

**Federal Aviation Administration
Civil Aerospace Medical Institute (CAMI), Oklahoma City, OK
External Specimen Chain of Custody**

Instructions

- A. After completing Lines 1 and 2 in this electronic form <http://www.faa.gov/go/toxlab>, place all specimens in the black plastic bag, seal the bag with evidence tape, and place the bag in the TOX-BOX.
- B. **For Lines 3 through 9, enter names as described below for full accounting of sample handling. This information is crucial for the correct documentation of the chain of custody.**
- C. The person releasing specimens (e.g., Pathologist) will complete the form, and then **sign** his/her name under the "Released By" column on Line 3a. This person will enter the date and time of release on Lines 3b and 3c, respectively.
- D. Each person or location receiving specimens (e.g., Lab Assistant, freezer) will be noted on the form, and then **signed** by a person in the "Received By" column on Line 3d if appropriate. This process will be followed whenever specimens are transferred from one person or location to another using the next available line.
- E. The person releasing specimens to a carrier (e.g., FedEx) must sign under "Released By," note the date and time of the release, and then write the name of the carrier under "Received By" on the same line for which the release was documented. **Carrier representative should NOT sign for receipt, or for release, of the TOX-BOX.**
- F. The person carrying out Step G should confirm that the black plastic bag is sealed with evidence tape by checking the box on Line 10.
- G. The electronic form can be printed and/or saved to be Faxed or emailed (9-AMC-AAM600-SPECIMENS@faa.gov) to the FAA Laboratory. Copies of the completed External Chain of Custody and Accident Information forms (Pages 1 and 2) must be placed in the TOX-BOX. The TOX-BOX must be sealed with the black tape provided and transferred to the carrier.

1. Victim Name: _____ Birth Date: _____ SSN: _____

2. Accident Date: _____ Time: _____ Location: _____

	Released By	Release Date	Release Time	Received By
3.	a _____	b _____	c _____	d _____
4.	a _____	b _____	c _____	d _____
5.	a _____	b _____	c _____	d _____
6.	a _____	b _____	c _____	d _____
7.	a _____	b _____	c _____	d _____
8.	a _____	b _____	c _____	d _____
9.	a _____	b _____	c _____	d _____

10. Was the black plastic bag sealed with **Evidence Tape** upon **final release**? Yes No

-----For CAMI Use Only-----

Received in CAMI Accessioning: _____
Received by Date Time

Was the plastic bag sealed upon receipt? Yes No Inspected By: _____

Comment: _____ **CAMI Case No:** _____

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Accident Information**

1. Victim Name: _____ Birth Date: _____ SSN: _____
2. Accident Date: _____ Time: _____ Location: _____
 Pilot Co-Pilot Passenger Other: _____
3. Aircraft Make and Model: _____
4. Aircraft "N" No: _____ NTSB Accident No: _____
5. Accident Type: General Aviation Commercial Aviation Agricultural Aviation
 Highway Marine Rail Other: _____
6. Number of people Fatal: _____ Non-Fatal _____
7. Fire Status: Yes No Unknown
8. Gray-Top and Green-Top Tube(s) Marked with Anatomical Blood Collection Site(s): Yes No
9. Other Information: _____

10. FAA Representative: _____ Phone: _____
11. NTSB Investigator: _____ Phone: _____

Medical Examiner/Coroner Information

12. ME Case No: _____ N/A
13. Autopsy By: _____ Phone: _____
14. Does Medical Examiner/Coroner want a copy of the final case report? Yes No
15. Form of Report Requested: Electronic Paper N/A
16. Medical Examiner/Coroner e-Mail Address: _____ N/A
17. Postal Address: _____ N/A

-----CAMI Contacts-----

1. Phone number: 405-954-4866, 0800-1630 hours Central Time Zone, Monday – Friday (Excluding Federal Holidays)
2. Fax number: 405-954-3705
3. Direct emergency number: (405) 954-3793 during non-working hours
4. Web site: <http://www.faa.gov/go/toxlab>

CAMI Case No: _____