



Alabama Department of Forensic Science
Toxicology Specimen Collection
Instructions: Postmortem (Deceased Subjects)

Birmingham Regional Laboratory
2026 Valleydale Road, Hoover, AL 35244
Tel (205) 982-9292 Fax (205) 403-2025
www.adfs.alabama.gov

The following are recommendations for collecting and submitting specimens for Toxicological Analyses. This kit is intended for the collection of blood and urine specimens from a **single deceased subject**. Do not remove the preservative powder from the bottles. Filling each specimen container to maximum volume permits the laboratory to conduct a greater number of analyses if necessary. Each container has a maximum capacity of 35 mL.

SPECIMEN COLLECTION

- 1) Collect the specimen using the (2) syringes and (2) needles provided. Use a clean, separate syringe for collecting each specimen type (i.e. blood, urine).
- 2) Transfer the specimen into the respective container provided. Two bottles are provided; one each is intended for blood and urine. Replace the cap and tighten to prevent leakage.
- 3) Disperse the preservative powder by inverting the container multiple times.
- 4) Complete the label on the container.
- 5) Complete the **Specimen Security Seal(s)** provided.
- 6) Seal each container separately. Affix the center of the seal to the top of the bottle cap then press the ends of the seal down along both sides of the bottle.

PACKAGING

- 1) From any internet accessible device, enter <https://portal.adfs.alabama.gov> in the browser. The ADFS Portal page will open. Login to the ADFS Evidence Submission and Reporting (ESR) Application to create an evidence submission online.
 - a. Registration is required to use ESR. If you are not registered, information on how to register and use ESR as well as how to get assistance is available in the ESR User Guide found on the ADFS Portal.
- 2) The final step in creating an ESR evidence submission instructs the user to print and bring a copy of the iLIMS Submission Form to the laboratory for submission. **Instead, the printed iLIMS Submission Form should be inserted in the pouch on the outside of the kit and then closed with the self-sticking seal.**
- 3) Place the sealed specimen containers in the kit holder provided and insert the holder into the plastic bag provided. Squeeze out excess air then close the bag to contain possible leakage. Place the closed bag in the kit. The absorbent pad should remain inside the bag with the specimens.
- 4) Close the kit box lid and affix the **Kit Shipping Seal** provided to the kit box where indicated. Initial and date the seal.
- 5) Complete the return address section on the kit box.
- 6) Return the sealed kit with the printed **iLIMS Submission Form** to the Alabama Department of Forensic Sciences by hand-delivery or mail. Kits are designed for shipment via common carrier. It is recommended to use a carrier that provides timely delivery, package tracking, and delivery notification. Please track the package until delivered and contact the carrier immediately if not notified within the estimated delivery time window.