

Name of Policy: Chain of Custody Policy Number: 3364-124-51 Approving Officer: Chief Executive Officer Responsible Agent: Chief Nursing Officer Scope: The University of Toledo Medical Center Operating Room (OR)/Perioperative Services		 Effective date: 12/2025 Original effective date: February 2003	
Key words: Chain of Custody, Procedure, Evidence, Chronological Documentation, Paper Trail			
	New policy proposal		Minor/technical revision of existing policy
	Major revision of existing policy	X	Reaffirmation of existing policy

(A) Policy statement

All employees working in the OR shall follow the Chain of Custody procedure set forth below.

(B) Purpose of policy

The purpose of this policy is to establish a procedure for maintaining the chain of custody, and to continue that chain with the least number of personnel exchanges possible.

(C) Definition

Chain of Custody (COC), in legal contexts, refers to the chronological documentation or paper trail, showing the seizure, custody, control, transfer, analysis, and disposition of physical or electronic evidence. Evidence is something that legally can be presented before a court of law such as an object or written document, which bears on or establishes the point in question.

(D) Procedure

- (1) All evidence pertaining to a case will be marked by the initial individual who has contact with the item, in such a manner as not to deface the item.
- (2) If the item is to be examined by the Bureau of Criminal Investigation, make sure that the item is protected by a paper bag, plastic bag, or specimen container, as appropriate, to preserve the specific evidence.

- (3) The COC form should have a patient label placed in the upper right-hand corner. Remember that each person who is in contact with the piece of evidence must either sign or initial next to their printed name on the COC form.
- (4) The container should then be labeled with a patient label.
- (5) The label should be attached in such a manner that both side and lid are adhered to, or across the open end of the paper or plastic bag, to form a seal. Place your initials on the label. Complete the COC form and call pathology, the law enforcement jurisdiction, or the University of Toledo (UT) police department to pick up the evidence if no local jurisdiction is at hand to accept the evidence, for guidance.
- (6) When passing off the evidence, be certain that the person taking the evidence has the authority to do so and signs their name to the COC form. If there is a question of authority refer to the UT police department.

<p>Approved by:</p> <p>/s/</p> <hr/> <p>Daniel Barbee, MBA, BSN, RN, FACHE Chief Executive Officer</p> <p>12/19/2025</p> <hr/> <p>Date</p> <p>/s/</p> <hr/> <p>Kurt Kless, MSN, MBA, RN, NE-BC Chief Nursing Officer</p> <p>12/18/2025</p> <hr/> <p>Date</p> <p><i>Review/Revision Completed by: Operating Room Management</i></p>	<p>Policies Superseded by this Policy:</p> <ul style="list-style-type: none"> • 4-51 <p>Initial effective date: February 2003</p> <p>Review/Revision Date:</p> <p>July 2005 June 10, 2008 August 2011 October 2014 February 1, 2016 August 1, 2019 December 1, 2022 December 2025</p> <p>Next review date: 12/2028</p>
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