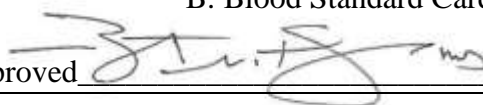


Approved



TITLE: BLOOD STANDARD CARD

- Policy:** The Office of the Chief Medical Examiner (OCME) is assured adequate supporting services, equipment and facilities to perform autopsy examinations pursuant to DC Code § 5-1403 and 1409.
- Purpose:** To ensure proper post-mortem examination procedures in accordance with the mission of the Office of the Chief Medical Examiner.
- Scope:** The following procedures are to assist Medical Examiner physicians to perform proper post-mortem examinations in a safe and secure environment.

1. DNA Blood Card Collection

- 1.1. Two Whatman FTA DNA blood cards (FTA cards) are obtained for all DC OCME jurisdictional cases.
- 1.2. Additional FTA cards will be obtained at the request of law enforcement.
- 1.3. The FTA cards are prepared by Mortuary staff prior to the exam.
 - 1.3.1. Mortuary staff labels the FTA cards with the appropriate FACTS generated case label (case label). Mortuary staff places the FTA cards on the station DNA cart.
- 1.4. The case medical examiner blots blood to each FTA card.
- 1.5. The FTA card remains on the cart to dry.
- 1.6. At the conclusion of the examination, the medical examiner places each dried FTA card and desiccant into a pouch.
 - 1.6.1.1.1. The pathologist seals each pouch and places an initialed and dated case label across the seal.

Approved 

1.6.1.2. A FTA card Transfer of Custody label is adhered to the backside of the pouch.

1.6.1.2.1. The case medical examiner signs and dates the “Collected by” line at the time of packaging.

1.7. When the FTA card is retained by OCME, the case medical examiner initials and dates the “Transferred to Lockbox” line and drops the pouch into the lockbox.

1.8. When the FTA card is released to law enforcement, the case medical examiner signs and dates the “Transfer from” line and the receiving agent signs and dates the “Transferred to” line.

1.8.1. The case medical examiner or mortuary staff photocopies the Transfer of Custody label prior to releasing the pouch. The photocopy is placed in the case chart.

2. DNA Blood Card Handling

2.1. ID Unit staff transfers the FTA cards to storage on a weekly basis.

2.2. The ID Unit staff retrieves the FTA cards from the lockbox, initials and dates the “Transferred to Storage” line and immediately places the FTA cards in the secure storage area within the Anthropology Laboratory.

2.3. The ID Unit notes the case number and the receipt date and time in the FTA Card Inventory spreadsheet located at P:\Communication forms.

2.4. All DNA card specimens will be retained indefinitely.

3. DNA Card Release

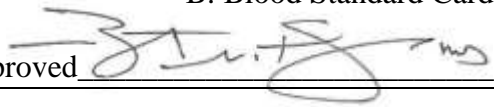
3.1. Upon written request, the ID Unit retrieves the FTA card from the secure storage.

3.2. The ID Unit initials and dates the “Removed from Storage” line.

3.3. The ID Unit staff signs and dates the “Transferred from” line and the receiving agent signs and dates the “Transferred to” line.

Section 9: Evidence Collection and Handling
B: Blood Standard Card

Approved

A handwritten signature in black ink, appearing to be "J. L. Smith", is written over a horizontal line. The signature is cursive and somewhat stylized.

-
- 3.3.1. When the FTA card is to be mailed, the shipping company, tracking number and date and time of the shipment is listed in the "Transferred to" line.
 - 3.4. Prior to releasing the pouch, the Transfer of Custody labeled is photocopied and the photocopy is placed in the case chart.
 - 3.5. ID Unit staff notes the release date and time as well as the agency receiving the FTA card in the FTA Card Inventory spreadsheet.