

# Collection Protocol for Toxicology Samples in Sexual Assault Examinations

Created by the Utah Department of Health Forensic Toxicology  
Laboratory

Ver. 2018-12

- If within 24-48 hrs, collect blood.
- If within 1 week, also collect urine.
- Collect both if any uncertainty or concern exists.
- Collect blood (grey top) and/or urine (yellow top) according to best SANE practices into vacutainer tube(s).

NOTE: The photo is only an example, urine tubes are yellow top, blood tubes are grey top and may be smaller.

NOTE: Collect two blood tubes and two urine tubes.

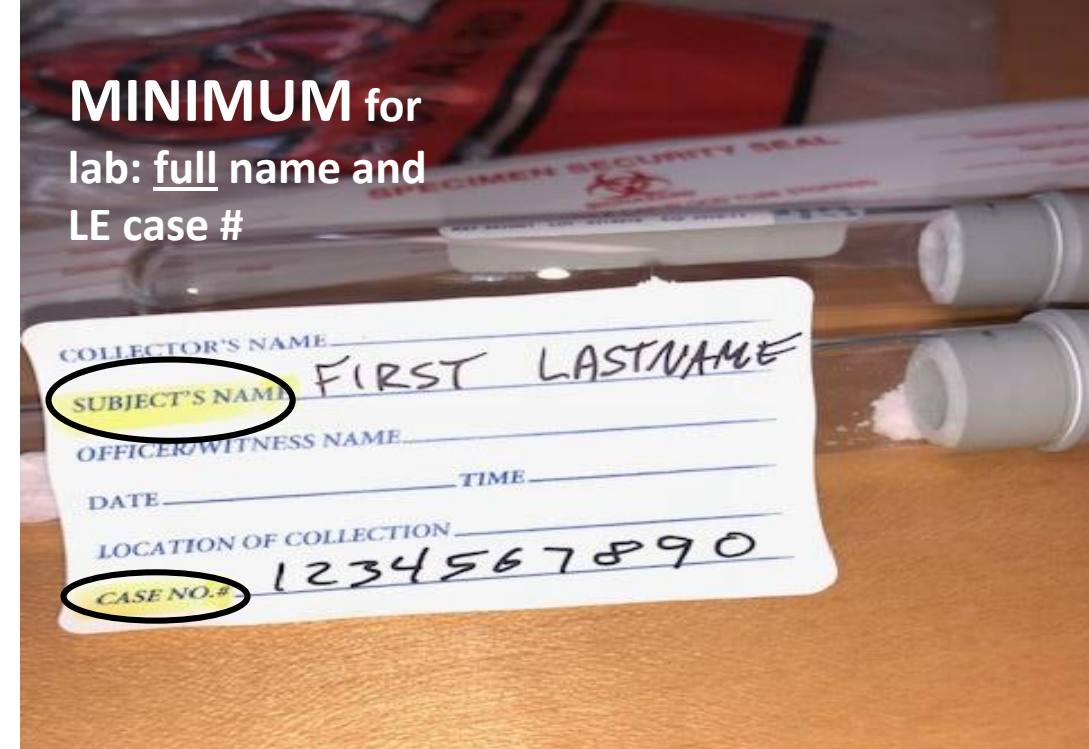
- If using smaller volume blood tubes, please ensure they are filled completely.

- Complete your sample label according to SANE policies/practices.

NOTE: Sample label is distinct from security seal (see next step)

NOTE: the lab needs at a MINIMUM: subject name (see note below) and law enforcement case #

NOTE: use FULL name, first and last, NO initials or abbreviations



- INITIAL and DATE tamper evident security seal(s) at the collection (VERY IMPORTANT)

- NOTE: some seals may not have these fields pre-printed--it is still required
- NOTE: collection time on the security seal is not required by the tox lab and should be based on your best SANE practices/policies.
- NOTE: security seals may have additional fields (as shown) but are not needed by the tox laboratory if your sample label has all required information (i.e. name and LE case #)

Initials of collector/SANE nurse

Date of collection

Time of collection (optional for tox lab)



- Remove tamper evident security seal adhesive backing and place the seal centered on the top of the tube

Security seal

Tube



- Fold the “wings” of the seal down the sides of the tube
  - NOTE: be careful not to obscure sample label information (i.e. subject name and LE case #)



- Obtain an appropriate secondary container designed to hold biological samples and capable of containing any leaks

Absorbent to manage leaks

Designed to transport biological samples



- Place all (labeled, sealed, initialed and dated) blood and urine tubes for toxicology testing into the secondary container



- Seal the secondary container
  - NOTE: Secondary containers (i.e. bags) often come with a glue strip or closure mechanism (ziplock). Use the glue strip/closure to close the bag, then apply an appropriate seal/tape to the container as shown to seal the entire opening.
- Initial and date the seal/tape regardless of the style (see above note)
  - NOTE: initial and date ACROSS the evidence seal and container such that both the seal and the container are marked (as shown).
  - NOTE: use an appropriate pen:
    - ball point pens will not adhere to plastic and may smear or tear the bag.
    - ultra or fine point “permanent markers” (i.e. sharpies, etc.) are a good option to try
- The samples should now be ready to transfer to law enforcement for test ordering and delivery to the lab.

NOTE: be sure to document the transfer process for chain of custody purpose (VERY IMPORTANT).





# Q and A....

Q: What if I don't have the exact supplies shown in the photos?

A: Use what you have based on how you have been trained. The photos are examples only. Style will vary based on supplier/manufacturer. Remember to seal, initial and date all containers regardless of what supplies you use.

Q: I only have a clinical urine specimen cup. Can I submit that?

A: Clinical urine cups are prone to leaking at the lid and not suitable for transport to law enforcement or the laboratory. Please locate a tube/bottle rugged enough to transport. This will ensure the sample arrives at the lab intact.

Q: What if I can't collect full tube volumes of blood/urine?

A: Do the best you can and send in what you have. We will try to prioritize testing as best we can with what is submitted. Realize that all testing may not be possible with extremely limited volumes.

Q: What if I forget a step or make a mistake and send the samples in anyway?

A: The toxicology lab will make every effort to collect a correction form from you to include in the case file. However, you may have to explain/defend the discrepancy in court.

Q: Can I send in additional samples saturated with blood/urine for toxicology testing.

A: No. The Toxicology lab can only test blood/urine collected by phlebotomy/voiding. Please do not submit clothes, sanitary products, etc. to the lab.

Q: How do I contact the Toxicology Laboratory with questions?

A: call: 801-965-2468 (business hours), email: [forensictox@utah.gov](mailto:forensictox@utah.gov)