

Outsourcing of Toxicology Examinations

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Outsourcing of Toxicology Examinations

1 SCOPE

This document addresses the outsourcing of toxicology examinations to approved external service providers.

2 EXTERNAL SERVICE PROVIDER REQUIREMENTS

Toxicology will maintain a record of the accreditation status and scope of accreditation for approved external service providers of outsourced examinations. Approved external service providers will be added to the Toxicology list of approved providers. [LAB-100]

3 CUSTOMER APPROVAL

Prior to sending evidence to an external service provider, the customer will be contacted for approval. The following information will be addressed, and the details will be recorded in the appropriate Communication Log. For a routine customer, approval can be obtained in a manner that applies to future submissions. [LAB-200]

- The specific examinations that will be outsourced
- Customer approval to outsource the examinations

If the customer fails to respond to an approval request in a timely manner, a follow-up request will be sent. The follow-up request will indicate that the evidence will be returned to the customer without the outsourced examinations having been provided if a reply isn't received within a specified timeframe. The attempted communications will be recorded in the appropriate Communication Log.

4 EVIDENCE HANDLING

Evidence received by the FBI Laboratory that is planned for outsourcing to an external service provider will be handled like a typical submission with regards to receipt, submission management, and inventory/check-in. Refer to TOX-100, Section 4 for further evidence handling details (e.g., specimen types and collection, transport, receipt, inventory/check-in, storage).

4.1 Shipping to the External Service Provider

Outsourced evidence will be shipped to an external service provider by the Chemistry Unit. An *FBI Laboratory Shipping Invoice* (7-264 LIMS, 7-264) will be generated for each shipment. [LAB-200]

4.2 Evidence Received from External Service Provider

Outsourced evidence will be returned to the FBI Laboratory by the external service provider. Refer to *General Description of Evidence* for information on resubmitted items. It may be necessary to use the "Resubmit Evidence" function in Forensic Advantage (FA) if individual items are not available for transfer in FA. In lieu of inventory/check-in notes for the

resubmitted evidence, the Comments field in FA may be used to capture the status of resubmitted items (refer to *General Description of Evidence* for further details).

4.3 Evidence Returned to Customer

Upon completion of all examinations, the evidence will be returned to the customer per routine shipping procedures.

5 REPORTING

A statement within the *Laboratory Report* will indicate the name of the external service provider, and that the external service provider's report is included as an enclosure. The first page of the *Laboratory Report* will reference the enclosure(s). [LAB-200]

6 EXTERNAL SERVICE PROVIDER RECORDS

The following records from the external service provider will be retained physically and/or electronically in a system of record (e.g., Sentinel) when they are provided. [LAB-200]

- Report
- Supporting records (e.g., case notes, discovery packet/litigation material)

7 REVISION HISTORY

Revision	Issue Date	Changes
00	03/01/2023	New document.