies and procedures have overlapping impact with more than one unit. No policy or procedure can be changed without a committee consensus and/or final approval of the Quality Assurance Manager.

A. Quality Assurance Manager

The Quality Assurance Manager (QAM) is specifically responsible for coordinating policy changes. The QAM will approve policy changes based on committee consensus. In the event that no consensus is reached, the QAM has the final approval over policy and process changes.

B. Forensic Alcohol and Narcotics Supervisor

The Forensic Alcohol and Narcotics (FAN) supervisor is available to answer technical questions and assist Department personnel, other agencies, and District or City Attorneys with special requests/cases.

C. Administrative Aide

The laboratory's administrative aide closely monitors the toxicology program, reviewing requests for toxicology testing and assisting contract laboratories, Department personnel and City Attorneys with toxicology related questions in routine cases. The administrative aide reconciles billings from the contract laboratories and ensures they are submitted for timely payment.

D. Narcotics Vault

The Narcotics Vault staff is responsible for the chain of custody of blood and urine specimens collected for toxicology testing. The Vault staff ensures samples are labeled and sealed correctly, in addition to reviewing toxicology request forms and master log entries for accuracy. Any discrepancies on the master log or request forms are to be corrected by vault staff before samples are released. If changes to the specimen label are necessary vault staff will contact the submitting officer.

II. CONTRACT LABORATORIES

Biotox Laboratories

3357 Chicago Avenue

Riverside, CA 92507

Ph: 951-341-9359

Program Administrator: Melissa Kinney

Toxicologists: Maureen Black or Dale Somers

Tuesdays and Thursdays courier service - pick up/return specimens; deliver reports

Biotox: Testing provided by this laboratory includes the drug panels shown on Attachment A, (green form). Biotox will also screen for some specialized drugs, however, the California DOJ laboratory does the specialized drug confirmation.

CALIFORNIA DOJ LABORATORY

P.O. Box 944256

Sacramento, CA 94244-4256

Ph: 916-227-3620

Program Administrator: Barbara Trygg

Toxicologists: Tim Appel, Jeffery Brendler, Dan Coleman

Gary Davis, Rory Doyle, Ronald Kitagawa, Robert Perkins.

DOJ Laboratory: This laboratory receives the majority of its specimens from Biotox for confirmation testing. Typically, this includes specialized drugs, which include a variety of prescription drugs and sex crime drugs.

NOTE:

California DOJ Laboratory: Used mainly for confirmation of substances screened positive by Biotox. Some specimens will be sent directly by SDPD Narcotics Vault to the DOJ State laboratory, bypassing Biotox. Examples of these are: GHB only If LSD only is requested, the sample is sent directly to the DOJ lab. They will screen for LSD but cannot confirm. The administrative aide or other tox program supervisor will review these requests. Vault personnel will split the specimen and mail the sealed sample with the request form to the designated laboratory.

Sample forms developed by SDPD that accompany specimens sent for toxicology testing are included. They are as follows:

Attachment A - Biotox Laboratories Toxicology Request Form (green form) is submitted for 11550 panel, general drug panel and prescription drug panel, with a box for “other”. This is the standard form kept in Room 138 for officers to submit with their specimens.

Attachment B - SDPD Sex Crimes Toxicology Request Form (white form) is generally submitted by the Sex Crimes unit for tox testing. On occasion, other specialized units, i.e., Domestic Violence and Child Abuse, use this form as well. If blood/urine has to be retrieved from a property tag, this is the appropriate form.

Attachment C - California DOJ Laboratory Toxicology Request Form (blue form) is submitted only when a specimen is sent directly by Vault staff to the DOJ State laboratory. The bulk of specimens requiring confirmatory testing by DOJ, are split by Biotox and forwarded from there.

III. SAMPLE HANDLING AND REQUIREMENTS

A. Samples collected on site in Room 138

- 1) at the time of collection, the officer will fill out two labels per blood specimen; one will
be placed on the vial and the other on the outer container. Only the laboratory B or U# and subject's name are required on the outer label.
- 2) sealed samples are to be deposited into the locked box located at SDPD HQ, Room 138, directly by the witnessing officer according to Department Procedures.

B. Samples collected off-site, with no change of hands

- 1) samples will be secured with a properly annotated evidence seal prior to transport by witnessing officer.
- 2) the space for the master log number on the blood vial label will be left blank. Blood vials will be sealed in chain of custody tubes.
- 3) upon arrival at Room 138, the witnessing officer will complete the master log entry. The master log number will be written on the chain of custody tubes for blood samples (along with the subject's name) or on the urine bottle labels.

C. Samples collected off-site, changing hands

- 1) if the witnessing officer does not make the deposit, a sealed "Chain of Possession" envelope must be used.
- 2) each person who handles the evidence **MUST** complete the "Chain of Possession" information on the envelope.
- 3) samples must be transported to Room 138 and recorded on the master log with the next available master log number noted on the upper right corner of the envelope. The sealed envelope will be deposited in the locked box.

D. Vault procedures regarding Chain of Possession envelopes

- 1) Vault staff will cut and open the envelope, and mark the envelope with their initials and date.
- 2) Vault staff will indicate on the master log that the sample was received in a "Chain of Possession" envelope.
- 3) For urine samples, Vault staff will write the master log number on the urine sample labels, followed by initials and date.
- 4) For blood samples, Vault staff will place a label with the master log number on the chain of custody tube.

E. Annotation of master log number on alcohol blood vials collected off-site

The alcohol analyst will write the master log number from the chain of custody tube onto

the blood vial, followed by initials and date.

F. Envelope retention



The laboratory will maintain the “Chain of Possession” envelopes for seven years from the date received, attaching it to the toxicology report kept in the secured file cabinet in the administration area.

IV. TOXICOLOGY REQUEST FORM

The requesting officer or detective must complete a toxicology request form. If this form has not been submitted with the sample, the Vault staff will complete the form, obtaining the information from the master log and sample. The drugs included in the test panels are listed on the form. Some drugs require specialized testing which is available at a higher cost and may require additional analysis time.

Description of Drug Panels

11550: This panel should be selected for H&S 11550 violations.

General Drugs: This panel should be selected if there is a suspicion of use (possession charges, i.e., 11377 H&S, 11378 H&S are not included) of these drugs for violations other than H&S 11550 violations, such as DUI, homicide, or other crimes. Confirmation tests for some of these drugs requires specialized testing.

Prescription Drugs: This comprehensive panel includes all drugs in the “General Drug” panel, plus the prescription drugs listed. The “General Drug” panel is tested first. If one of these drugs tests positive, the requestor can elect to decline additional testing if it is not required, by placing a check in the box next to the statement “OK to stop further testing if general panel is positive”. If this box is not checked, the laboratory will continue to test the sample for prescription drugs at an additional cost.

Other: This box should be checked if only one particular drug is required, or a suspected drug is not listed on any of the panels, such as MDMA. If the subject admits to use or if the officer has reason to believe specific drugs were used, the name of the drug must be specified in this area. This box can be used alone or in combination with other panels.

The drug test panels will be verified and approved by vault staff (see description of drug panels). If another charge is accompanied with an 11550 (i.e., 647f), other test panels may be approved. Unusual requests should be verified, on a case-by-case basis, with the administrative aide, i.e. gasoline. Exceptions to the rule are:

- 1) The JUDGE Unit (generally associated with subjects on parole or probation). Typically, JUDGE requests may include the prescription drug panel when only a charge of 11550 is indicated on the tox request form.
- 2) Officers going through DRE (Drug Recognition Expert) training need to show results to support their evaluation. These requests should have a notation stating it is for DRE evaluation.

A. General Toxicology Request Form Review

Daily, Vault staff retrieves the samples located in Room 138. The samples will either be located in a secured white wooden box or secured gray metal container. The samples will be transported with the toxicology request forms and the completed master log sheets to the Vault.

Vault staff will review and organize the urine and blood samples in numerical order. During the processing of samples for release to the courier, Vault staff will review the toxicology request forms to ensure that appropriate procedures have been followed. Handwritten corrections, with date and initials, will be made if an error is noted. The requesting officer may be contacted to obtain additional information if necessary prior to sending the samples out for analysis. Additional direction may be obtained from the administrative aide.

If the specimen is tested for alcohol and determined to be less than .08, the alcohol analyst will complete the toxicology request, selecting Prescription Drug panel with OK to stop. The form is signed by the analyst.

Vault staff will conduct the following review of the toxicology request form:

- 1) Check for the consistency of numbers and names on the blood/urine vials and compare to the description on the master log sheet. Minor spelling errors are acceptable as long as the names appear to be the same.
- 2) If any changes are required on the master log, inked corrections can be made. Corrections must include initials and date. It may be necessary to verify information with the submitting officer. The administrative aide should be contacted for direction if necessary.
- 3) The reviewer can complete any missed entries by using master log information. If information is added, the reviewer's initials and date must be included.
- 4) Toxicology request form information must match the respective urine and/or blood samples and must have the same information as on the master log sheet. Minor discrepancies should be noted/initialed/dated on the request form. The administrative aide should be contacted for direction if required.

Following review of the form, the reviewer will initial and date the form, and prepare copies for the laboratory administration files. When a request is denied or changed, the administrative aide will send a memo stating the reason for the modification, along with a copy of the revised toxicology request form, to the requestor. Original request forms will accompany the samples to the toxicology laboratory.

V. RECEIPT OF MULTIPLE SAMPLES

The chain of custody form must indicate the number and type of samples obtained. Two gray top blood vials should be drawn for drug and/or alcohol testing. If both drug and alcohol tests are required, both vials are released to the alcohol analyst. Urine samples must be annotated as “First” or “Second” void. Generally “First” void samples are released for drug testing, while “Second” void samples can be tested under certain conditions for alcohol. If two samples are collected within minutes of each other, these are treated as one sample and will be assigned A and B #'s. Vault staff will void the second entry in the master log and identify both samples as A and B, notify the requestor of the change in numbering, and make the correction of the toxicology request form. The alcohol analyst will also indicate A or B on the alcohol report.

VI. SAMPLES IMPOUNDED AT PROPERTY

Upon receipt of the request, Vault staff will retrieve the samples stored in the Property Room, enter it into the master log and assign a B or U number during preparation for release to the toxicology laboratory. The date received from Property will be annotated in the column labeled “arrest date”. All samples except purple top vials will be retrieved by Vault staff and logged into the master log. The Blood Conversion Form will be completed at that time. The person preparing the sample for release will annotate the assigned master log number on the toxicology request form, and provide a copy for the laboratory administration.

- A. Vault staff will enter specimens in Room 138 on the master log, take them to the vault, and process the samples w/seals, tubes, etc. An analyst from the Alcohol Unit will check out the samples from the Vault, along with the toxicology request form. If a specimen requires both drug and alcohol analysis and only one sample is available, alcohol testing must occur first. If two samples are available, both will be released to the alcohol analyst.

- B. Special requests for non-blood/urine toxicology testing will be filed with the crime case file, and a copy will be made for the “miscellaneous” file (to be placed with other toxicology reports). If no laboratory file is associated with the case, clerical staff will make a file in which the original report will be filed. Unlike other toxicology requests, these special requests will also be entered into the VAX database by clerical staff for tracking.

VII. SAMPLE RELEASE PROCEDURE

The samples will be secured in the Narcotics Vault. Vault staff will release the samples to the toxicology courier after verifying that all of the above is correct, utilizing the following procedure:

- A. Vault staff will submit the samples to the toxicology courier by verifying the laboratory B or U number with the Chain of Custody log sheet.
- B. The toxicology courier will confirm each number of urine or blood samples and sign the appropriate column on the sheet.
- C. Vault staff will ensure the urine or blood samples are placed in the locked box, and then sign the appropriate column.
- D. After all of the samples have been released or transferred, the toxicology request forms will be given to the courier.*
- E. A copy of the Chain of Custody sheet will be made and given to the courier.

*In the event a specimen is sent directly to the DOJ laboratory or Northwest Drug Testing, Vault staff will split the specimen and mail the sealed sample with the applicable toxicology request form, to the designated laboratory. These splits will not be returned to the laboratory. If they are, the sample will be destroyed which will be noted on the chain of custody log and evidence envelope filed with the report.

VIII. POLICIES ON TOXICOLOGY TESTING

If two toxicology requests are submitted for the same subject (one urine and one blood), **and the case is not a sex crime or homicide**, only urine will be sent for drugs. The blood will not be sent and the administrative aide will receive a copy of the request form from vault staff and notify the officer.

A. 23152 CVC Requests

Samples submitted with a 23152 charge will **not** routinely be tested for drugs. If the alcohol content is greater than .08, the analyst will note the result on the request form; clerical staff will return the original request form to the requestor, and a copy will be placed in the alcohol packet. If the officer still wants drug testing done, the officer must provide satisfactory justification (i.e. admission by subject). Samples submitted for alcohol analysis that have less than 0.08g% ethanol will automatically be submitted by the alcohol analyst for a drug screen. The alcohol analyst will complete and sign the general toxicology request form, marking both the box labeled "Prescription Drugs" **and** the box "OK to stop further testing if general panel is positive". Vault staff will check the Chain of Custody log to see if urine was sent for tox testing. If yes, the request form is lined through and returned to the alcohol analyst, with a notation made "Urine Submitted".

B. Requests for Charges Other than 23152 CVC

If a charge other than 23152 is written on the request, and only blood was collected, the blood sample is released to the toxicology lab. If a charge other than 23152 is written on the request, and both blood and urine were collected, the urine is sent for toxicology testing.

C. Sex Crimes Toxicology Request

The Sex Crimes Unit, or other investigative unit handling a case in which the charge is a sex crime (i.e, Child Abuse, Domestic Violence) will complete a Sex Crimes Toxicology Request Form (Attachment B) when alcohol or drug testing is required from victim or suspect samples in sex crime related incidents. This form contains the sample property tag number and information relevant to sex crimes cases. The detective will complete this form. If specialized sex crime drugs are requested, the form must have a sergeant's approval. The form will then be submitted to the laboratory. If drug testing for other than the sex crimes panel is requested, a phone request may be made and the administrative aide or FAN supervisor may assist by completing the request form for the detective.

The clerical staff will date stamp the request and give it to the administrative aide for processing.

D. Homicide Requests

If toxicology testing is requested for both blood and urine, send only the urine. The toxicology request form for both the urine and blood specimens will be stamped **"CONFIRM BLOOD # B00-0000 ONLY IF URINE #U00-0000 IS POSITIVE"**. The request for blood analysis will be retained by the administrative aide pending results of the urine specimen analysis. If the urine analysis is negative, the request to test the blood will be filed; if the urine analysis is positive, the request will be forwarded with the blood specimen for testing. The administrative aid will monitor the process.

Homicide detectives may request toxicology services by phone. The administrative aide may assist them by completing the general toxicology request form for them. A copy of the request form will be submitted to laboratory administration for filing. The original request form will go to the Vault for action.

For 187 samples logged into the master log with no accompanying request form submitted, the Vault will make a copy of the master log sheet and forward it to the administrative aide who will contact the detective to see what is needed. Purple top vials are not to be sent to the toxicology laboratory unless it is the only blood available.

IX. ADMINISTRATIVE AIDE REVIEW

Unless both the blood and urine samples are requested to be tested for drugs, only the urine samples are released for toxicology testing; the blood is used to test for alcohol. The administrative aide will retain the original sex crimes toxicology request form for the file and forward a copy to the Vault. Vault staff will write the B or U number on the form, make a copy for the clerical staff, and release the sample to the toxicology laboratory.

If alcohol analysis is requested, the Vault's copy of the sex crimes toxicology request will have the box "BLOOD ALCOHOL TEST REQUESTED" highlighted in yellow. This will alert Vault staff to obtain the sample for the Alcohol Unit. The administrative aide will also make a copy for the alcohol unit, with the same box highlighted, as notice that Vault staff will be obtaining the blood sample. It is the alcohol analyst's responsibility to ensure the sample is obtained.

X. REQUESTS FOR REANALYSIS OF SAMPLES

New case information may require additional testing of samples that have been previously tested. Sample reanalysis will incur additional costs and must be evaluated on a case-by-case basis. The administrative aide or FAN supervisor must authorize reanalysis of a sample. The reason for retest must be specified on the toxicology request form.

XI. SAMPLE RETURN PROCEDURE

Samples returned by the toxicology laboratory courier will be matched by number and name and signed in by Vault staff. The courier will call out the number and the property clerk will verify that the name matches the number. The property clerk will sign the Chain of Custody log as samples are matched. The toxicology laboratory courier will sign the log after the property clerk signs in all samples.

All samples impounded in Property, and 187's sent out for toxicology testing, will be marked with yellow tape by the vault person logging the sample, and will be kept indefinitely. These particular samples will be purged only with written authorization.

All felony cases are marked with blue tape and kept an additional two years. If a request is made to hold alcohol and drug cases (normally retained for two years), red tape is affixed and an additional two year hold is placed on the sample.

XII. RECORDS, REPORT DISTRIBUTION AND FILING

Laboratory administration copies of general and sex crimes toxicology request forms, if applicable, will be filed by year, then by B/U number and year, and housed separately from reports. Any specimen envelopes showing chain of custody are attached to the applicable report(s) and kept in the file cabinets. They are retained for seven years in the Crime Laboratory.

Toxicology reports will be received in triplicate. Preliminary reports are generally not received. The clerical staff will annotate the toxicology results in the master log including the date the work was completed by the laboratory and the laboratory analyst's initials. The clerical staff will distribute one copy to the City Attorney's Office (via Laboratory Desk, Cortisa Singleton, MS 61), one copy to the area station representative (or other requestor, i.e., D.A., C.A.), and the remaining copy will be filed by B/U number and year.

Only laboratory personnel should contact the toxicology laboratory directly to check on the status of cases or to obtain results. The exception would be preliminary results requested by the District Attorney's Office.

XIII. BILLING AND PAYMENT AUTHORIZATION

The laboratory administrative aide will receive monthly billing directly from the toxicology laboratory. Attention will be given to turn-around times of analysis, the number of negative results received, and procedural and contractual compliance, and pre-established fees. Approved statements will be forwarded to Fiscal Management for payment.

XIV. STATISTICAL DATA

The administrative aide can provide statistics that indicate the numbers and types of tests requested/performed, specialized tests performed, and calendar day turn-around times. The information generated from this data will be used to determine the ratio of screening to confirmatory tests, the number of negative screening results, future budget considerations, and monitoring of turn-around times.

XV. QUALITY ASSURANCE

Biotox Laboratories annually submits Q.A. documentation (proficiency testing and certification testing). The Q.A. Manager keeps current Q.A. documents on file.

Attachment A

Bio-Tox Laboratories

Director Chief Toxicologist Toxicologist
Romulo Tabo, M.D. Dale R. Somers, C.L.S. Maureen Black, C.T.S.

TOXICOLOGY REQUEST FORM

To be completed by Officer / Detective

Blood <input type="checkbox"/>	Urine <input type="checkbox"/>	Lab ID Number	Subject's Name (Last, First)	Subject's DOB
Charges (Include ALL Felonies)			Date of Collection	Time of Collection
Requestor's Name & ID #			Requestor's Mail Station	Requestor's Phone #

IMPORTANT: Check Applicable Boxes:

DRE JUDGE JUVENILE D.A. PAROLE/PROBATION SOUTH BAY D.A. 23153
(Felony)

☐ ☐ ☐ ☐ ☐ ☐

*** **SELECT ONE DRUG PANEL BELOW** ***

<input type="checkbox"/> 11550 Drugs (only) 11550 Only Requests are forwarded to the City Attorney for approval.	AMPHETAMINES COCAINE OPIATES PHENCYCLIDINE
<input type="checkbox"/> General Drugs * Suspect <u>MUST</u> be charged for <u>other</u> than 11550	AMPHETAMINES COCAINE OPIATES PHENCYCLIDINE BENZODIAZEPINES * MARIJUANA *
<input type="checkbox"/> Prescription Drugs <input type="checkbox"/> OK to stop testing if general panel is positive	GENERAL DRUG PANEL <u>PLUS</u>: CHLORPHENIRAMINE ORPHENADRINE DIPHENHYDRAMINE CARISOPRODOL BROMPHENIRAMINE MEPROBAMATE DEXTROMETHORPHAN METHAQUALONE MEPERIDINE BARBITURATES THIORIDAZINE AMITRIPTYLINE VERAPAMIL DESIPRAMINE LIDOCAINE IMIPRAMINE KETAMINE
<input type="checkbox"/> Other (or single drug)	<u>SPECIFY:</u>

DISTRIBUTION: ORIGINAL TO BTL
COPY TO LAB ADMINISTRATION

August 19, 2004

LAB: REVIEWED BY / DATE _____

3357 Chicago Ave.

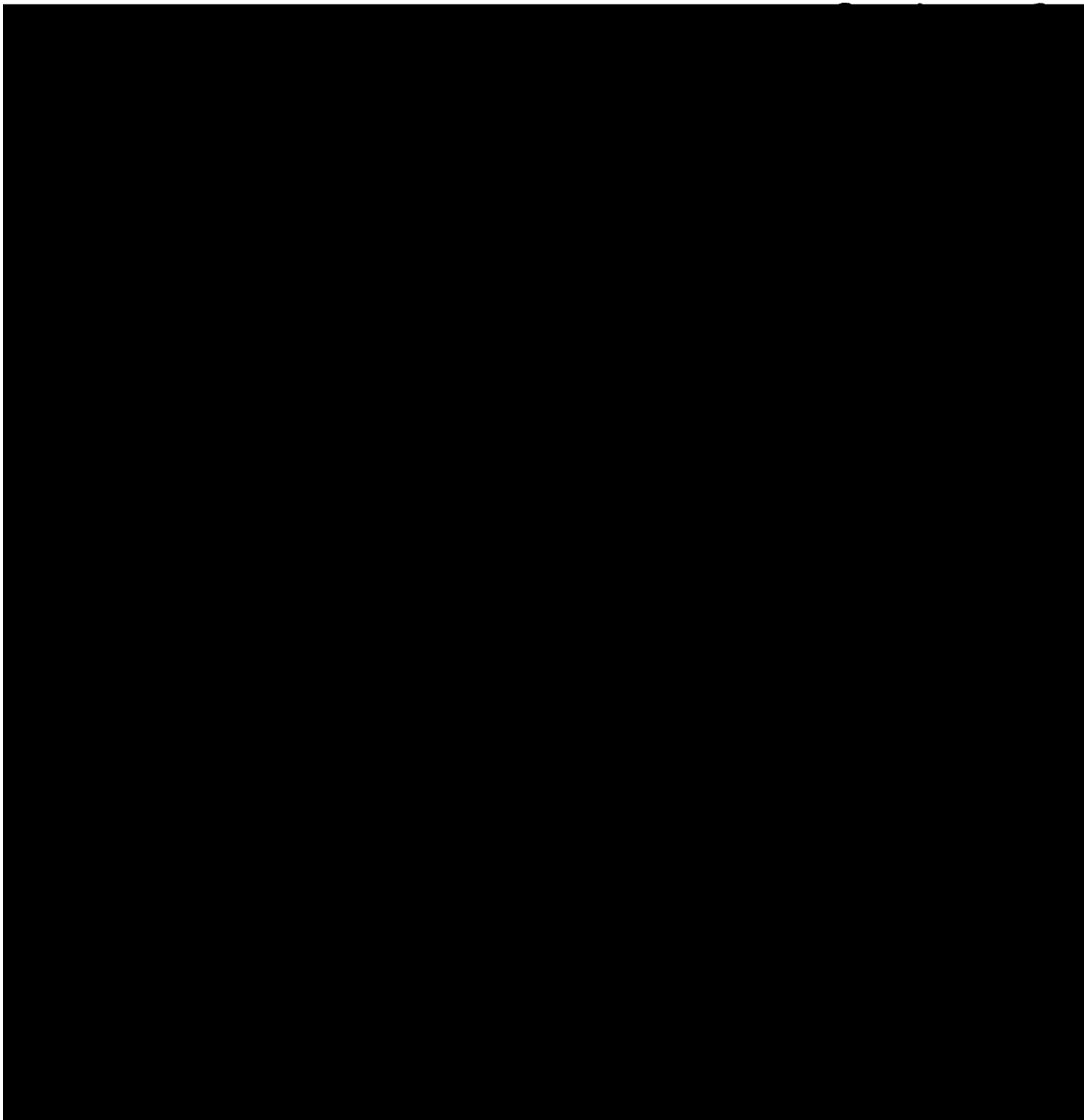
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Riverside, California 92507

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951/341-9355

Fax 951/341-9359



Attachment C

California DOJ Laboratory

PO Box 944256
Sacramento, CA 94244-4256
916-227-3620

TOXICOLOGY REQUEST FORM

B or U Number	Subject's Name (Last, First)	Subject's DOB
Charge	Date of Collection	Time of Collection
Requestor's Name & ID #	Requestor's Area Station	Requestor's Phone #
<input type="checkbox"/> Retest	Retest Explanation	Retest Authorization

☐ BLOOD

☐ URINE

Test Selection:

LAB: REVIEWED BY / DATE