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SOP Name: Test Assignment		SOP #: 003
North Carolina Office of the Chief Medical Examiner Toxicology Laboratory	**Revision:** 3.6.3.5.1 – Minor grammatical update	**Revision Date/Initials:** REW – 08/21/2017
Approving Authority Name	**Approving Authority Signature**	**Approval Date**
Ruth E. Winecker, Ph.D.		04/07/2015
Ruth E. Winecker, Ph.D.		06/06/2016
Ruth E. Winecker, Ph.D.		08/21/2017

1. **Principle**

   1.1. This SOP describes the procedure for counting and recording of prescription medication. The counting of prescription medication is done at the request of the pathologist and/or toxicologist and may not apply to all cases.

2. **Materials**

   2.1. ballpoint pen

   2.2. paperclips

   2.3. Medication Inventory form ([TOX-P19 Medication Inventory Form](#))

   2.4. manila envelope

   2.5. stapler and/or evidence tape

3. **Procedure**

   3.1. Create a new worklist for each case with medication to be inventoried (Count assay).

   3.2. Pull the case folder

       3.2.1. Obtain manila envelope which contains "Medication Inventory" sheet (extras are in the accessioning, room 2611)

       3.2.2. Fill in Name, date of death, Specimen #, and B# (if applicable) on Medication Inventory Form.

   3.3. Obtain specimen from evidence room ([TOX-P19](#))

       3.3.1. Sign Evidence room log book

       3.3.2. Include S# and T# in the log book

   > **NOTE:** Prescription Products are to be counted in the open lab where other analysts are working and you can be observed handling the evidence. **Never count prescriptions alone**.

   3.4. Write "opened" along with your initials and the date on the evidence seal (or on bag if no evidence seal). Break evidence seal/tear open bag.

   3.5. Line up prescriptions in order by date filled, newest to oldest.

3.5.1. Make sure the name on the prescription bottles matches the name of the decedent (if they do not match, make a note of this on the medication inventory sheet)

3.6. Fill out the "Medication Inventory" sheet (see Figure 1)

3.6.1. Date counted

3.6.2. Counted by (your initials)

3.6.3. Starting with the most recently filled prescription, record:

3.6.3.1. Name of medication

3.6.3.1.1. Make sure correct pills are in the bottle, you can use http://www.drugs.com/pill_identification.html to help confirm the identity of medication.

3.6.3.2. Doctor's Name

3.6.3.3. Amount = Quantity of pills filled

3.6.3.4. Date prescription filled

3.6.3.5. Dosage

3.6.3.5.1. There are some shorthand abbreviations, listed on the sheet near the bottom, which can be used (*e.g.* take a pill twice a day, write BID under dosage)

3.6.3.6. Pills remaining

3.6.3.6.1. Only need to count pills for prescriptions which have been filled within the three months prior to the DOD

3.6.3.7. Pharmacy Name

3.6.4. For loose pills or pills that are not in their correct prescription bottle, identify pills using http://www.drugs.com/pill_identification.html whenever possible; if cannot identify, give a detailed description of the pill (*e.g.* color, shape, markings). Also count the pills.

3.7. Return drugs to their original bag and reseal with evidence tape for plastic bags or staple if a paper bag. Initial and date around the seal.

3.8.　Return specimen to evidence room and sign the Sign Evidence room log book

3.9.　Return "Medical Inventory" sheet to the manila envelope and put back into case folder.

3.10.　Fill out chain of custody, sign, and date

　3.10.1.　In toxlog, the "purpose" is listed as "Count" (see Figure 2)

3.11.　Fill out Load Checklist (only need to initial COC line), sign and date

3.12.　Take the filled out "Load checklist" and chain of custody sheets (do not need the "aliquot tracking" sheet), paperclip them to the case folder (the manila envelope containing the "Medical Inventory" should be inside the case folder), and give to either Forensic Document Specialist or Evidence Technician.

Figure 1:

Medication Inventory

Name: Jane Smith

DOD: 11-15-2005

Specimen #: S05000xxxx

B#: B05-0xxx

Date Counted: 11-28-05

Counted by: ABC

Name of Medication	Doctor's Name	Amount	Date Filled	Dosage	Remaining	Pharmacy
Clonazepam 1mg	J. Random	30	11/23/05	QD	2	Your Pharmacy

QID – 4 x day   TID – 3 x day   BID – 2 x day   QD – 1/day   PRN – as needed

Jane Smith

CLONAZEPAM 1MG

Tablet   Generic for Klonopin

Take one tablet by mouth nightly at bedtime

Qty: 30
refills: No
Dr. J. Random
disp: 11/23/05 NSP
mfr: Teva Pharm   NDC:
(212) 555-5555

YOUR PHARMACY

Date Discarded:

Form # 1001
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Figure 2: