

Crime Laboratory Directive No. 98-11
Effective Date: October 8, 1998

TO: Laboratory SAC=s and Supervisors

FROM: Assistant Director Jerry Richardson

SUBJECT: Evidence Seals - Revised

FOR INCOMING EVIDENCE:

The last ASCLD/LAB accreditation inspection brought to our attention that any evidence in the possession of the laboratory needs to meet the sealing requirements of the laboratory and ASCLD/LAB. During the week of July 13, 1998, SBI laboratories shut down and froze all evidence transfers while every piece of evidence was checked for compliance with sealing requirements. Instances of non-compliance were remediated where necessary. This remediation effort was successful, and the Western Laboratory completed its remediation efforts on July 14, 1998, with the Raleigh laboratory completing this project on July 20, 1998.

It is important that laboratory personnel **continue** to check all evidence in their possession for compliance with proper sealing requirements. A proper seal is defined as a taped seal, a heat seal, OR a tamper-proof type seal. In order to be compliant with ASCLD/LAB and SBI requirements, the seal must bear the initials of the individual placing the evidence under seal. The Evidence Control Technicians in both the Raleigh and Western Laboratory are checking and remediating the seals on all evidence that they receive. It is important for case analysts to be equally as diligent in checking the seals on inner evidence containers for compliance as well.

To remediate a tape, heat, or tamper-proof type 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 across this piece of tape.

Evidence packages found which are not sealed with tape, heat sealed, or tamper-proof type seals will be sealed by laboratory personnel so that the opening of the evidence package is completely sealed with a proper seal in accordance to ASCLD/LAB standards.

ASCLD/LAB requires that all seals be marked for identification by the person placing the seal on the evidence package. This means that the submitting officer=s initials can be under the tape, on the tape, or spanning the tape onto the evidence package.

cc: Director Robin P. Pendergraft