



910 North Delaware Street
Indianapolis, IN 46202
317-759-3641
tox@phnlab.com
www.phnlab.com

SPECIMEN COLLECTION MANUAL

Purpose

The purpose of this manual is to provide directions for sample collection, requisition & chain of custody form completion, packaging and shipping of forensic cases and samples to Phoenix Laboratories.

Forensic Sample Kits

Phoenix Laboratories provides thoughtfully designed kits that include specimen collection containers to meet most routine forensic toxicology needs. The kits contain all materials necessary for secure specimen storage and shipping, as well as documentation to ensure that a full chain of custody is maintained. The contents of the kit and the preferred volume of each specimen type is listed below:

Container	Specimen type	Preservative	Volume preferred
2 - 10mL red-capped tubes	Blood	Sodium Fluoride/Potassium Oxalate	10mL
1 - 10mL yellow-capped tube	Urine	None	10mL
1 - 10mL white-capped tube	Vitreous	Sodium Fluoride/Potassium Oxalate	4mL
1 - 40mL cup with lid	Tissue, Bile, Stomach contents, etc.	None	20 grams

Each kit also contains the following:

- Biohazard bag with absorbent pad
- Rigid outer box
- Box seal

Requisitions and FedEx Clinical Paks and shipping labels are provided separately. Agencies located in Central Indiana may request their cases to be picked up by a Phoenix Laboratories' courier. Please call 317-759-3641 or email tox@phnlab.com to discuss the best options for transporting specimens/cases, as well as to order complete kits and individual supplies.

Specimen Selection & Collection

The selection of appropriate specimens for forensic toxicology testing is crucial for the determination of whether drugs and chemicals may have played a role in a death and/or impairment case. Phoenix Laboratories' standard panel includes a comprehensive toxicological analysis of blood and urine, and a volatile alcohol analysis of vitreous fluid. Other specimens may be collected at the client's discretion, and will be tested at the request of the client. Please contact us directly, or refer to the fee schedule for pricing on all testing options.



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Blood samples may be collected from multiple sources, including:

- Femoral
- Iliac
- Subclavian
- Heart
- Cavity

Femoral and iliac vein blood is recommended for quantitative analysis of drugs and chemicals. This helps to minimize post-mortem redistribution, which can occur with certain drugs. If neither of these sites are available, the next choice would be subclavian blood, followed by central (heart) and cavity blood.

If the death occurred in a hospital, the hospital laboratory should be notified immediately and asked to hold any samples from the deceased. These samples may be submitted in addition to the post-mortem samples. Please indicate on the Toxicology Requisition Form which samples are to be tested.

Note: Red and white top tubes contain a liquid preservative. Tap tubes firmly on a hard surface to ensure the preservative collects at the bottom of the tube. After specimen has been added, close tube and mix by inversion 6 - 8 times.

Once each specimen has been collected, securely seal and label each container with a barcode sticker from the requisition. If more than one sample of a similar matrix is included, e.g. femoral and heart blood, make sure to identify the samples appropriately. The time and date of collection should be indicated on the requisition. Additionally, please provide any relevant case information such as any drugs administered during lifesaving efforts.

Please include only one case, from one decedent/donor, in each box.

Documentation

After all specimens have been collected and labelled, please complete the Toxicology Requisition Form. The following information is required:

- Account information: In addition to your information, if you would like a copy of the report to be sent to someone else, please include the name and address of the recipient(s).
- Chain of Custody: In order to proceed with testing and produce legally defensible results, the chain of custody must be signed by the individual(s) who obtained and sent the specimens to the lab.
- Subject information: Include first and last name, date of death, age, and gender.
- Specimens: List each specimen submitted, date and time collected, and source (femoral blood, heart blood, etc.).
- Testing requested: Indicate the tests/panels you would like us to perform. If more than one sample from a similar matrix is submitted, e.g. blood from two sources, please indicate which sample is to be tested.
- Case history: This section is optional; however, any additional relevant information may be helpful to the toxicologist as the case is reviewed. A copy of an agency investigation report may also be included.



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Shipping

- Please ship specimens as soon as possible after collection. This will help to minimize sample degradation.
- If samples can't be shipped immediately, please store refrigerated.
- For routine toxicological analysis, specimens may be shipped at ambient temperatures.
- As a new client, we will work with you to select the most appropriate shipping method for your specimens. You will be provided with transportation materials specific for that method. Please contact the lab if the established shipping arrangements must be altered.
- For FedEx shipments
 - Fill out the pre-printed airbill with the name and address of your agency and attach to the Clinical Pak.
 - Place the case, in its rigid outer box, in the Clinical Pak and seal it.
 - Either call FedEx for pickup or drop the package at a FedEx station. ***Do not use a FedEx drop box.***

Post-testing

- Specimens will be retained in frozen storage by Phoenix for one year from the date of receipt.
- Phoenix can retain specimens for an extended period of time, upon request. Extended storage fees will be billed to the client.
- Phoenix can also return the samples upon request. Return shipping fees will be billed to the client.

Please feel free to contact us at 317-759-3641 or by email at tox@phnxlab.com.