

**FORENSIC TOXICOLOGY LABORATORY
OFFICE OF CHIEF MEDICAL EXAMINER
CITY OF NEW YORK**

NON OCME SPECIMENS

Two types of non-OCME specimens are analyzed by the FTL: those related to driving under the influence of alcohol (EP cases) and/or drugs and those related to drug facilitated sexual assaults.

SPECIMEN RECEIVING AND ACCESSIONING

Non OCME cases are submitted to the OCME Evidence Unit and subsequently brought to FTL by or picked up from an Evidence Property and Control Specialist (EPCS). Evidence can be received by Criminalist 1B assigned to accessioning or Assistant Director. A trained analyst may receive specimens from the Evidence Unit in the absence of the Criminalist 1B and the Assistant Directors. A trained analyst or clerical staff member then records all relevant identifying information in the appropriate log book and assigns a laboratory identification number consisting of a case type designator (EP for driving under the influence, SA for drug facilitated sexual assault), and a sequential number and a year designator (for example, EP 034/15 or SA 050/15). All paperwork and specimens are hand-labeled with this number. A trained analyst or Assistant Director will open the evidence noting evidence integrity, types of specimens received and volumes of specimens. He/she will document the information in the accompanying paperwork. They then perform the initial volatile screen analyzing the specimen(s) in duplicate.

SPECIMEN STORAGE AND RETENTION

Specimens are stored refrigerated until testing is complete after which they are transferred to frozen storage.

Specimens are retained until a release is received from the Property Clerk Division of the New York Police Department (NYPD) or other authorized representative of the NYPD. Copies of the multi-part Property Clerk's Invoice (also known as the Police Evidence Voucher) are distributed on a periodic basis to the appropriate NYPD contact personnel.

Note: Refrigerators and Freezers will be locked at the end of the work day by a FTL staff member. The keys will be kept in a secure area of the laboratory where access is limited to FTL staff.

SPECIMEN DISCARD

Upon receipt of written permission from NYPD Property Clerk Division (or other authorized NYPD personnel) to discard specimens from a case, a member of the OCME Evidence Unit comes to the FTL to verify the identity of the specimens to be discarded. Discard is documented by signatures of both the Evidence Unit representative and the FTL representative, dated and the word "Discarded" written on the original invoice and either a xerographic or carbon copy. One annotated copy of the

invoice as well as a copy of the NYPD Property Clerk Division's release is kept by the FTL. The original annotated voucher and the original copy of the NYPD Property Clerk Division's release are retained by the OCME Evidence Unit.

REVISION HISTORY

Ver. 11.01.2013	Revision history implemented
Ver. 04.20.2015	Change Laboratory Associate to Criminalist IB. Add wording about vouchers to include printed vouchers (no carbons)
Ver. 08.28.2015	Implemented the policy of locking refrigerators and freezers at the end of the day.