

6.1 Evidence Labeling and Documentation

- 6.1.1 The analyst will ensure that all evidence received is in a sealed condition (unless the nature of the evidence makes this impossible). The analyst will receive a copy of the Request for Examination of Physical Evidence Form (SBI-5) from the submitting officer, evidence technician or analyst. All evidence transfers will be documented and recorded on the Lab Information Management System (LIMS).
 - 6.1.2 In the event an analyst receives evidence directly from the submitting officer, the analyst must sign the SBI-5 and give a copy of the SBI-5 to the officer.
 - 6.1.3 Upon receiving the evidence, the analyst will verify that the appropriate laboratory file number appears on the evidence container. The analyst will indicate if the container is sealed or unsealed, affix the date received and their initials to the evidence container.
 - 6.1.4 The analyst will then store the evidence in an assigned locked evidence storage area unless the nature of the evidence makes it a biological hazard. In this case the analyst will take the appropriate action to protect themselves and others from contamination.
- 6.2 When the evidence container is opened, the analyst will mark the container with the date opened and their initials. Upon opening the evidence container, the analyst will compare the contents with the SBI-5. If there is any discrepancy, the analyst will bring this to the attention of his/her Special Agent In Charge or designee for verification. The discrepancy will be noted in LIMS and on the SBI-5.
- 6.3 All inner containers will be labeled with the appropriate laboratory file number, date and the analyst's initials.
- 6.4 When the laboratory analysis is completed the analyst will identify the evidence with the assigned laboratory file number, lab item number, date and initials and return to their assigned evidence containers. Once the appropriate analysis and examination of the evidence has been completed, the analyst will seal the evidence container and mark the seals with initials and date. All reviews will be sequentially conducted upon the completion of the examination. The analyst will return the evidence to assigned evidence storage areas until it is returned to the appropriate evidence technician, officer or transferred to another laboratory

Section 6	Evidence Handling Procedures
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section for further analysis. The analyst may retain a copy of the laboratory report and SBI-5 after transferring the evidence.

6.5 Laboratory Evidence Garage

For procedures pertaining to the laboratory evidence garage, refer to the SBI Policy and Procedure Manual, Procedure 37, pages 37-16 and 37-17.

Issue Date: _____ Supersedes: _____

Prepared By: _____ Date: _____

Approved By: _____ Date: _____

Originating Unit: _____