

PREFACE

CREATION

This manual shall be referred to as the Technical Procedures Manual for Evidence Technicians assigned to the Crime Laboratory Evidence Control and Administrative Services Section.

INTENT

The purpose of this manual is to further explain section procedures and should not conflict with any other laboratory manual. The procedures set forth in this manual are in addition to policy matters set forth in the SBI Policy Manual, the NC General Statutes, the SBI Crime Laboratory Procedures Manual, and the Evidence Guide.

MANUAL CHANGES

Any recommendation for additions, deletions or revisions to this manual should be directed to the Section Supervisor. Approved revisions will to be dated and issued as soon as practical. It is the responsibility of each employee issued this manual to keep changes current.

EMPLOYEE RESPONSIBILITY

It is the responsibility of each technician issued this manual to know, understand and abide by the contents. A lack of knowledge of the contents of this manual will be no excuse for the failure to comply with the procedures contained herein.

SECTION I: EVIDENCE SUBMISSIONS

1. LABORATORY COMPUTERIZED FILES

1. All cases submitted to the Crime Laboratory for examination will be assigned a unique laboratory number. This number will be placed on the case file folder, the SBI-5 and all evidence packages/items processed by the technician.

2. Prior to the assignment of the case number, all cases with the exception of drug and blood alcohol submissions will be queried in the laboratory computer files (both systems depending on the date of offense) for previous submissions.
3. All submissions will be logged by the person entering the case in LIMS on the case log and indicate the following:
 1. Lab number
 2. Analyst case assigned to
 3. Person logging in case
 4. Date received
 5. Technician receiving case
 - f. Special notations, i.e. # of pages, crime Scene, etc.
4. It is the primary responsibility of the Processing Assistants to enter cases into the computerized file; however, it is the responsibility of the technicians to share this task in the absence of the Processing Assistants. Data should be entered accurately and in a timely manner.

Technicians should assist the Processing Assistant whenever numerous officers are submitting evidence at once or when an agency is submitting a large volume of cases in order to expedite the submission of evidence.
5. Modifications or additions to the SBI-5 should be supported by documentation of the addition or change in the case folder, i.e. DCI message, fax request, etc.
6. Case up-dates and modifications are to be made only by the Processing Assistants or Section Supervisor.
7. Technicians can assist officers making inquiries on case status by querying computerized files. See Section 11 of the Crime Laboratory Procedures Manual for guidelines on dissemination of specific case information and interpretation.
8. Internal transfers of evidence will be recorded on LIMS by the analyst and the technician at the time of the physical transfer.

9. SBI-5's will be clocked in on the time clock.

See the LIMS Help files for instructions on entering data into the computerized system when needed.

2. Case folders

1. When evidence is submitted to the laboratory, the Evidence Control Unit will initiate a Laboratory Case File which will contain the Request for Examination form (SBI-5) and any other relevant documents.
 1. When the evidence is the first evidence submitted to the laboratory in that case, the case file will be the Master Case File.
 2. If only one laboratory analyst receives evidence in the case, the Master Case File will go with the evidence to the analyst.
 3. When evidence is submitted to more than one examiner, a color-coded case file will be prepared for each additional analyst receiving evidence. The color-coded folder will contain a copy of the SBI-5 and will go with the evidence received to the analyst. It is the technician's responsibility to ensure the appropriate folder goes to the appropriate analyst. The section color-codes are as follows:
 - (1) Blue - Latent Evidence
 - (2) Yellow - Drug Chemistry

- (3) Orange - Firearms and Tool Marks
 - (4) Red - Molecular Genetics
 - (5) Purple - Documents and Digital
(including Photo Lab) and ECU
 - (6) Green - Trace Evidence
- 4. The file folders of nonperishable evidence are to be maintained with the evidence in the custody of the technician until the evidence is distributed to the assigned analyst. File folders of perishable refrigerated items can be stored in a tray attached to the outside of refrigerators.
- 2. Technicians are to follow the guidelines documented in the Crime Laboratory Procedures when checking out case files from Administrative Services. It is the responsibility of the technician to personally return all folders checked out to them.
 - 2. Case folders are to be directed to the designated ECU reviewers. The reviewers are to review the SBI-5 for chain of custody and disposition accuracy and are to stamp the SBI-5 (right top corner) with their individual quality control rubber stamp indicating compliance of procedures.
3. EVIDENCE RECEIVED BY PERSONAL DELIVERY
- 1. Evidence shall be received by the Evidence Technician except in situations when the laboratory analyst(s) assigned to the case is/are involved directly with the submitting officer in a review of the evidence. In such situations the analyst may receive the evidence directly.
 - 2. The Processing Assistant/technician logging in the case will notify the technician once the case has been entered into the computerized file.
 - 3. The technician will as quickly as possible proceed to the receiving area to accept incoming case(s). Evidence will be received by lab personnel in the receiving area or in the designated conference room. The officer will stay with his evidence until all transactions are completed.
 - 4. At time of submission, the technician shall review the SBI-5 and the information page to ensure the

forms are fully completed, the evidence being submitted meets the lab=s acceptance criteria (See Evidence Field Guide), and render any assistance to the submitting officer. Technician=s should take this opportunity to train officers one-on-one on the proper submission of evidence and the lab=s capabilities. (Remember our role is to ASSIST local law enforcement agencies - they are our customers)

5. The technician will inventory the evidence and compare the evidence with the SBI-5 to ensure all evidence is accounted for prior to signing. The technician shall sign for each item of evidence received or may sign for a sealed package(s). On external transfers in and out of the laboratory, the technician/analyst will sign for/over the officer=s item number. All internal electronic transfers will utilize the item number assigned by LIMS. Evidence may be sealed into one container and the technician is allowed to sign for a sealed container; however, the officer must indicate on the evidence container what item numbers are reported to be in said container.
6. The custody portion of the SBI-5 form will be signed by the technician (name printed and initialed) and the submitting officer and the date received. The submitting officer will maintain one copy of the SBI-5 for his records.
7. Upon receipt, the technician will ensure all container seals are intact, and if not, will request the submitting officer to seal same and identify. All evidence will be properly sealed upon receipt by the technician, unless impractical, and will remain sealed until released to the analyst. Evidence which cannot be sealed will be tagged for identification.

A container is properly sealed only if its contents cannot readily escape and only if entering the container results in obvious damage/alteration to the container or its seal.

ALL SEALS MUST BE MARKED FOR IDENTIFICATION BY THE PERSON SEALING THE EVIDENCE. THIS MEANS THAT THE SUBMITTING OFFICER=S INITIALS CAN BE UNDER THE TAPE, ON THE TAPE, OR SPANNING THE TAPE ONTO THE EVIDENCE PACKAGE. IT IS THE RESPONSIBILITY OF THE TECHNICIAN TO ENSURE ALL EVIDENCE RECEIVED IS

PROPERLY PACKAGED, SEALED AND IDENTIFIED PRIOR TO RECEIPT. (See Crime Laboratory Directive 98-11)

8. When evidence is received by a technician, it will be marked or labeled for identification and chain of custody. The identification should reflect the following:
 1. Laboratory File Number - which is to consist of the AR@ identifier, the four digit year and the sequential number assigned, (R20002345) (It is acceptable to separate the year from the number with a dash R2000-2345.)
 2. Item Number (The technician should ensure the item number is on the package prior to receipt) - Also, the lab item number assigned by LIMS must be added to the evidence if it is different than the item number assigned by the submitting officer.
 3. Signature or initials of receiving technician
 4. Date received
9. Evidence received by the technician will be stored under their control until it is turned over to the laboratory analyst.

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4. EVIDENCE RECEIVED BY MAIL

1. Evidence will be picked up at the post office by an Evidence Technician.
2. Mail submissions will be divided equitably as much as possible among the technicians according to section assignments.
3. Upon receipt, the technician will ensure the container seals are intact. If the seals are not intact on evidence consisting of controlled substances or currency, the technician will note

same in the LIMS AWitness@ file and have a witness (supervisor or evidence technician) do the same. All evidence or evidence containers being transferred within the laboratory must be PROPERLY sealed, unless impractical. ALL SEALS MUST HAVE THE INITIALS OF THE PERSON SEALING THE EVIDENCE OR BE REMEDIATED BY THE TECHNICIAN. THE SEAL MUST BE INITIALED OR REMEDIATED PRIOR TO STORING OR TRANSFERRING EVIDENCE TO THE ASSIGNED ANALYST.

Evidence packages received which are not sealed with tape, heat sealed, or tamper-proof seals will be sealed and identified by the technician so that the opening of the evidence package is completely sealed with a proper seal.

To remediate a tape, heat or tamper-proof seal from a submitting agency which fails to bear the initials of the individual sealing the evidence, place a piece of tape perpendicular to the seal and initial and date across this piece of tape.

IT IS THE RESPONSIBILITY OF THE TECHNICIAN TO CHECK FOR PROPER SEALS ON ALL INCOMING EVIDENCE PRIOR TO TRANSFER WITHIN THE LABORATORY. (See Crime Laboratory Directive No. 98-11)

4. If a package has to be opened to determine the appropriate laboratory assignment or to obtain the SBI-5, it will be marked to indicate that the package was opened only to determine the appropriate laboratory or to obtain Request for Examination forms. The same notation will be made on the SBI-5. All evidence items will be inventoried and compared to the SBI-5 for accountability. Any discrepancies (does not include evidence received but not listed) will be witnessed in the LIMS AWitness@ file by the section supervisor or another evidence technician and the submitting officer notified for clarification. Any significant problems will be reported to the section supervisor. Any evidence items encountered which are not properly sealed will be sealed by the technician prior to transferring or resealing the package.

If evidence is received that is not listed on the SBI-5, the technician will notify the submitting officer and request a faxed, corrected SBI-5. If it is obvious what the evidence is and what the

request is (i.e. fingerprint card), the technician may add the item to the SBI-5 and initial it.

5. The technician will ensure that the SBI-5 is properly completed and if not, will contact the submitting officer and have him send a message (e-mail, fax, DCI, etc.) with the relevant information.
6. If no SBI-5 is submitted with the evidence, the technician may either send the evidence back with a letter stating the problem or if the integrity of the evidence could be jeopardized by doing so, call the officer and have the SBI-5 faxed to the Evidence Control Unit.
7. Agencies improperly packaging evidence, mailing evidence to the wrong address or not following lab guidelines should be sent a signed problem sheet identifying the problem.
8. Any evidence not accepted by the laboratory and therefore returned to the submitting officer will be assigned a laboratory number and closed in LIMS. The evidence should be identified with the laboratory file number, the technician=s initials and date received and externally transferred on LIMS. A copy of the letter and/or SBI-5 will be stapled to the front of the case file folder with the incoming and outgoing chain of custody recorded on the SBI-5. The letter and SBI-5 will be treated as administrative documents and have the lab file number and initials of the person placing the document in the file in the upper right corner of the documents. The folder will be sent to Administrative Services for filing.
9. The technician will place an identifier on the SBI-5 and corresponding evidence to ensure matching the appropriate SBI-5 to the appropriate evidence once the Master Case File and SBI-5 are returned from data entry.
10. The chain of custody portion of the SBI-5 will be completed and the evidence will be identified with the technician=s initials and the date received.
11. The SBI-5 on each case received will be forwarded to the Processing Assistants for assignment of a lab number. The Processing Assistants will assign the lab number, enter the data and return

the SBI-5 and Master Case File to the technician.
The technician will match the evidence to the SBI-5 and place the lab number on the evidence in close proximity to their original identification.

12. Evidence received by the technicians will be stored under their control until it is turned over to the laboratory analyst.

5. TRANSFER OF EVIDENCE TO LABORATORY ANALYST(S)

1. Transfer to the laboratory analyst will be made as quickly as practical in accordance with section delivery schedules. The technician will deliver the evidence to the analyst or the analyst may pick up the evidence from the technician.
2. The technician and analyst will electronically transfer the evidence on LIMS. The technician will stay with the evidence until evidence has been successfully transferred on the system.
3. The Master Case File/Color-Coded folder and SBI-5 will be maintained by the receiving analyst.
4. Once the evidence has been transferred to the assigned analyst, the technician will indicate the date the case was transferred in the technician=s individual caselog.

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6. EVIDENCE RETURNED FROM LABORATORY ANALYST TO EVIDENCE TECHNICIAN

1. Evidence which has been analyzed and is ready to be returned to the contributor will be turned over to the technician originally receiving the case when possible. The technician will pick up the evidence from the analyst according to section guidelines/schedules or the analyst can deliver the evidence to the technician.
2. The technician will receive evidence directly from laboratory analysts sealed and properly identified, unless impractical, along with the laboratory case file containing the original SBI-5 and the signed report. The analyst will electronically transfer custody of the evidence over to the technician.
3. The technician will ensure packages being returned from the laboratory are packaged and sealed adequately for return. If a package has not been properly secured, the technician will notify the analyst and request assessment of the package.
4. The individual analyst is responsible for determining the most appropriate, cost effective, and lawful method of return; however, it is essential for the evidence technician to be aware of any potential shipping problems not addressed by the analyst. For instance, technicians should check to ensure guns and ammo are mailed according to UPS guidelines prior to shipping. Each individual lab employee processing evidence is responsible for appropriate handling of all evidence while in our possession.
5. The technician will ensure that the evidence package(s) picked up from the analyst is identified with the lab number corresponding to the SBI-5.
6. On evidence held for pick up the technician will:
 1. Mark each evidence package being retained for pickup with his/her initials and date received from analyst.
 2. Ensure that the receiving officer signs the SBI-5 and receives a copy of same.
 3. Refrigerate blood alcohol samples until

- picked up.
4. Lab Reports and Case Files:
 - (1) Weekly Scheduled agencies:
 - (1) Retain the case file with the evidence on cases to be picked up
 - (2) Retain the laboratory report in agency folder
 - (2) Non-scheduled agencies:
 - (1) Forward case file to assigned processing assistant for report dissemination. The processing assistant will return the folder to the technician to be maintained with the evidence.
 - (2) The Processing Assistants will routinely monitor evidence held for pick up and send out reminder letters (90 days) to ensure evidence is picked up in a timely manner.
 7. On evidence being mailed back, the technician will:
 1. Sign the chain of custody portion of the SBI-5 indicating how the evidence is being returned. The technician shall ensure the evidence is mailed according to the disposition of evidence on the lab report.
 2. The technician will attach the signed laboratory report to the outside of the evidence package. The technician will ensure the lab number on the report corresponds to the lab number on the evidence package.
 3. When evidence is returned to an SBI Agent the following will be included:
 - 1) the lab report and,
 - 2) the District Attorney's copy of the lab report with the SBI-5 and the LIMS internal chain of custody attached (signatures on all drug analyses).

4. The technician will initial and date (date mailed) the evidence package being returned via mail.
5. The technician will calculate the postage appropriate for each individual package, affix proper postage and place in the designated mail area. An end-of-the-day receipt will be maintained of all United Parcel Services packages mailed. All packages containing money, guns or jewelry will be identified on the receipt with an asterisk beside the lab number to identify which packages are to be tracked by the Processing Assistant.
6. The technician will forward the case folder along with remaining lab report copies to the section reviewers, The case folders will then be transferred to Administrative Services for copy distribution and filing.

SECTION II: SECURITY AND CONTROL OF EVIDENCE

7. The technician will ensure security of evidence in his/her control at all times. The technician will place all evidence in the designated locked overhead storage area in the work area prior to leaving the unit. Desk drawers and file cabinets are not to be used for evidence retention. All evidence will be secured in the vault whenever the technician leaves the lab facility.
8. The vault will be secured at the end of the workday. It is the responsibility of the supervisor, in-charge technician or designee (last person leaving unit) to ensure the vault is secured prior to leaving for the day.
9. After hour entry (8:00 pm to 7:00 am, weekends, holidays) into the vault will require double card

entry. Absolutely no one is allowed into the vault during these times without two approved individuals present. The after hour entry log will be signed by both of the individuals swiping the card reader. Approved personnel are: Assistant Director in charge of the Laboratory, Deputy Assistant Director/Laboratory, the Evidence Control Unit Supervisor and the Evidence Technicians.

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10. It is prohibited for any technician to allow anyone into the vault unescorted.
11. It is prohibited for any technician to divulge the vault combination to anyone other than another technician assigned to the SBI Evidence Control Unit.
12. The vault combination will be changed by the section supervisor as needed and upon termination of employment of any Evidence Technician.
13. Evidence refrigerators and cages will remain locked and controlled by the assigned technicians at all times.
14. It is the technician=s responsibility to be aware of possible sources of contamination between items in the same case and between items from different cases. The technician shall handle all evidence in such a manner that contamination does not occur within the laboratory. If the technician recognizes that contamination has or possibly has occurred, it is his/her responsibility to notify the Section Supervisor prior to transfer to the analyst.
15. It is the technician=s responsibility to ensure that evidence is properly stored depending on the nature of the evidence upon receipt until it can be transferred to the analyst, i.e. whole blood, rape/suspect kits, blood alcohol kits, etc. to be refrigerated. The technician should contact the assigned analyst or section supervisor if unclear how to maintain any type of evidence.
16. The lab garage will be secured by two deadbolt locks upon placing evidence inside. The technician will maintain control of the keys to the deadbolt until the stored evidence is released to the lab analyst or the submitting agency.

SECTION III: Safety

17. Each Evidence Control employee shares in the obligation to maintain an awareness of their own safety as well as their co-workers, to incorporate good safe work practices into their daily activities, to report all work-related accidents and unsafe work conditions to his/her supervisor, and to participate in the department/section safety program.
18. In addition to any procedures appearing in this section, refer and adhere to the procedures in the Crime Laboratory Procedures Manual, the Department of Justice Safety Manual, Laboratory Safety Manual, Chemical Hygiene Plan and the Blood borne Pathogen Standard.
19. All evidence which has been contaminated by or which contains human blood or body fluids shall be handled as if it carries a contagious disease (hepatitis, AIDS, etc.) and shall be considered contaminated. Any evidence which has been carried in any body cavity shall be considered to be contaminated evidence.
 1. Notification of such contamination is required to be properly and clearly marked on the SBI-5; therefore, if the technician identifies any potential dangers not clearly marked on the SBI-5 he/she should mark the SBI-5 prior to transferring the evidence.
20. When working with contaminated evidence, technicians shall always wear protective clothing such as lab coats, or other approved clothing designed specifically to protect street clothing. This clothing will always be removed before entering break areas or designated clean areas. In addition, technicians must always wear protective gloves when handling contaminated evidence.
21. Tubes of blood or other liquid body fluids will not be opened by technicians.
22. While working with contaminated evidence, technicians should not handle telephones and other such common use

equipment unless the gloves are removed. Technicians should be conscious not to handle pens and other instruments while working with contaminated evidence and then handle these instruments later without protective gloves or clothing.

23. Any instruments or work areas exposed to contaminated evidence shall routinely be disinfected following completion of each exposure. (See laboratory safety manual)
24. Any Astick@ or Astab@ while handling evidence that may be contaminated must be reported to the Section Supervisor and Section Safety Officer.
25. SBI-5 forms or other documents should be separated from contaminated evidence. Any documents which appear to have body fluid stains or questionable contamination will be replaced prior to transferring to other lab personnel.
26. Packages containing biohazard evidence being packaged by evidence technicians will be appropriately identified with ABiohazard@ labels prior to mailing.
27. Evidence Weapons:
 1. In Person Submissions:
 1. Upon entry into the Evidence Control Unit the submitting officer is to be instructed to place all evidence firearms in the gunrack. The firearm is to stay in the rack until the technician is ready to receive same.
 2. All evidence guns being submitted to the Evidence Control Unit in person will be checked prior to submission to determine if the weapon is loaded. The submitting officer will be required by the technician to prove that the weapon is clear. During this process the officer is to be instructed to **always** keep the weapon(s) pointed into the sand tank. If the weapon is jammed or the officer is not knowledgeable of weapon safety, a firearms expert is to be called for assistance or receipt.
 3. All weapons will be handled as if they are loaded while in the presence of technicians.

2. Firearms submitted by Mail

1. All evidence weapons will be handled as if they are loaded even after they have been checked and cleared.
2. Packages containing evidence firearms which do not need to be opened will be taken directly to the assigned analyst. The analyst should be advised that the weapon has not been checked for safety.
3. Packages containing evidence firearms which need to be opened in order to disseminate evidence to other laboratories will be checked by the Section Firearms Inspector or a firearms expert at the time the package is opened and inventoried. After the weapon(s) has been checked and cleared, the technician will then properly identify all evidence prior to transferring. The technician and the section firearms inspector will witness in the LIMS Awitness@ file indicating the weapon has been checked. The technician will maintain sole custody of all evidence during this process and will initial and reseal any opened containers.

SECTION IV: ACCOUNTABILITY

28. The Evidence Control Unit will be inspected by the SBI Inspection team every three years.
29. Utilizing the LIMS assignments for each technician, the Section Supervisor will inspect evidence in the possession of each technician for accountability and compliance with all evidence handling procedures. The evidence inspected will be randomly selected by the supervisor.
30. It is the responsibility of the technician to maintain the integrity of evidence in his/her custody by properly securing, storing, identifying and transferring evidence according to this manual and the Crime Laboratory Procedures Manual.

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SECTION V: OFFICER ASSISTANCE

31. It is the responsibility of the Evidence Control Unit to try to properly educate the officers that we serve in proper packaging and submission procedures. Whenever an officer delivers evidence improperly packaged, the technician should assist him in order to protect the evidence as well as educate him. The officer shall be treated professionally and courteously at all times.
32. Evidence needing latent and drug separation: assist but do not do it for the officer.
33. Answer officers' questions within the constraints of evidence handling but direct technical questions to the appropriate section when unsure of subject.
34. Call the assigned analyst(s) on complex cases involving numerous items of evidence for review.

SECTION VI: POLICE SHOOTING SUBMISSIONS

35. PROCEDURES

1. All Bureau police shooting cases are to have APOLICE SHOOTING - RUSH@ marked at the top of the SBI-5 and highlighted. The technician should ensure this is noted on all pages of the SBI-5.
2. All evidence received by the laboratory in a Bureau assigned police shooting is to be considered Apriority@ and identified in LIMS as a priority.
3. The assigned analyst is to be contacted according to section requirements and in most instances the assigned analyst should accept his/her evidence directly from the agent.
4. Any evidence received by technicians on Bureau police shootings should be transferred expediently to the assigned analyst. If the evidence is received before or after the section=s scheduled delivery time, arrange with the analyst to deliver the evidence as soon as possible. Technicians are responsible for making sure evidence is delivered promptly with no delays. Should there be a conflict with the analyst/technician schedule, check with the Processing Assistants to determine if the case can be reassigned.
5. Toxicology specimens submitted to the laboratory on Bureau police shootings on deceased individuals will be accepted.

SECTION VII: GENERAL GUIDELINES

36. Do not tape or mark over markings already present on an evidence package.
37. ALL FIREARMS SUBMITTED FOR LATENT OR SEROLOGICAL ANALYSIS MUST BE PACKAGED IN A PAPER BAG OR CARDBOARD BOX TO ENSURE PROTECTION OF THE PRINTS/BODY FLUIDS. Evidence received improperly packaged will be repackaged by the technician. The plastic container will be opened and placed in the paper/box with the weapon and resealed properly.
38. Refer all notifications of missing evidence to the Section Supervisor or designee.
39. Do not tape or mark on submitting agencies= bar code labels.
40. Do not sign for chain of custody on receipts other than the SBI-5. Explain to the officer that with the number of cases received by the lab we do not have time to sign everyone=s receipts. Ask him to maintain a copy of our SBI-5 and attach it to his receipt.
41. All evidence being returned via United Parcel Service will be entered into the On-Line UPS software. **Handguns** will be shipped via Next Day Air or Next Day Air Saver and all **live ammo, rifles and shotguns** will be shipped via Ground and appropriately marked with O.R.M.D. In addition, the technician will indicate on the log which packages being shipped contain guns, drugs, jewelry, money or other valuables with an asterisk beside the lab file number. These cases will be tracked on-line and a receipt bearing the signature of the recipient will be forwarded to Administrative Services for filing.
42. Cases submitted by company police or security departments need to be verified thru Training and Standards. See Section Supervisor when receiving cases

from departments in question.

43. Requests for alcohol or drugs in toxicology specimens from deceased individuals will only be accepted in Bureau police shooting cases. All other specimens should be submitted to the Medical Examiner=s office by the submitting agency.
44. Internal investigations from local agencies will be evaluated and accepted on a case by case basis. See Section Supervisor for case acceptance.
45. Do not send packages to SBI agents via United Parcel Service unless the agent has been contacted and is aware the package is being mailed. United Parcel Service packages must have a street address on the laboratory report.
46. Agencies requesting to be added to the list of agencies holding evidence for pick up should be referred to the Section Supervisor for approval.
47. Changes or strikeouts on any laboratory document must be initialed by the person making the correction. Changes will be made with a single strike through the data - **white-out, scratch out or obliteration are not acceptable on any lab document.**
48. All notes made by the technician relevant to evidence will be prepared, dated and signed on the Evidence Control Unit note page and attached to the inside of the original case folder.
49. Administrative documents: An administrative document in a laboratory case file is any document other than the laboratory report bearing the same lab number as on the case file folder, the SBI-5 or SBI-5A, and all case notes which should be stapled together by the analyst. Any other document added to a case folder by Evidence Control personnel must be stapled to the left side of the folder. The laboratory number and the initials of the person placing the document in the file must be in the upper right corner of the document. Numerous pages stapled together may bear the initials and lab number on the front page. This includes the ECU notepage, the synopsis page (Part B) of the SBI-5, letters, fax pages, address verifications, DCI correspondence, etc.

