

Tips for Proper Evidence Packaging

- 1. ALWAYS submit a completed SHP-411 (Laboratory Analysis Request) with each case. Use more than one if necessary.
- 2. Latent Evidence Submission envelopes (SHP-415) should be used ONLY with 10-print cards or latent print cards. Other types of packaging should be used for evidence to be processed.
- 3. DO NOT package weapons with items of clothing or drug paraphernalia. (Firearms are checked immediately to make certain they are unloaded).
- 4. ALWAYS package urine SEPARATELY from blood. Leave expansion room in urine containers, they will be stored in the freezer.
- 5. ALWAYS package tubes of blood SEPARATELY from clothing. Whole blood should be stored in a refrigerator.
- 6. Sexual Assault kits should NEVER be packaged with clothing. The kits contain whole blood and should be stored in a refrigerator.
- 7. Whole blood should ALWAYS be packaged SEPARATELY from drug-related items.
- 8. NEVER package items for prints with items for DNA, trace, firearms identification, etc.
- 9. DO NOT submit any amount of anhydrous ammonia, hydrogen chloride gas, sodium metal, or any gas in a compressed gas cylinder.
- 10. DO NOT submit open liquor containers to the lab. ALL containers should be capped and sealed.
- 11. Evidence stained with body fluids (blood, semen, etc.) MUST BE AIR-DRIED COMPLETELY prior to packaging in paper and submission to the laboratory.
- 12. DO NOT submit syringes with uncapped needles, knives or razor blades without protective coverings. DO NOT submit syringes which do not contain visible liquid or residue. Syringes and other sharps should be submitted in a hard-sided container such as a sealable plastic tube.
- 13. DO NOT submit wet or moist marijuana in plastic bags to the lab, i.e. AIR-DRY before submitting.
- 14. DO NOT submit syringes, drug paraphernalia or miscellaneous items which do not need to be analyzed.

- 15. Evidence submitted for flammables analysis must be packaged in an approved airtight container. Approved containers are Kapak bags, nylon bags, glass Mason jars and unused paint cans.