

# Outsourcing of Toxicology Examinations

## Table of Contents

<b>1</b>	<b>SCOPE .....</b>	<b>2</b>
<b>2</b>	<b>EXTERNAL SERVICE PROVIDER REQUIREMENTS .....</b>	<b>2</b>
<b>3</b>	<b>CUSTOMER APPROVAL.....</b>	<b>2</b>
<b>4</b>	<b>EVIDENCE HANDLING .....</b>	<b>2</b>
4.1	Shipping to the External Service Provider .....	3
4.2	Evidence Disposition .....	3
<b>5</b>	<b>REPORTING.....</b>	<b>3</b>
<b>6</b>	<b>EXTERNAL SERVICE PROVIDER RECORDS .....</b>	<b>3</b>
<b>7</b>	<b>REVISION HISTORY .....</b>	<b>4</b>

# 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 agreements (contracts or memoranda of understanding (MOUs)) with external service providers. These agreements will include requirements to maintain accreditation and to follow legal practices such as Giglio disclosures and will be maintained by the contracting officer representative (contracts) or on the Toxicology Teams site (MOUs). 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. [LAB-200]

- The specific examinations that will be outsourced
- Customer approval to outsource the examinations
- Customer approval of the contract laboratory's evidence retention and disposition policy (when applicable; see Section 4.2)

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 specified tests being outsourced if a reply isn't received within a specified timeframe. The attempted communications will be recorded in the appropriate Communication Log.

When an outsourcing contract is established with an external service provider, customer approvals may be obtained in a manner that applies to future submissions to the FBI Laboratory for toxicology testing. The approval request will indicate that the customer will not be contacted for future submissions after providing said approval. The original approval will be retained in a designated location. For each applicable subsequent submission, approval 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. If a requested exam will not be fulfilled (e.g., due to limited sample amount) this will be communicated to the customer [e.g., during

acknowledgement, within e-mail containing external laboratory results (see Section 5)] and recorded in the appropriate Communication Log.

#### **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 Disposition**

For criminal cases, outsourced evidence will be returned to the FBI Laboratory by the external service provider. The evidence will then be returned to the customer per routine shipping procedures.

For death investigation submissions from the Navajo Nation, outsourced evidence will typically be retained and dispositioned according to the contract laboratory's policy. In these instances, evidence will be transferred to a terminal status in the Laboratory Information Management System (LIMS) before the case record is closed.

### **5 REPORTING**

An *FBI Laboratory Report* will not be issued to communicate external laboratory results. The external laboratory report will typically be sent to the customer via e-mail. The e-mail will include contact information for the Chemistry Unit, evidence disposition information, and discovery information. This e-mail will be uploaded to the record in Sentinel.

### **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)

Requisition and chain-of-custody paperwork will be scanned into applicable case files and retained electronically in Sentinel.

## 7 REVISION HISTORY

Revision	Issued	Changes
00	03/01/2023	New document.
01	10/15/2024	Clarified customer approval process and added blanket approvals for contract situation to Section 3. In Section 4.2 and 4.3, added option to have postmortem samples dispositioned by contract laboratory. In Section 5, added additional guidance for discovery statements in reports. In Section 6 added guidance for retention of chain-of-custody from contract laboratory.
02	01/02/2025	In Section 3, added recording of approval to follow contract lab's evidence disposition policy. In Section 4, added how to notify and document when requests cannot be fulfilled. In Section 4, removed reference to Tox 100. In Section 5, removed requirement to generate an FBI Lab Report and associated details. Clarified that external results will typically be provided to customer via email which is retained in Sentinel.