

# BOARD OF TESTS FOR ALCOHOL AND DRUG INFLUENCE

## INSTRUCTIONS FOR LAW ENFORCEMENT OFFICER FOR USE OF BLOOD ALCOHOL/DRUG SPECIMEN COLLECTION KIT

- STEP 1** If kit was not sealed when first opened, discard entire kit and obtain another kit. If kit has expired, kit should be discarded and another kit obtained (hospital can use appropriate substitute items, preferably gray stopper vials).
- STEP 2** The officer should first fill out information requested on the **BLOOD TEST OFFICER'S AFFIDAVIT** form. It is provided with this kit and must be submitted with the kit.
- STEP 3** The officer must witness blood withdrawal.
- STEP 4** Open the styrofoam blood tube holder and allow a qualified blood collector to collect blood specimens from the arrestee.

### **INSTRUCTIONS FOR QUALIFIED BLOOD COLLECTOR**

- STEP 5** **Using only the items provided in this kit or appropriate substituted items**, withdraw blood specimens allowing all three (3) blood tubes to fill. To assure proper blood mixing with anti-coagulant/preservative powder, invert the tubes after collection. After collection, discard used needle, needle holder, and alcohol free prep pads.
- STEP 6** **The blood collector must sign the BLOOD TEST OFFICER'S AFFIDAVIT form.**
- STEP 7** The officer is to complete the information requested on the three (3) blood specimen tubes seals and one (1) internal kit seal. All specimen seals must be completed.
- STEP 8** Using the three (3) blood specimen seals, wrap one (1) seal lengthwise over the top of each of the three (3) tubes.
- STEP 9** Return the three (3) sealed tubes to the styrofoam holder. Ensure that the tubes are properly positioned to prevent breakage.
- STEP 10** Close the styrofoam holder and seal with the internal kit seal. Overlap the seal on the top of the styrofoam holder so that the information completed on the seal is positioned on top of the styrofoam holder.
- STEP 11** The officer is to complete the information requested on the label on the top of the styrofoam holder.
- STEP 12** Place the sealed styrofoam holder in the re-sealable plastic bag, and close the end of the bag. Do not remove the liquid absorbing cotton pad from the re-sealable plastic bag.
- STEP 13** Return sealed styrofoam holder to mailing container. Do not seal the kit mailing box at this time.
- STEP 14** Affix enclosed biohazard label where indicated on top of the kit mailing box, then return the two remaining kit seals to mailer box; do not use these at this time.
- STEP 15** Complete the remainder of the **BLOOD TEST OFFICER'S AFFIDAVIT** form and follow the directions at the bottom for distribution of form. Place the original in the mailing box. Close the mailing box and affix the two remaining seals on the mailing box and mail or deliver to the OSBI laboratory.