

APRIL 11, 1997

VA HANDBOOK 5383.2
APPENDIX D

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SAMPLE MEMORANDUM FROM CHIEF, PATHOLOGY AND LABORATORY MEDICINE SERVICE TO MRO

VA MEMORANDUM

FROM: Chief, Pathology and Laboratory Medicine Service

SUBJ: Copies of Chain of Custody Forms For Specimens
Submitted for Testing on June 26, 1996

TO: Medical Review Officer

1. The attached copies of the chain of custody forms are for your use in verifying receipt of all drug test results from the designated testing laboratory.

2. These forms should be maintained in sequential order in a secure file under your control; no copies will be made. Since all forms must be accounted for, you may receive copies of forms which have been "voided." Please retain these forms. Forms have also been provided for any blind samples submitted on the above date.

3. The following chain of custody form(s), identified by Specimen Identification Number(s) is/are attached:

123456 *
123457 (VOIDED)
123458 (Blind PT Sample)

M. T. Beaker, M.D.

* List attachments in sequential order by specimen ID number which appears at the top of each chain of custody form. If a form has been voided, after the specimen ID number note "VOIDED." (A sample VOIDED chain of custody form is provided in App. E to this Handbook.) If the form was used to transmit a blind performance test sample, so note after the specimen ID number. A copy of this transmittal should be retained in the laboratory with the laboratory copies of the same forms.

Note: This memorandum and the related MRO copies of the chain of custody forms should be placed in a sealed envelope and handcarried to the Medical Review Officer within 2 workdays after the collection.

