



## INDIANAPOLIS-MARION COUNTY FORENSIC SERVICES AGENCY

*Doctor Dennis J. Nicholas Institute of Forensic Science*

2545 EAST PLEASANT RUN PARKWAY NORTH DRIVE • INDIANAPOLIS, INDIANA 46203  
PHONE (317) 327-3670 • FAX (317) 327-3607



# EVIDENCE SUBMISSION GUIDELINES

## BLOOD ALCOHOL CONCENTRATION (BAC)

### I. INTRODUCTION

The Trace Chemistry section of the I-MCFSA analyzes samples of whole blood for the presence of alcohol in a variety of cases, including operating a vehicle while intoxicated (OVWI), driving under the influence (DUI), serious bodily injury (SBI) crashes and fatal crashes. The I-MCFSA tests only whole blood. Do not submit serum blood tubes, urine, or other bodily fluids.

### II. REQUESTS FOR ANALYSIS

All requests for Blood Alcohol Concentration analysis should be completed through either the intranet Online Request Card Submission function, or by a physical I-MCFSA request card available at the IMPD property room. Requests for analysis from Marion County agencies other than IMPD should also follow this request card procedure. **The request MUST be submitted at the time of evidence submission.**

### III. SAMPLE COLLECTION CRITERIA

#### A. BLOOD DRAW PROTOCOL

1. Blood samples obtained from persons involved in traffic accidents or traffic violations shall be collected, handled and preserved as required by Section 345, IC 9-11-4-6, of the Indiana Motor Vehicle Laws.
2. Blood samples should be collected by venipuncture from living individuals as soon as feasible after the alleged offense, and only by persons protected by Section 345, IC 9-11-4-6, of the Indiana Motor Vehicle Laws (physician, or person under direction of a physician).
3. Alcohol or other volatile organic disinfectants must not be used to clean the skin where a specimen is to be collected. Only aqueous benzalkonium chloride ("Zephiran"), aqueous Merthiolate, aqueous mercuric chloride or povidone-iodine ("Betadine") disinfectants are used to disinfect the skin before venipuncture.
4. Follow appropriate clinical protocol for sample collection (e.g., hospital protocol).
5. Sterile, dry hypodermic needles and syringes and clean, dry vacuum-type containers with sterile needles must be used. No reusable equipment should be used. The blood sample drawn must be deposited into a clean, dry container such as a Vacutainer®. Gray top tubes are recommended for the collection of blood as they contain an anticoagulant (potassium oxalate) and a preservative (sodium fluoride).
6. Gray top tubes used for submission can be gray capped plastic tubes (6 milliliter volume), and gray stoppered glass tubes (10 milliliter volume).
7. Tubes used for sample collection should not be past the expiration date

*Forensic Service Built On A Foundation Of Quality, Integrity, Accountability, And Ethics.*

listed on the label. The expiration date on the tube refers only to the vacuum in the blood tubes.

8. Do not include syringes or needles with the evidence.

## **B. PROCEDURE FOR OBTAINING BLOOD SAMPLES**

1. The requesting officer should witness the withdrawal of the sample. When the officer witnesses the actual withdrawal of the blood, it may preclude the person drawing the blood from appearing as a witness at the time of the trial.
2. All tubes should be at least half full. If there is insufficient volume to complete the requested testing, all requested testing may not be completed.
3. The witnessing officer may fill out and initial a label and affix it firmly to the tube or vial. The person drawing the blood (e.g., nurse, doctor, paramedic) may also initial the label.
4. Blood tubes must be securely closed to prevent leaking.
5. Invert blood tubes to ensure proper mixing of the anti-coagulant/preservative.

## **C. MAINTENANCE OF IDENTITY AND INTEGRITY OF THE SAMPLE**

1. Label for tube or vial:
  - a. Fill out blood specimen labels completely and legibly (e.g., do not use pens/markers that will smear).
  - b. A label for the blood vial or tube may contain the following information:
    - i. Agency case number.
    - ii. Full name of subject.
    - iii. Birthdate, race, and gender of subject.
    - iv. Date and time of blood draw.
    - v. Initials of person drawing blood.
    - vi. Name or initials and ID number of witnessing officer.
  - c. Affix label along the length of the tube. Do not cover the tube expiration date.
2. Fill out an I-MCFSA Request for Analysis card completely. Submit the request with the blood sample container to the IMPD property room or to the Evidence Complex at the IMCFSA.
3. Keep the Request for Analysis card clean and free of blood.

## **IV. PACKAGING**

### **A. PROPER SEALS**

All evidence must be submitted in a properly sealed, tamper evident, condition. A proper seal for a plastic evidence bag is a heat seal and/or tape seal across the entire opening of the bag. A proper seal for a box, paper bag, or other container includes tamper evident tape across the opening(s). **All seals must bear the signature, initials, or other identifier of the submitting individual, as well as the date of sealing, over the seal itself.**

### **B. PACKAGING OF BLOOD SAMPLES**

Typical packaging for blood samples is a yellow envelope, plastic, or paper bag. Place the labeled tubes inside of the outer packaging. Seal properly with the adhesive seal if available and then with evidence tape over the opening and

marked with the sealers signature and date across the seal. Do not submit additional documents such as hospital records, probable cause affidavit, search warrant, etc.

**C. LABELING OF PACKAGING:** The blood sample packaging may include the following information:

1. The name of the submitting agency.
2. Agency case number assigned to the investigation.
3. Location of incident and geographical location where blood sample was drawn.
4. Full name of subject.
5. Name of the submitting officer.
6. Signature or initials of witnessing officer.
7. Date and time of blood draw.
8. Number and type of blood tubes.
9. Item number.
10. Type of offense.

**V. EVIDENCE DESTRUCTION**

The policy of the Indianapolis-Marion County Forensic Services Agency is that all blood samples will be returned to the submitting agency for disposition. When the analysis is complete, the evidence will be returned to the submitting agency as soon as possible. For further information on handling of evidence contact the I-MCFSA Chemistry Unit at (317) 327-3670.

**VI. DRUG ANALYSIS SPECIMENS**

The I-MCFSA only analyzes submitted blood specimens for Ethyl Alcohol concentration. Blood specimens collected for drug analysis should be sent or delivered to the Indiana State Department of Toxicology directly at the following address:

Forensic Toxicology Laboratory  
Indiana State Department of Toxicology (ISDT)  
550 West 16th Street, Suite A  
Indianapolis, IN 46202  
Drop offs can be made at the DOCK area.

All questions regarding drug testing for blood specimens should be directed to the ISDT at (317) 921-5000.

For further information you may wish to consult with the I-MCFSA. The laboratory number is (317) 327-3670.

Revised: 6/2/25