



OFFICE OF ATTORNEY GENERAL  
Crime Laboratory Division  
2635 East Main Avenue (58501)  
P.O. Box 937  
Bismarck, ND 58502-0937

Tel. (701) 328-6159  
(800) 296-2054  
Fax (701) 328-6185

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**MEMO TO:** All Agencies  
**FROM:** Margaret A. Pearson, State Toxicologist  
**DATE:** December 20, 2004  
**REGARDING:** Sample Disposition Statement and  
New Fax Number

This memo is being sent to inform all agencies of the **new toxicology sample disposition policy**.

Effective immediately, **the Toxicology Section will no longer retain toxicology samples\* beyond 12 months from the date of reporting unless notified to do so by either federal, state, municipal, tribal, or air force bases requesting further retention.** It will now be the responsibility of those agencies to notify our department if a sample is to be held longer than the specified time period.

The Toxicology Section is also including a disposition statement, "**SAMPLE DISPOSAL WILL OCCUR 12 MONTHS AFTER ANALYSIS REPORTING DATE,**" on toxicology submission/reporting forms (*ie. Submission for Blood 104, Submission for Urine 104-U, and Analytical Report Forms 107 and 107-U*).

Also, please note our **new fax number**. That number is **(701) 328-6185**. Please discontinue using (701) 328-6145 as it is no longer being used in our department.

MP/cl

\*This pertains to the disposal of biological specimens submitted for alcohol/drug analysis resulting from **DUI and Coroner requests for analysis only**.