

Mineral King Laboratory Chain of Custody Process

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From: Officer, Phlebotomist, Courier or Agency; An external chain of custody (created outside MKL) consists of name of subject, officer's or agency's name, tests ordered and collector's signatures (with date and time of collection to include sample type and equipment used in the case of a blood collection). Once the sample is collected and placed in a sealed bio-hazard bag (this bag has a separate open small pocket on the side for the external chain of custody) it is accounted for by location (example lockbox/safe), signatures, dates and times from that point to the laboratory.

To



MKL personnel receive all specimen(s) with external chain of custodies (external coc) and insure specimen bio-hazard bag seal is intact when accounting for specimen on the appropriate log. Specimens will not be accepted without an external coc or if bio-hazard bag seal is broken. Courier checks consist of location/signatures, dates and times from point of collection to the laboratory to include signing specimens in appropriate log. MKL personnel will account for specimen from courier in the same manner as above.

To



Now all entries on specimen label and external coc are matched (example: name, date, time of collection) to include amount of specimen versus testing requested. Request for corrections will be faxed to collector via agency and clarifications to agency initiating the request. When the specimen and external coc match, have been corrected or clarified MKL personnel will enter the external coc information into the computer to include testing request. The computer assigns a number to the request (accession #) and generates a bar-coded label which is attached to the external coc. The specimen and external coc with computer accession # are turned over to Quality Assurance (QA).

To



The QA personnel will sign external coc, check the specimen label, external coc, computer entries and test request to insure correctness. Then the specimen is labeled and placed in the designated refrigerator, currently Refrigerators #2, 2a & 3 for pending testing. So the QA personnel will annotate next to signature on external coc QA and final refrigerator location.

To



Testing personnel use a computer generated work-list by testing category (a list of accession # or specimens pending testing). This list is used to identify specimens in the pending testing refrigerators and initiate the internal chain of custody (coc). The testing person accounts for numerous accession # for testing purposes and returns all specimens to pending testing refrigerators at the completion of testing. The front side of the internal coc, list the type of testing, date, batch number and the all of the accession # while the back side accounts for date, time and location of specimens by signature of testing person to include returning the specimens to pending testing refrigerators. When initial testing is completed the specimen will be numerically filed by type to long term storage.