



TENNESSEE BUREAU OF INVESTIGATION

Forensic Services Division

Evidence Receiving Quality Assurance Manual Forensic Technician Training Check-Off List-Tox Evidence

Observed Tasks	Trainer Performed Task Initials/Date	Trainee Observed Task Initials/Date		Trainee Performed Task Initials/Date	Trainer Observed Task Initials/Date
PROCESSING TOXICOLOGY EVIDENCE					
Demonstrate proper use of personal protective equipment (PPE)					
Collect Blood Alcohol kits from the drop box					
Collect Blood Alcohol kits from the mail room					
One kit opened at a time					
Packaging type documented					
Type of tube(s) documented					
Document if body fluid other than blood					
Verify the subject's first and last name matches tube and request form.					
Demonstrate ability to stage tubes, use camera and verify photograph quality					
Photograph all tubes submitted for each case					
If name is missing from tube, make a label with subject's name written in red. Take photo of unlabeled tube before applying label and after name label is applied to tube(s)					
Place tubes into rack in proper order and formation					
Enter information from RFE in LIMS, generate case and evidence barcodes, attach photo(s) of tubes in LIMS					
Scan Request for Exam form and attach to case in LIMS					
Label each blood tube with the appropriate barcode label					
Verify tube information and document final review with					



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initial in bottom left corner of RFE					
Blood tubes convenience sealed and placed in refrigerator					
Make case file folders					
NCL Rack transferred to Toxicology Unit and placed inside the unit refrigerator					
JCL/KCL Place the rack in the evidence vault refrigerator and inform Alcohol/Toxicology personnel that blood tubes are ready					