



**Crime Laboratory
SOP 83-2**

Number: 02-00-01
Subject: Submission of Evidence
Effective Date: March 1, 2000
Revision Date: August 16, 2023
Review Date:

I. Purpose

To establish laboratory submission requirements that must be met prior to accepting evidence for laboratory analysis.

II Policy

The requirements below must be met prior to evidence acceptance by the NSPCL.

A. SEAL REQUIREMENTS

All evidence must be sealed before it is submitted to the NSP Crime Laboratory. The following are acceptable methods of sealing evidence:

1. Taped - with initials (or other identifying mark) crossing from the package onto the tape, on both sides of the tape. Acceptable tape would include packing/packaging tape (such as 2-inch-wide 3M tape) or tamper evident "evidence" (such as "Zipper-weld") tape.

NOTE: Scotch tape will not be accepted as a seal

2. Heat sealed plastic bag with initials or other identifying mark across the seal. Seal must be tested prior to submission.
3. Evidence bags which contain manufactured adhesive strips that create a tamper evident seal. Initials (or other identifying marking) of the sealing officer should be on the package.
4. In situations where these methods cannot be used (mattresses, doors, etc.), the utmost care should be taken to protect and seal the area on the item which contains the evidence of interest (shoeprint, blood splatter, etc.).
5. Stapling is NOT an acceptable form of sealing a package and staples should not be used to attach information to the outside of

the evidence, such as chain of custody paperwork.

B. EVIDENCE SUBMISSION REQUIREMENTS

1. Sharp items (knives, broken drug pipes, anything with jagged edges) shall be packaged in a puncture proof container.
2. Suspected fentanyl evidence shall be double bagged.
3. Items that shall be dried prior to submission include:
 - a. Damp plant material
 - b. Damp biological clothing/ bedding/ etc.

NOTE: condoms, diapers, sanitary napkins/ tampons with biological evidence should be frozen

4. Unusual evidence conditions must be disclosed at the time of submission (i.e., Noted on submission form). Examples include:
 - a. Greasy items that may affect packaging.
 - b. Liquid items that may leak through packaging (does not include urine kits).
5. Loaded firearms shall not be submitted to the Crime Laboratory unless absolutely necessary. If submission is necessary, prior arrangements must be made to have a Firearms Examiner present to render it safe prior to acceptance.
6. Hypodermic syringes will not be accepted unless the needle is a screw off type which has been completely removed. (Cutting the needle is NOT acceptable.) Confirmation of the needle removal MUST be documented on the NSP 750 Submittal form.
 - a. Refer to NSP SOP 83-2 03-01 for further information.

C. MAIL SUBMISSION REQUIREMENTS

In addition to the requirements in sections A and B, the following are also required for evidence submitted using certified or other mail methods:

1. The submittal form (NSP 750) shall only contain the items in the associated package.
2. Each package shall contain evidence from only one case.

3. The NSP 750 shall be placed in a separate envelope and taped to the outside of the properly sealed evidence package.
4. Evidence items from the same case that have different storage requirements, should be packaged, and sent separately (e.g., Drug evidence and urine evidence from the same case).

D. HIGHLY RECOMMENDED PRACTICES

1. Urine should be frozen prior to mailing.
2. Urine should be mailed to the Lab early in the week (to avoid possible degradation due to delayed delivery).
3. Use certified mail or other mail tracking services.
4. Federal Law prohibits the mailing of live ammunition and hazardous materials. Therefore, regardless of submission method, the investigating agency shall make arrangements to retrieve live ammunition and confirmed fentanyl powder evidence upon completion of analysis.

E. RIGHT OF DEFERMENT

The NSPCL Case Management staff shall have the right to defer any evidence submission and return it to the submitting officer for correction. Evidence may be deferred until correction for any of the following reasons:

Improperly packaged evidence.

1. Improperly sealed evidence.
2. Items submitted without an NSP 750.
3. Items submitted with a re-used NSP 750.
4. Items submitted with poor, unclear documentation.
5. Items or cases requiring administrative correction/ revision.
6. Items re-submitted for analysis that have not been discussed with the analyst/ section.
7. Large bulky items (e.g., bedding, cushions, rugs) from sexual assault cases may be deferred when a sexual assault kit and/or intimate items are available for testing.