PROCEDURES AND PRECAUTIONS PERFORMED OR TAKEN PRIOR TO ANALYSIS

A. Precautions to prevent contamination / destruction of glass evidence.

1. Do not allow a "question" specimen to com in contact with a "known" specimen.

2. All items submitted for analysis should be processed over a (new) clean piece of paper.

3. Items submitted for analysis should be processed one at a time.

4. Lab coats, materials and tools should be clean before the analysis takes place and cleaned after the analysis is completed.

B. Screening, searching, and retrieval of glass evidence.

1. Inspect the seals on containers in which glass evidence is submitted to insure no contamination can take place during the evidence handling process.

2. Before any screening, searching, or retrieval of evidence is performed, the analyst should get as many facts as possible about the case.

3. Open a questioned item over a (new) clean piece of paper.

4. Note the condition of the items submitted, including the container in which they were packaged.

5. During visual examination of the evidence, remove obvious and potentially valuable glass particles. Other materials, such as paint chips, fibers, or hairs that may be adhering to the surface of the item should be removed with forceps and placed in appropriate containers.

6. The outside surface of all items of clothing should be carefully examined as well as cuffs, seams, and the inside areas of pockets.

7. Lightly shake the item to remove any particles onto the paper. Then, using a large spatula, slowly scrape the item to remove additional particles.

8. The stereomicroscope can be utilized in the analysis of items requiring magnified examination such as tools, guns, ball bats, and clubs.

9. Mark each item and its package with the assigned laboratory file number, the date you received the evidence, your initials, and the item number.

10. After an item of evidence has been screened and placed back into its container, the

debris which remains on the clean paper should be collected and placed in an appropriate container (usually a small metal canister).

11. All containers of particles and debris collected during a screen or search should be clearly labeled as soon as possible.

12. Particles and debris that have been collected, should be examined under the stereomicroscope to aid in the identification of the particles.

13. Check for obvious differences between the “known” and “question” samples. If differences can be seen initially, an elimination can be made which may speed up the time of analysis.