



## Chain of Custody Instructions

Approved by

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*This procedure details the handling and transfer of tissues.*

### **Chain of Custody form**

Registries personnel shall complete the Registrant Name and Registries Case Number sections on the Chain of Custody section on form Whole Body (F402a) or Routine (F402b). The form is then given to a prosector, who will deliver the form to the site of autopsy.

### **Specimen worksheet**

To expedite and standardize the autopsy, the Chain of Custody has been added to the Routine (F402b) or Whole Body (F402a) Specimen Worksheet, which lists standard soft tissues and bones to be sampled. Each organ sample taken, shall be listed on these forms along with the date. In addition, subsample weights of organ samples taken for frozen storage, radiochemistry, and formalin fixation shall be recorded, and the tissues bagged and numbered sequentially. Each sample bag should be disinfected on the outside, by wiping with a tissue or sponge soaked in a 10% solution of chlorine bleach or similar sterilant, labeled, and sealed. The original forms should be sealed in a plastic ziplock bag and, along with the bags of tissues, placed inside a styrofoam cooler with dry ice. The cooler should be sealed with tamperproof tape that is signed and dated by the sender and shipped by overnight express to the National Human Radiobiology Tissue Repository (NHRTR) in Richland.

### **Transfer of custody**

The Transfer of Custody section of the form shall be signed and dated by the person relinquishing custody of the samples at autopsy. The receiving agent at the NHRTR shall sign and date the form as the person receiving the samples. At the NHRTR, tissue samples are subdivided into aliquots for frozen storage, radiochemistry, or formalin fixation and re-weighed. The tissue samples for radiochemical analysis are bagged, labeled, disinfected, and along with a copy of the original form Routine (F402b) or Whole Body (F402a) and appropriate autopsy form, placed in a styrofoam cooler with dry ice. The cooler is sealed with signed and dated

tamperproof tape and shipped by overnight express to the USTUR radiochemistry laboratory in Pullman. The Transfer of Custody form is signed by the USTUR radiochemist who receives the samples. At this juncture, the NHRTR has fulfilled its role as custodian of the samples.