

UPDATED Toxicology Evidence Kit Assembling Instructions

To Whom It May Concern,

The Washington State Patrol Toxicology Laboratory has switched manufacturers for some of our kit supply items. Therefore, when you receive kits some of them may have older items mixed with newer ones. **The biggest change is our absorbent pads; we have switched from the original cotton type pads to a smaller gel pad.** The main purpose of the pad is to absorb any liquid that may leak from the tubes in transit from your agency to our lab. We have included an example in your kit order along with these instructions to show how kits are supposed to be properly submitted to the Tox Lab for analysis with the new items. We have also changed our urine cups used for death and sexual assault cases, we will be sending out our older cups until we run out of them, our new ones will have a simpler twist top instead of the original pop on tops. **WARNING: the new cups are “self-sealing” which means you can only put the sample in BEFORE twisting the top on, because you can only seal it correctly once.** When ordering kits from our lab we have three main kits: death, police (DUI, DRE, or Drug investigation), and sexual assault.

The following lists what would be included in a “complete” kit:

Death Kits:	Police Kits:	Sexual Assault Kits:
<ul style="list-style-type: none">• 2 gray top blood tubes• 2 red top specimen tubes (1 for urine and 1 for vitreous)• 1 absorbent pad• 1 plastic bag• 1 styrofoam shipping container• 1 cardboard mailing sleeve• 1 biohazard sticker• Evidence tape, for tube/cup sealing <p>*Extra pads, bags, foam, and stickers would be needed for sample collection cups that contain misc. samples such as liver, lung, or gastric.</p>	<ul style="list-style-type: none">• 2 gray top blood tubes• 1 absorbent pad• 1 plastic bag• 1 styrofoam shipping container• 1 cardboard mailing sleeve• 1 biohazard sticker• 1 tube expiration sticker• Evidence tape, for tube/cup sealing	<ul style="list-style-type: none">• 2 gray top blood tubes• 1 urine collection sample cup• 2 absorbent pads• 2 plastic bags• 2 styrofoam shipping containers• 2 cardboard mailing sleeves• 2 biohazard stickers• 1 tube expiration sticker• Evidence tape, for tube/cup sealing

You can order any part of a kit as needed or just ask for “complete” kits.

We can receive kit orders via:

Email at ToxLab@wsp.wa.gov, Fax at (206) 262-6145, or Call our office at (206) 262-6100.

IMPORTANT NOTICE PLEASE READ

We are going through an accreditation process which **requires each tube to be individually evidence sealed with evidence tape and initialed before it is sent to our lab for analysis.** This new protocol is on our end and will be required of each and every agency sample submitted to us.

Please see the next pages for photographs of the assembling process with the new items and sealing protocol.

ALL samples must be labeled with at minimum the subject's name; in addition to having some kind of evidence tape securing the tops with the sealer's initials on one end.

Death Kits



And/Or



Police Kits



Sexual Assault Kits



And/Or



Old Urine Cups



New Urine Cups

Step by Step Assembly Instructions

1. Label samples with subject name; evidence seal and initial
2. Wrap samples in the absorbent pad
3. Place wrapped samples in plastic bag
4. Place plastic bag containing wrapped samples in Styrofoam box
5. Place styrofoam box in our cardboard mailing sleeves or a similar cardboard box suitable for transit and mail to our lab with the proper request for analysis form attached and biohazard sticker visible.

*You can find our latest request forms at: <http://www.wsp.wa.gov/forensics/toxicology.htm>

Please do not submit a Crime Laboratory RFLE form.

