ALCOHOL AND DRUG DETERMINATION

Not to Be Used for Submission of Defendant's Personal Sample for Alcohol or Drug Analysis

AGENCY INFORMATION

Investigating Agency		Originating Agency Identifier (ORI)
Agency Mailing Address		County of Jurisdiction
Agency Telephone Number	Agency/Officer Email for Lab Reports	
Investigating Officer Printed Name	Officer Signature	Badge Number

INCIDENT INFORMATION

Incident Number	Date of Incident	Time of Incident ☐ AM ☐ PM

Subject First Name	Subject Last Name	Driver's License (DL) Number	DL State	Date of Birth

Gender ☐ Male ☐ Female	☐ Living ☐ Deceased	Cause of Death	☐ Driver ☐ Passenger ☐ Pedestrian ☐ Suspect ☐ Victim ☐ Other

FILE CLASS

☐ 5400-1 Accident, Hit & Run ☐ Fatality	☐ 0900-1 Homicide	☐ 9500-1 Accident, Fire
☐ 5400-2 OWI ☐ Fatality	☐ 0900-3 Negligent Homicide	☐ 9800-7 Suspicious Situation
☐ 9300-1 Accident, Traffic ☐ Fatality	☐ 1100 Criminal Sexual Conduct	☐ 9800-9 Drug Overdose
	☐ 5200-1 Weapon Offense	☐ 9900-1 Suicide
	☐ 3500-1 Violation of Controlled Substances Act	☐ 9900-2 Natural Death
	☐ 4100-1 Liquor License Violation	☐ 9900-8 General Assistance
	☐ 4100-2 Open Intoxicant	☐ Other File Class _____

Request for Laboratory Examination: ☐ Alcohol ☐ Drugs ☐ Other _____

List Suspected Drugs (For OWI, CSC, Death cases) ☐ Drug Recognition Evaluation

Comments (Behavior of Subject, etc.)	Preliminary Breath Test (PBT)		
	Date	Time	Result

SAMPLE COLLECTION INFORMATION

Medical Facility Name	Date of Collection	
Printed Name of Person Taking Samples	Tube 1 ☐ Blood ☐ Other	Time of Collection ☐ AM ☐ PM
Signature of Person Taking Samples	Tube 2 ☐ Blood ☐ Other	Time of Collection ☐ AM ☐ PM
Additional Remarks	Bottle 1 ☐ Urine ☐ Other	Time of Collection ☐ AM ☐ PM
	Bottle 2 ☐ Urine ☐ Other	Time of Collection ☐ AM ☐ PM

This Kit Is Not Intended to Be Used for DNA Analysis

Form Instructions on Reverse

White Copy – Submit with Kit, Yellow Copy – Retain by Agency

FORM INSTRUCTIONS

General

- This form is not to be used for submission of defendant's personal sample for alcohol or drug analysis, nor is this kit intended to be used for DNA testing.
- By submitting evidence for alcohol and drug determination to the laboratory, you agree to the workflow selected by the Toxicology Discipline. The Toxicology Discipline reserves the right to select and use the most appropriate testing method(s) and protocol(s).
- Please see https://www.michigan.gov/msp/divisions/forensic-science/news-and-information for details about simplified reporting.

Please check all appropriate boxes and write legibly and completely.

Agency Information

In the appropriate fields, provide the name, ORI, address, and telephone number of the investigating agency. Also, supply the county of jurisdiction. Additionally, provide the agency or officer email address to which laboratory reports should be transmitted. Indicate the name of the investigating officer, badge number, and provide officer's signature.

Incident Information

- Record the incident number (also known as complaint number) and date and time of incident in the appropriate fields.
- Provide subject information. Provide all letters and digits of the driver's license number, and record subject's date of birth. Check all appropriate boxes describing subject.
- Check all appropriate file class boxes. If investigating a fatal accident, please indicate as much by marking the "Fatality" check box in addition to any other boxes marked. If file class is not listed, please record the appropriate file class under "Other_____".
- List any suspected drugs when applicable. Note subject behavior and PBT results when applicable."

GUIDELINES FOR SAMPLE COLLECTION

Please record completely the date, time, and personnel drawing the samples.

For Blood Samples

To Physician or other Qualified Medical Person

1. Do not use alcohol or alcoholic solution to sterilize skin surface, needle, or syringe.
2. Draw two tubes of venous blood from subject in presence of a law enforcement officer and tell the subject IN THE OFFICER'S PRESENCE that no alcohol was used in sterilizing the skin surface, needle, or syringe.
3. Slowly invert blood collection tube(s) enough times to distribute the sodium fluoride/potassium oxalate preservative.
4. In ink, complete blood specimen labels by entering name of subject, date and time of blood collection, and your name.
5. In the presence of subject, hand tube(s) of blood and label(s) to law enforcement officer for signing, packaging, and transfer to the laboratory.

To Law Enforcement Officer

6. Review accompanying information sheet and be sure all information is supplied before sealing and mailing.
7. Record your name on the blood tube labels. Affix labels, lengthwise, to the tubes. DO NOT place labels over the top of tubes.
8. For mailing protection, place the tubes into the cardboard holder from which they were taken. Seal the tubes and holder in zippered plastic bag, and then place the bag with the samples into the cardboard mailing container.
9. Complete the FSD-093 and place first and second copies of the form into the mailing container. Seal the container with the provided seal. Mail the sealed container using First Class Mail.

For Urine Samples

To Law Enforcement Officer

1. THE URINE SAMPLE SHALL BE COLLECTED IN THE PRESENCE OF AN OFFICER to be certain the subject does not contaminate the specimen and to ensure that the subject EMPTIES THE BLADDER.
2. The urine test requires the subject to provide TWO SAMPLES collected at least 30 MINUTES APART. The urine samples shall be collected in separate bottles and identified as Bottle 1 and Bottle 2.
3. Bottle 1: SUBJECT EMPTIES BLADDER into one bottle.
4. **WAIT at least 30 minutes.**
5. Bottle 2: SUBJECT EMPTIES BLADDER into second bottle.
6. TIGHTEN CAPS FIRMLY. Complete urine bottle labels by entering name of subject, date and times of urine collection, and your name on the label and affix the labels to the bottles. Seal bottles in zippered plastic bag, and then place bag with the samples into the cardboard mailing container. Complete the FSD-093 and place first and second copies of the form into the mailing container. Seal the container with the provided seal. Mail the sealed container using First Class Mail.

For Other Samples

The two bottles may be used for liquid samples other than urine (e.g., a beverage for open intoxicants).

White Copy – Submit with Kit
Yellow Copy – Retain by Agency