

**ALLEGHENY COUNTY
OFFICE OF THE MEDICAL EXAMINER
SUBMISSION MANUAL
FIFTH EDITION**

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FOREWORD

The Laboratory is an independent resource that supports law enforcement, health, and environmental agencies; judicial court system; and citizens of Allegheny County by providing forensic, clinical, and environmental analysis, consultation, expert testimony, education, and research.

The scientific analysis of test items is significant only if they are documented, gathered, packaged, preserved and submitted to the Laboratory according to established criteria. If the established criteria for test item handling are not followed, then its probative value may be compromised and the significance of the test item may be lost.

This manual has been prepared to make available a guide of scientifically accepted and practical procedures for the handling and packaging of test items and to outline the proper procedure for submission of test items to the Laboratory.

Because of the many types of test items involved in the investigation of crimes, it is not possible to list in this manual every conceivable type which may come to the attention of the investigating officers, nor can it cover every circumstance or condition. The suggested procedures concerning the more common types of test items, however, can be applied to practically all items that may be encountered.



Robert M. Huston
Laboratory Director

TABLE OF CONTENTS

SECTION NUMBER	SECTION NAME	PAGE
1.0	<u>STATEMENT</u>	1
2.0	<u>INTRODUCTION</u>	2
3.0	<u>GUIDELINES</u>	4
4.0	<u>LATENT FINGERPRINTS</u>	9
5.0	<u>CONTROLLED SUBSTANCE</u>	16
6.0	<u>TRACE EVIDENCE</u>	19
7.0	<u>FIREARMS and TOOLMARKS</u>	34
8.0	<u>FORENSIC BIOLOGY</u>	40
9.0	<u>TOXICOLOGY</u>	46
10.0	<u>ENVIRONMENTAL CHEMISTRY</u>	52
11.0	<u>AFTER HOURS SUBMISSION</u>	55
12.0	APPENDIX	
12.1	<u>PACKAGING & TRANSPORT OF BIOHAZARDOUS MATERIALS</u>	59
12.2	<u>GLOSSARY</u>	61
12.3	<u>SUBMITTAL FORMS</u>	65

1. STATEMENT

- 1.1. The guidelines set forth in this manual are to be observed when handling, packaging, and submitting items to the Allegheny County Office of the Medical Examiner's Forensic Laboratory. These guidelines are designed to preserve evidentiary value and to ensure the safety of the individuals handling the test items. Exceptions to the guidelines will be reviewed on an individual case basis at the discretion of the respective section manager. The Laboratory reserves the right to refuse acceptance of any item that do not meet the guidelines.
- 1.2. Agencies who submit items to the Laboratory for analysis are relinquishing authority to the Laboratory to determine testing methods to best meet the service request of the client.
- 1.1. This manual in any form is the property of the Allegheny County Office of the Medical Examiner. Any unauthorized deletions, insertions, or alterations are prohibited. The Laboratory reserves the right to make revisions to this manual at any time. A link to the most current version will be maintained on the DATA website (<http://p080.da.allegheny.pa.us/>) and the Allegheny County Website (<http://www.alleghenycounty.us>), Office of the Medical Examiner Forensic Laboratory Homepage. All printed copies of the Laboratory Submission Manual are considered uncontrolled; the website postings should be referred to for the most current version of the manual.

◆END◆

2. INTRODUCTION

The Allegheny County Office of the Medical Examiner Forensic Laboratory is comprised of seven (7) specialized disciplines. A description of each discipline is listed below. The Laboratory has a submission and reception area that receives test items and services the entire Laboratory. The Laboratory's operational hours are 8:00 am to 4:30 pm, Monday through Friday. Submissions of test items are received between the hours of 8:00am to 4:30pm; arrangements should be made to arrive before 4:00 pm to ensure that all test items can be received in a timely manner.

2.1. Latent Prints

The primary function of the Latent Fingerprint (LP) Section is the evaluation, analysis, and comparison of latent fingerprints discovered at crime scenes. The Section is also responsible for the processing of articles of evidence for the presence of latent fingerprints.

Other functions of the LP section includes entry of unidentified latent fingerprints into Automated Fingerprint Identification System (AFIS), post mortem fingerprinting, laser and alternate light source examination of evidence, and providing training for municipal officers.

2.2. Controlled Substance

The principal function of the Drug Chemistry Section is the examination of physical evidence for law enforcement agencies to determine the presence and/or absence of controlled substances in pure, legal, or illicit dosage forms.

2.3. Trace Evidence

The Trace Evidence Section examines fire debris, hair, fiber, paint, glass, explosives, gun-shot residue, and explosive related including fireworks or pyrotechnic devices and post-blast debris. Other miscellaneous items examined include solvents, household chemicals, oils, greases, tape, physical matches between two or more items, and soil. These items may be submitted to the Laboratory for identification or comparative analysis.

2.4. Firearms and Toolmarks

The Firearms and Toolmarks Section is responsible for examining firearms, fired components, toolmarks and tools, clothing articles recovered from shooting victims, and shoe and tire print evidence. This section is committed to providing investigative information to police agencies by participating in the Bureau of Alcohol, Tobacco, Firearms, and Explosives (BATFE) National Integrated Ballistics Information Network (NIBIN) program, and by maintaining and manually searching an open case file of fired components (discharged bullets, cartridge cases, and shotshell cases). NIBIN automatically searches the database of the Pennsylvania State Police and the Philadelphia Police. On request, databases from other United States NIBIN partners can be searched. For more information on NIBIN visit www.nibin.gov.

2.5. Forensic Biology

The Forensic Biology Section is comprised of two sub disciplines, Serology and DNA. The Serology section of the laboratory is responsible for the processing of test items in criminal cases that display physiological fluid staining. Items examined are subjected to a series of tests to determine if staining of probative value is present. If the staining is deemed valuable, additional testing is performed to determine the source of the staining by the DNA section.

2.6. Toxicology

The Toxicology Section offers an extensive range of forensic testing services to the Allegheny County Office of the Medical Examiner as well as law enforcement agencies in Allegheny County. These analyses are performed using modern instrumentation and techniques to accurately quantitate drugs and chemicals in biological fluids. The section's specialties include: analysis for driving under the influence of drugs and alcohol, drug facilitated sexual assault, and death investigations.

2.7. Environmental Chemistry

The Environmental Chemistry Section provides analytical support for Allegheny County's Health Department. The laboratory specializes in analyzing air, water, and food samples. Air samples are analyzed for total suspended particles, organics, inorganics, heavy metals and known carcinogens. Water samples are analyzed for primary and secondary drinking water contaminants which are regulated by the Pennsylvania Department of Environmental Protection (DEP). Food samples are analyzed for evidence of product tampering and for the presence of adulterants. Water, dust, paint chips, and soil samples are analyzed for the presence of lead, which may contribute to elevated blood lead levels in children.

◆END◆

3. GENERAL GUIDELINES

The following guidelines are to be observed when submitting evidence to any Section of the Laboratory. In addition to these guidelines, please refer to the Section specific guidelines for any additional information and regulation in effect for each Section.

Please refer to Appendix 12.1 for specific instruction concerning the packaging and transportation of biohazardous materials.

3.1. Packaging

- 3.1.1. All evidence **must** be handled and packaged so as to protect it from loss, cross transfer, contamination, and/or deleterious change.
- 3.1.2. **The outer most packaging must be no smaller than a 5" x 7".**
- 3.1.3. **Packaging material should consist of an envelope, bag, cardboard box, etc. that is sturdy and can with stand tearing or ripping from the contents within/ during transportation and storage.**
- 3.1.4. Outer packaging that has a "plastic window" will not be accepted.
- 3.1.5. Large objects such as long arms, doors, lamps, safes, windows, etc., that are being submitted for latent prints, trace, or serological analysis should be packaged in paper or cardboard boxes to ensure that they will not move around inside the packaging. Movement may damage or destroy the probative nature of the item.
- 3.1.6. All sharp objects **MUST** be packaged in "sharps" approved containers **or in a manner to protect from injury those who are handling the item.** A sharp object is any object that can puncture, perforate, or pose similar physical danger to persons handling the item.
- 3.1.7. Do not place multiple pieces of evidence requiring examination by different Laboratory Sections within the same sealed package.
- 3.1.8. Do not place evidence from more than one case within the same package.
- 3.1.9. Items that require examination by multiple Sections should be clearly marked on the container and should be accompanied by the appropriate request forms.
- 3.1.10. Convenience packaging can be used to contain and transport multiple smaller sealed pieces of evidence for the same case. All convenience packages should be marked as to their contents and **should not be sealed.**

3.2. Labeling

3.2.1. All items of evidence are to bear identifying marks of the submitting agency including at a minimum, but not limited to:

- Submitting Agency
- Submitting Agency Incident Number (or equivalent)
- Inventory/Description of package contents (when applicable)

3.2.2. At a minimum, a brief description of the contents of the package must be written on the exterior of the packaging.

3.2.3. Special emphasis should be given to items that pose physical danger to persons handling the container

3.2.4. Labeling must be done directly on the outer packaging itself. Paper stapled or taped to outer packaging with content description and identifying marks is not acceptable. Labeling stickers and barcode tracking stickers are acceptable.

3.2.5. The outermost package of submissions containing biohazard material **MUST** be marked “BIOHAZARD”, preferably using a biohazard label. “Biohazard” stickers must appear on all evidence packages that may pose a biological threat. Examples of evidence which may pose a biological threat include saliva, blood stained objects, **possible seminal material**, and animal or human tissue.

3.2.5.1. Please refer to Appendix 12.1 for specific instructions concerning the packaging and transportation of biohazardous material.

3.3. Sealing

3.3.1. Each exhibit must be packaged in a properly sealed container. Seals **must** be fashioned such that the integrity of the exhibit is ensured. A container is properly sealed only if its contents cannot readily escape or be contaminated.

3.3.2. All evidence submitted to the Laboratory must have:

3.3.2.1. its external packaging sealed

3.3.2.2. the sealing agent’s initials/signature on and crossing over the evidence seal onto the packaging.

3.3.2.2.1. Manufacturer seals (self adhesive envelopes) alone **DO NOT** constitute a proper seal they must be secured with appropriate material as outlined in 3.3.3.1.

NOTE: Convenience packaging should not be sealed.

3.3.3. Packaging seals should be constructed of:

3.3.3.1. Acceptable: packing tape, heat seal, evidence tape

3.3.3.2. NOT Acceptable: Scotch® Transparent Tapes (and similar products), masking tape, staples, and butterfly clasps .

3.3.3.2.1. Manufacturer seals (self adhesive envelopes) alone **DO NOT** constitute a proper seal they must be secured with appropriate material as outlined in 3.3.3.1.

3.3.3.2.2. Staples may be used to help secure packaging, but staples alone **DO NOT** constitute an adequate seal.

3.4. Requests

3.4.1. Section specific submittal forms must accompany all submissions in addition to other appropriate documentation for that section as outlined in the preceding section specific submission guidelines.

3.4.2. Priority Cases

3.4.2.1. All requests for “RUSH” cases **MUST** be submitted in writing. Verbal requests will not be accepted. Such requests should be directed to the section manager./supervisor

3.4.2.2. Priority status may be assigned to cases that have a court date, cases in which the subject is fleeing jurisdiction, or when there is a belief that evidence may be lost or contaminated.

3.4.3. Only items that are to be tested are to be submitted. The Laboratory will not accept evidence merely for storage purposes.

3.5. Evidence that Requires Examination by Multiple Sections

It is impossible to describe the proper packaging techniques for every type of evidence encountered. However, it is important to consider how the packaging of evidence may be impacted when multiple examinations are needed (i.e. latent prints, toolmarks, drugs, serological, and ignitable analysis). Therefore, the assistance of Laboratory personnel should be solicited when a concern regarding packaging arises. Below is an overview of section specific packaging requirements; however more detailed section specific packaging requirements are located in each of the specific disciplines sections contained in this manual.

3.5.1. Latent Fingerprints

Refer to and follow the Latent Fingerprints Section Guidelines (Section 4.0) for further detail in evidence submission.

3.5.1.1.The outer packaging should be clearly marked in bold lettering which reads “LATENT PRINTS.”

3.5.1.2.The handling or unloading/clearing of a firearm by an officer wearing gloves may destroy latent impressions. Use discretion in these matters when latent fingerprint evidence is crucial.

3.5.2. Firearms

Refer to and follow the Firearms and Toolmark Section Guidelines (Section 7.0) for further detail in evidence submission.

3.5.2.1.The Firearms and Toolmark Section Guidelines request that firearms be submitted “unloaded.” However, special circumstances and procedures permit “loaded” firearms to be submitted. For safety reasons, the outermost package of a submission containing a loaded firearm must be clearly marked “**LOADED**” and barrel direction indicated laboratory personnel MUST be notified upon submission

3.5.2.2.If Latent Prints is needed, the firearms should be secured to a stable backing, e.g., a piece of cardboard (the commercially sold boxes for transporting firearms are excellent). If the commercially sold boxes are not used, package the firearm in a cardboard box and secure it by the tying technique used with commercially sold boxes. **Never** place filler, such as foam, paper, or packaging “peanuts” in with the evidence; this will destroy latent impressions.

3.5.2.3. If a concern exists that clearing/unloading a particular firearm may destroy latent prints, contact the personnel at the Latent Fingerprint or Firearms Section and seek permission to deliver the loaded weapon directly to them. Loaded weapons should **not** be delivered to the Evidence Receiving (refer to Section 7.0 of this manual).

3.5.3. Arson Evidence

Refer to and follow the Trace Section Guidelines (Section 6.0) for further detail in evidence submission.

3.5.3.1. Any liquid or viscous substance (within a container requiring latent print processing) must be sealed or secured in such a manner that the substance will not contaminate the exterior of the container.

3.6. Removal of Submitted Items

3.6.1. Processed Evidence must be retrieved from the Laboratory within ten (10) days of receiving the completed "Report of Laboratory Findings". All evidence that is not retrieved from the Laboratory within ten (10) days may be disposed of per Laboratory policy and procedures.

3.6.2. The release of evidence will follow the established procedures set forth by the Laboratory.

3.7. Receipt of Submitted Materials

A "Receipt for Submitted Materials" form will be provided to the submitting agent at the time of submission.

◆END◆

4. GUIDELINE FOR SUBMISSIONS TO LATENT PRINTS

- 4.1 Minimum Requirements for Submission of Test Items to Latent Prints**
- 4.2 General Packaging of Evidence**
- 4.3 Preserving Developed Latent Prints During Transportation**
- 4.4 Lifts**
- 4.5 Comparison Prints**
- 4.6 Automated Search**
- 4.7 Temporary Restrictions on the Submission of Evidence**
- 4.8 Digital Submissions**
- 4.9 Submittal Form – Latent Fingerprint Section**

4. GUIDELINE FOR SUBMISSIONS TO LATENT PRINTS

4.1. Minimum Requirements for Submission of Evidence

4.1.1. A Latent Fingerprint Submittal Form (Form AD23F) must be completed and accompany evidence at the time of submission to the Laboratory.

4.1.2. All evidence submitted to the Laboratory for analysis by the Latent Fingerprint section must be clearly labeled "LATENT PRINTS" on the outer most packaging.

4.1.3. Latent Fingerprint Submittal Form

4.1.3.1. Any evidence submitted for latent print processing or analysis is to be accompanied by a Latent Fingerprint Submittal Form (Form AD23F), and properly filled out by the investigating officer. All fields on the submission sheet are mandatory. Information which is not available or applicable should be indicated as such (i.e. N/A). Any evidence not accompanied by a Latent Fingerprint Submittal form will not be accepted.

4.1.3.2. At the time of submission, a copy of the police/incident report should accompany the evidence. If unavailable at the time of submission, a copy must be forwarded to the Latent Fingerprint Section and referenced with the Laboratory Case Number assigned at the time of submission. The Laboratory Case Number can be found on the receipt form.

4.1.4. Pittsburgh Police Submissions

4.1.4.1. The Pittsburgh Police Mobile Crime Unit personnel are responsible for the processing of all fingerprint evidence for the Pittsburgh Police Department.

4.1.4.2. All City of Pittsburgh evidence requiring latent fingerprint examination must be submitted to the Pittsburgh Police Mobile Crime Unit.

4.1.5. Blood Fingerprints

4.1.5.1. It is the responsibility of the submitting agent to inform the evidence desk of any evidence in which the fingerprints are deposited in blood. These items may require immediate photographing and should be left to air dry before packaging. If multiple pieces of evidence are involved, each should be packaged separately. Universal safety precautions must be taken when handling the evidence and a

“*Biohazard*” warning label should be attached to the evidence container.

4.2. Packaging Guidelines

4.2.1. Those envelopes which have a “plastic window” must be placed inside a sealed paper bag upon submission to the Laboratory.

4.2.2. Large objects such as long arms, doors, lamps, safes, windows, etc., should be packaged in paper or cardboard boxes to ensure that they will not move around inside the packaging, possibly destroying the prints.

4.2.3. Drug Evidence

4.2.3.1. Officers should not attempt to transfer drug evidence from its original packaging. Handling of plastic bags or any non-porous container, even when wearing gloves, may destroy latent impressions.

4.2.3.2. At times it is often impossible to distinguish between the “packaging” used by the officers and the “packaging” used by the suspect. Please clearly indicate and describe on the Latent Fingerprint submittal form the item requiring examination/processing.

4.3. Preserving Developed Latent Prints During Transportation

4.3.1. The preferred method of preserving developed latent prints during transportation is to secure the object in a container. The developed ridge detail should **not** come in contact with the container surface. If materials are not readily available for this technique and an alternate method is selected (such as covering the developed ridge detail), **do not place adhesive lifting tape** over any developed latent fingerprint to preserve it for transportation. This may cause integrity problems during prosecution.

4.3.2. In order to preserve developed ridge detail during transportation, cover the print with the **non-adhesive** portion of the lifter or a clear piece of non-adhesive cellophane. Tape the edges securely to prevent movement during transportation. Use caution so as not to destroy any adjacent ridge detail. Even if the adjacent ridge detail is of no value for comparison purposes, it may be of assistance in determining the anatomical position of the fingers.

4.4. Lifts

4.4.1. All types of lifts are accepted, however, transparent lifts are recommended. It is recommended that all developed latent impressions be photographed before a lift is attempted.

4.4.2. All lifts from a single case may be packaged together.

4.4.3. All fingerprint lifts should be labeled with the following (minimum) information:

- Agency case number
- Object from which the lift was made
- Date lifted
- Officer's initials

4.4.4. Duplicate Lifts

4.4.4.1. When a latent fingerprint is lifted a second time, the *duplicate lift* should be clearly marked "DUP."

4.4.5. **Do not** submit latent fingerprints from an object or area accessible to the general public. Some examples are public telephones, front entrance doors to business establishments, and jewelry store counters. *There may be special circumstances that warrant submission of such latent fingerprints; if so, contact the Latent Fingerprint Section for approval prior to submission.*

4.5. Comparison Prints

4.5.1. Elimination Prints (Victim – Suspect)

4.5.1.1. If available elimination fingerprints from all persons having access to the crime scene must be submitted for comparison purposes. This should include, recorded inked fingers, fingerprints and palm prints.

4.5.1.2. In many situations, assistance from Latent Fingerprint personnel may be available in obtaining elimination prints. Investigating officers should contact the Latent Fingerprint section for additional information. All names appearing on the elimination prints must be legible (preferably printed).

4.5.2. Suspect Comparison Prints

4.5.2.1. All inked prints (*ten print cards*) of suspects must be clearly marked as such. The name must be legible (preferably printed). All inked comparison prints must be clearly and completely recorded.

4.5.2.2. The use of fax or photostatic copies of inked fingerprints for latent fingerprint comparison purposes is strongly discouraged. We reserve the right to refuse any fax or photostatic copy of inked fingerprints submitted for latent fingerprint comparison purposes.

4.6. Automated Search

4.6.1. Automated fingerprint searches will be performed at the discretion of the Latent Print Examiner. Determination will be based on several criteria, including but not limited to: (1) clarity and amount of second level detail present in the latent fingerprint; (2) if the ridge detail is within reasonable search parameters of AFIS; (3) the location/area from which the latent fingerprint was recovered; and (4) the feasibility of an elimination comparison.

4.6.2. An elimination comparison must be performed before a latent fingerprint can be registered into AFIS.

4.7. Restrictions on the Submission of Evidence

4.7.1. As a Pennsylvania State Police remote AFIS site, this Laboratory is obligated to accept all evidence regardless of the type of crime.

4.7.2. The Laboratory reserves the right to limit the number of suspect comparisons that will be performed per case. Also, instances may arise when this Laboratory's Latent Print section will reject the comparison request based on the quality and quantity of impressions.

4.8. Digital Submissions

With the increase of popularity of digital cameras digital images of Latent Prints are being submitted more frequently. Specific guidelines must be followed in order to keep the integrity of the latent print so that it may be examined. The Latent Fingerprint section has established requirements for all submissions of digital images of Latent Prints. Digital image submissions to the Latent Fingerprint section must meet the minimum requirements in order to be examined. Digital images that do not meet these requirements will not be examined.

- 4.8.1.** Latent Prints submitted in digital format must be accompanied with the following documentation:
- 4.8.1.1.** *Image Source* - a brief description of the surface or item bearing the friction ridge detail.
 - 4.8.1.2.** *Capture Device* - a description of capture device used (camera, flat bed scanner, other, etc.)
 - 4.8.1.3.** *Original Capture* - when an image is submitted to the Latent Fingerprint section, the contributor must indicate that the image is the original capture or it must be evident from the file Meta Data. An image that has been enhanced/processed must be accompanied by the enhancement/processing documentation.
- 4.8.2. Digital Image File**
- 4.8.2.1.** A file format without compression or with lossless compression.
 - 4.8.2.2.** Preferably TIFF format.
 - 4.8.2.2.1.** “Overall” photographs of latent prints (to document general location) may be submitted in JPEG format.
 - 4.8.2.2.2.** Digital images that will be used for Comparison or AFIS purposes must be in TIFF format.
 - 4.8.2.3.** A minimum of 8 bits **is required** for grayscale images and 24 bits for color images.
 - 4.8.2.4.** A resolution that meets or exceeds 1000 pixels per inch (PPI) when calibrated to actual size (1:1).
 - 4.8.2.4.1.** This may be achieved by filling the view finder window as much as possible with the fingerprint image and scale.
- 4.8.3. Standard Measurement**
- 4.8.3.1.** Digital images of latent fingerprints must include a scale (preferably cm) if a search of AFIS or IAFIS is desired.
 - 4.8.3.2.** Images without a scale may not preclude their use for manual comparison if they meet all the above requirements.

4.8.4. Latent Prints submitted as facsimiles, photocopies, or digital printouts will not be examined by the Latent Fingerprint section.

4.9. Submittal Form – Latent Fingerprint Section (Appendix 12.3)

◆END◆

5.0 GUIDELINES FOR SUBMISSION TO DRUG CHEMISTRY

5.1 Minimum Requirements for Submission of Evidence

5.2 General Packaging of Evidence

5.3 Removal of Evidence

5.4 Submittal Form – Drug Chemistry Section

5.0 GUIDELINES FOR SUBMISSION TO DRUG CHEMISTRY

5.1 Minimum Requirements for Submission of Evidence

5.1.1 A Drug Chemistry Submittal Form (Form AD24F) must be completed and accompany evidence at the time of submission to the Laboratory.

5.1.2 An inventory list along with an agency report must accompany the Drug Chemistry Submittal Form.

5.2 General Packaging of Evidence

5.2.1 For small items, the sealed evidence package should be no smaller than 5 x 7 inches.

5.2.2 For very large samples, such as suitcases, travel bags, or large plants, a sealed corrugated cardboard box is preferable to other types of packaging.

5.2.3 Evidence from different suspects in the same case can be submitted together, but they must be packaged separately and clearly marked with the suspect's name.

5.2.4 Improperly packaged evidence will not be accepted and will be returned to the submitting agency.

5.2.5 Please refer to Appendix 12.1 for specific instructions concerning the packaging and transportation of biohazardous materials.

5.3 Vegetable Matter

5.3.1 Freshly harvested vegetable matter must be dried and packaged in a sealed suitable paper container prior to submission. Do NOT seal freshly cut suspected marijuana in plastic bags since such packaging promotes the growth of mold and the deterioration of the vegetable matter.

5.3.2 Vegetable matter in the form of plants must have an attached root system to be considered as such.

5.3.3 Moldy vegetable matter will NOT be accepted.

5.4 Restrictions

5.4.1 Found drug cases which have no suspect or victim should not be submitted to the Laboratory for analysis.

5.4.2 Residues and paraphernalia, including needles, broken glass pipes, and syringes, are not to be submitted for analyses unless they are the only item confiscated from a suspect.

5.4.3 The Drug Chemistry section will not accept any drug field testing kits.

5.5 Removal of Evidence

Evidence should be removed from the Laboratory within ten (10) days of when the report is received, unless prior arrangements have been made with the Laboratory.

5.6 Submittal Form - Drug Chemistry Section (Appendix 12.3)

◆END◆

6.0 GUIDELINES FOR SUBMISSION TO TRACE

- 6.1 Minimum Requirements for Submission of Evidence**
- 6.2 Arson**
- 6.3 Explosives**
- 6.4 Hair and Fiber**
- 6.5 Glass**
- 6.6 Paint**
- 6.7 Miscellaneous Submissions**
- 6.8 Gunshot Residue**
- 6.9 Submittal Form – Trace Evidence Section**

6. GUIDELINES FOR SUBMISSION TO TRACE

6.1. Minimum Requirements for Submission of Evidence

- 6.1.1. A Trace Evidence Submittal Form (Form AD25F) must be completed and accompany evidence at the time of submission to the Laboratory.
- 6.1.2. The following guidelines should be adequate for most trace evidence submissions. However, should there be questions regarding a specific exhibit and how it should be collected, please contact the Trace Section.

6.2. Arson

6.2.1. Fire Debris Samples

- 6.2.1.1. Fire debris samples must be submitted in five-gallon, three and one half-gallon, two and one half-gallon, one-gallon, one-quart, and/or one-pint metal cans with friction fit lids. These cans must only be filled $\frac{1}{2}$ to $\frac{3}{4}$ full.
- 6.2.1.2. Fire debris samples **for the analysis of ignitables** packaged in plastic bags or containers, paper bags or envelopes, and cardboard boxes will **not** be accepted into evidence.
- 6.2.1.3. Soil and vegetative debris samples must be stored in a refrigerator or freezer prior to submission at the Laboratory. It is the responsibility of the submitting agency to inform Evidence Receiving that a soil sample is being submitted so as to ensure that it will be properly stored in a freezer at the Laboratory.

6.2.2. Preserving Liquid Samples and Containers

- 6.2.2.1. If a container with a suspected ignitable liquid is found at a fire scene, do not handle it with bare hands or rub those areas which may bear latent fingerprints, such as the underside of the handle.
- 6.2.2.2. If an intact jug, can, or bottle is found to contain a liquid, the following steps should be taken to preserve a small portion of the liquid, *unless* the liquid is packaged in a labeled container from the manufacturer: Transfer approximately 2 milliliters ($\frac{1}{2}$ teaspoon) of the liquid to a glass vial with a Teflon-lined cap. Secure the cap with tape.

6.2.2.2.1. Be sure to collect samples of both the ignitable liquid and water layers, if present. In the case of a labeled manufacturer's container, submit the entire *sealed* container.

6.2.2.3. If the container mentioned above is to be submitted for latent prints, carefully remove the remainder of the liquid and discard. Allow the container to "air out" before packaging it in a paper bag.

6.2.2.4. Large quantities of liquid packaged in any type of "generic" container, including all types of gasoline containers, will **not** be accepted into evidence.

6.2.2.5. It is sometimes possible that a seemingly empty container has enough residual liquid or vapors for laboratory analysis to be performed. The openings of empty containers found at the scene must be sealed using a cap or cork stopper to prevent any vapors or residual liquid from escaping. Containers are not properly sealed if paper has been inserted into the opening or the opening has been sealed with tape. If this is not possible, then the container and any of its fragments should be packaged in an airtight can.

6.2.2.6. Empty containers that are not properly sealed will **not** be accepted for ignitable liquid analysis. Empty containers that are not sealed and have been adequately "aired out" may be submitted in paper bags for latent prints.

6.2.3. Comparison Samples

6.2.3.1. A comparison sample should be submitted when it is suspected that an ignitable liquid or petroleum derived materials are inherent to the fire scene. Comparison samples are sometimes necessary for the proper examination of debris samples, but are not typically required for the routine identification of common ignitable liquids. Always submit comparison samples of adsorbent material (e.g., gauze pads) used in the collection of evidence.

6.2.4. Clothing Samples

6.2.4.1. Items of clothing **must** be submitted in sealed metal cans. **Items of clothing packaged in plastic bags or containers, paper bags or envelopes, and cardboard boxes will not be accepted into evidence.**

6.2.4.2. Each item of clothing must be packaged in a separate metal can. The best items to collect are the outer layers of clothing.

6.2.4.3. Items recovered from a fire scene should not be packaged or transported in the same container with clothing items from a suspect.

6.2.4.4. If clothing is being submitted from both the victim and the suspect in a given case, **do not** package or transport these items of clothing in the same container.

6.2.4.5. If the above guidelines are not followed, these articles of clothing will not be accepted into evidence.

6.2.5. If an agency has access to an accelerant detection canine, it is strongly recommended that the canine be run over each article of clothing. If the canine alerts to an area of the clothing, remove that section of the clothing and place it into an unlined metal can of appropriate size.

6.2.6. Latent Print Evidence

6.2.6.1. On occasion, arson items will need to be examined for the presence of ignitable liquids and latent prints. It is important to inform Evidence Receiving which items of evidence need to be printed. These items must have the outside containers clearly marked with the words **"LATENT PRINTS."**

6.2.6.2. A latent print submittal form (Form AD23F) must also be submitted with the evidence. See the Latent Print Evidence Submission Guidelines (Section 4.0) for any additional requirements.

6.2.6.3. It should also be noted on the request forms which are of greater importance to the investigation: the detection of latent prints or ignitable liquids. In some instances, it may be necessary to jeopardize the recovery of one for the other during examination.

6.2.7. Biological Samples

6.2.7.1. Biological samples, primarily tissue samples, must be submitted in sealed metal cans or 40 mL glass vials with Teflon-lined septa. These cans or vials must only be filled ½ to ¾ full. Each tissue sample must be packaged separately and labeled with a "*Biohazard*" warning.

6.2.7.2. Biological samples must be stored in a refrigerator prior to submission at the Laboratory. It is the responsibility of the submitting agency to inform Evidence Receiving that a biological sample is being submitted so as to ensure that it will be properly stored in a refrigerator at the Laboratory. Also, Evidence Receiving should be notified that the sample is for the Trace section and NOT Toxicology.

6.2.7.3. Biological samples packaged in plastic bags or containers, paper bags or envelopes, and cardboard boxes will **not** be accepted into evidence.

6.2.8. Solvent Abuse Samples

6.2.8.1. Cloth Items

6.2.8.1.1. Cloth items submitted from solvent abuse cases must be packaged in metal cans with friction lids. Items packaged in plastic bags, containers, paper bags, envelopes, and boxes will **not** be accepted into evidence.

6.2.8.2. Solvent Abuse Products

6.2.8.2.1. If a liquid sample from a suspected solvent abuse case is recovered in a manufacturer's container, it should be submitted in that sealed container, this includes liquid and aerosol products.

6.2.8.2.2. Liquids not contained in a labeled manufacturer's container should be transferred to a glass vial with a Teflon-lined cap. This will prevent the solvent from evaporating or leaking during transport.

6.2.8.2.3. If multiple aerosol canisters were used, submit all of the canisters. Do **NOT** test to see which are empty.

6.2.8.2.4. Solvent abuse products should **NOT** be packaged or transported in the same container or packaging as cloth items from the suspect.

6.3. Explosives

6.3.1. Explosives, Improvised Explosive Devices, Fireworks, and Post-Blast Debris

6.3.1.1. Explosive samples (powders, fireworks or pyrotechnic devices, and post-blast debris) may be packaged in sealed plastic bags or sealed paper bags. Explosive related items that are too large for submission to the Laboratory may be sampled with a "sample collection stub." Please contact the Trace Evidence Section for instructions on the purchase and use of "sample collection stubs." All explosives and related items must be packaged and sealed as individual items.

6.3.1.2. All Improvised Explosive Devices to be submitted must first be rendered safe by an Explosive Ordinance Disposal unit. If a device is not rendered safe it will not be accepted.

6.3.2. Latent Print Evidence

6.3.2.1. On occasion, Improvised Explosive Devices may need to be examined for latent prints. It is important to inform Evidence Receiving which items of evidence need to be printed. These items must have the outside packaging clearly marked with the words "**LATENT PRINTS.**"

6.3.2.2. A latent print submittal form (Form AD23F) must also be submitted with the evidence. See the Latent Print Evidence Submission Guidelines (Section 4.0) for any additional requirements.

6.4. Hair and Fiber

6.4.1. Loss and Contamination of Hair and Fiber Evidence

6.4.1.1. Collect and package hair and fiber evidence as soon as possible to prevent loss or contamination of the evidence. This type of evidence usually involves physical contact of some sort. Take precautions to prevent contamination of hair and fiber evidence by following these guidelines:

6.4.1.1.1. Do not interview the victim(s) and suspect(s) in the same area.

6.4.1.1.2. Keep the crime scene clear of unnecessary personnel.

6.4.1.1.3. The suspect should never be brought back to the crime scene prior to recovering hair and fiber evidence.

6.4.1.1.4. Officers who have had contact with the suspect should not be allowed to participate in the search of the crime scene.

6.4.1.1.5. Clothing items from the victim and the suspect should not be allowed to rest on the same surface before packaging.

6.4.1.1.6. Each item of evidence should be packaged separately as soon as possible.

6.4.2. Collection, Preservation, and Packaging of Hair and Fiber Evidence

6.4.2.1. Suspect and victim clothing are to be collected and packaged **separately** in sealed brown paper bags. The size of the bag should correspond to the size of the object. Vacuumed debris and tape lifts collected from a crime scene may also be submitted. Follow accepted collection procedures:

6.4.2.1.1. If hairs or fibers are visible and firmly attached to an inanimate object, leave them intact. Photograph and document the item before it is packaged and transported to the Laboratory.

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6.4.2.1.2. If hairs or fibers are visible and not firmly attached, or if an object is too large to transport to the Laboratory, photograph and document the item. Remove the evidence with clean forceps/tweezers and package for transport to the Laboratory.

6.4.2.2. To minimize loss of hair and fiber evidence, avoid over-handling garments. Clothing should be carefully rolled up in paper if available and placed in paper bags. Avoid disturbing materials adhering to the clothing.

6.4.2.3. Do not submit wet bloodstained items. Air dry these items (lying flat, never hanging) on clean white paper prior to submission. Once an object is dry, roll it up in the paper it was dried on and place into a sealed paper bag for submission. Blood stained items must be labeled as a biological hazard.

6.4.2.4. If fiber evidence exists in a suspect's head hair, carefully comb the hair with a clean comb over white paper. Fold the paper with the comb inside and seal.

6.4.2.5. Vacuumed debris from a crime scene or vehicle should be packaged in sealed paper bags or envelopes with all seams taped to prevent loss of debris.

6.4.2.6. Tape lifts should be adhered to a clean polyethylene (plastic) bag or other appropriate material before packaging in a sealed envelope or paper bag. An investigating officer who has experience with tape lifting and documentation should collect the trace evidence from vehicles and crime scenes.

6.4.3. Comparison Samples

6.4.3.1. Standards or known samples, such as carpet standards and fabric samples, must be collected for comparison to questioned fiber exhibits. This includes vacuumed debris and tape lifts. A standard sample about the size of a quarter will usually suffice. **Standards should be packaged separately by source in sealed paper bags or envelopes.**

6.4.3.2. Standards or known samples must be collected for comparison to questioned hair exhibits. A minimum of twenty-five (25) pulled head and/or pubic hairs must be submitted from the suspect, the victim, and from any other involved parties. **Cut hairs are not acceptable.** An effort should be made to randomly sample the entire area. Do not pull all twenty-five (25) hairs from the same location. For example, sample from the front, back, top, and sides of head. The hair standards should be packaged separately by source (i.e. victim, suspect, etc.) in a sealed envelope.

6.4.3.3. If the general request is made for a “hair examination” (with respect to race and origin) or “fiber examination” (with respect to physical and chemical properties), no comparison samples are required.

6.5. Glass

6.5.1. Glass Direction of Breaking: Collection and Packaging

6.5.1.1. Laboratory examination of recovered shards of glass may reveal the direction of breaking. This information may be of value in crimes such as burglaries and shootings.

6.5.1.2. Glass found in a broken window should be secured with tape to facilitate reconstruction. (Tape should not be used if latent print examination is requested.) The pane should be marked as to inside, outside, top, and bottom. The pane should be placed in a cardboard box or wrapped in paper then sealed to prevent further breakage.

6.5.1.3. Submit **all** available glass from the inside and outside areas near the window so that the pieces can be fitted together to determine a point of impact. These pieces should be packaged separately from the pane and labeled as to where they were recovered. The pieces can be packaged in cardboard boxes or cans to prevent injury from sharp glass. Do **not** use glass containers.

6.5.2. Glass for Comparison: Collection and Packaging

6.5.2.1. Laboratory examination of glass fragments from a suspect's clothing can be compared to glass from a crime scene. Carefully fold items of clothing and place into paper bags. Double bag if necessary. Recall that the size of the packaging should correspond to the size of the item.

6.5.2.2. Submit approximately one (1) tablespoon of broken object (i.e. window). You may submit less than one (1) tablespoon if necessary. If multiple glass items were broken at the scene, package and label each item separately in a sealed box or can to avoid injury.

6.5.2.3. Submit suspect clothing, shoes, and any instrument that may have been used to break the glass. Also check the suspect's hair and wounds for glass fragments. Package these items separately in sealed paper bags. If the glass is sharp, submit in boxes or cans to prevent injury. Blood stained objects must be labeled as a biological hazard.

6.5.2.4. Do not submit wet bloodstained items. Air dry these items (lying flat, never hanging) on clean white paper prior to submission. Once an object is dry, roll it up in the paper it was dried on and place into a sealed paper bag for submission. Avoid over-handling the clothing to minimize loss of sample. Blood stained items must be labeled as a biological hazard.

6.5.3. Comparison Samples

6.5.3.1. Standards or known samples such as glass fragments from a damaged car window must be collected from the crime scene. Standards should be packaged in sealed boxes or cans to prevent injury. A standard sample about the amount of a tablespoon will usually suffice.

6.5.3.2. Standards or comparison samples must be submitted with questioned exhibits for that case to be accepted into evidence.

6.5.4. Latent Print Evidence

6.5.4.1. On occasion, glass items may need to be examined for latent prints. It is important to inform Evidence Receiving which items of evidence need to be printed. These items must have the outside containers clearly marked with the words "**LATENT PRINTS.**"

6.5.4.2. A latent print submittal form (Form AD23F) must also be submitted with the evidence. See the Latent Print Evidence Submission Guidelines (Section 4.0) for any additional requirements.

6.6. Paint

6.6.1. Collection and Packaging of Paint Samples

6.6.1.1. Laboratory examination of questioned and known paint samples is based on a comparison of exhibits submitted. Therefore it is important to collect intact paint chips and all existing layers, not shavings.

6.6.1.2. Submit all paint recovered from the scene. If an object is too large for submission, such as a vehicle, obtain a known paint sample by cutting down through all the paint layers to the object's base. Cuttings are typically done using a clean razor blade. Shavings and scrapings from the surface are insufficient for comparison.

6.6.1.3. Obtain questioned samples from the damaged areas of a vehicle. Collect samples from each damaged area separately. Package the samples and the razor blade in folded paper or envelopes with sealed seams to prevent loss of evidence. Place items in a second sealed envelope to ensure sample will not be lost. Label the exterior packaging "sharp" when a razor blade is included with the sample.

6.6.1.4. Submit clothing items that may have existing paint evidence in sealed paper bags.

6.6.1.5. Do not submit wet blood stained items. Air dry these items (lying flat, never hanging) on clean white paper prior to submission. Once an object is dry, roll it up in the paper it was dried on and place into a sealed paper bag for submission. Avoid over-handling the clothing to minimize loss of sample. Blood stained items must be labeled as a biological hazard.

6.6.1.6. Liquid paint samples should be submitted in their original containers. Seal the container and place into a paper bag with description of the item. If that is not possible, pour a sample of the paint into airtight cans or vials.

6.6.1.7. Burglary tools such as screw drivers and crowbars may retain paint traces. Whenever possible, submit the entire tool in a sealed brown paper bag or box. Placing a piece of paper over the paint and sealing on all sides should protect the area with the paint transfer. If the tool is being submitted to the Firearms/Toolmark section for toolmark comparison too, notify Evidence Receiving to ensure that the item goes to trace first.

6.6.2. Comparison Samples

6.6.2.1. Standards or known samples, such as paint fragments from a damaged car or a burglarized garage door, must be collected from the crime scene. The standards must be removed from an undamaged spot near the questioned transfer area and represent an area of at least ¼” by ¼” to provide sufficient material for Laboratory examination. Standards should be packaged in folded paper packets and a second sealed envelope to prevent loss of sample.

6.6.2.2. Standards or comparison samples must be submitted with questioned exhibits for that case to be accepted into evidence.

6.7. Miscellaneous Submissions

Miscellaneous Samples are defined as items that do not fall under the categories of arson, explosives, hairs, fibers, glass, and paint. These items can include but are not limited to the following:

6.7.1. Analysis for oils and greases

6.7.1.1. Oils and other lubricants should be submitted in their manufacturer’s packaging if possible then placed in plastic bags or metal cans. If it is not possible to submit the manufacturer’s packaging, a sample may be removed and submitted in a glass vial or metal can.

6.7.1.2. Clothing with oils or lubricants can be packaged in sealed paper bags. If the clothing is soaked with an oil, place the item in a metal can.

6.7.1.3. Comparison samples should be collected from an object, such as the undercarriage of a suspect’s vehicle, where possible disruption is observed.

6.7.2. Physical Matches

6.7.2.1.A physical match between two (2) pieces of evidence can establish that two (2) items were once joined as one. Physical matches are conclusive on rigid items such as glass, paint, wood, metal, and plastics. Cloth, tape, threads, and soft plastics are less conclusive when trying to establish a match on these objects since stress often causes a change in shape.

6.7.2.2.Submit most physical match items in sealed paper bags. Sharp items should be submitted in metal cans or sealed boxes. Blood stained items must be dried first then packaged and labeled as a biological hazard.

6.7.3. Tape Comparison

6.7.3.1.A torn or cut end of tape recovered from a crime scene or victim may be physically matched to a roll of tape recovered from a suspect. In the absence of a physical match, questioned and known tapes may be associated on the basis of common physical construction, color, and fiber composition.

6.7.3.2.Tape recovered from a crime scene or victim should be placed onto a clear document page protector or a heavyweight polyethylene bag. Ends cut by investigators should be clearly labeled. The whole unit should then be submitted in a sealed paper bag or box. Rolls of tape to be used for comparison samples can be packaged in sealed paper bags. Blood stained items must be dried first then packaged and labeled as a biological hazard.

6.7.3.3.On occasion, tape items may need to be examined for latent prints. It is important to inform Evidence Receiving which items of evidence need to be printed. These items must have the outside packaging clearly marked with the words "**LATENT PRINTS.**"

6.7.3.4.A latent print submittal form (Form AD23F) must also be submitted with the evidence. See the Latent Print Evidence Submission Guidelines (Section 4.0) for any additional requirements.

6.7.4. Soil Comparison

6.7.4.1.Soil may contain unusual debris or minerals that can be an unexpected source of physical evidence. Although it is not feasible to pinpoint the origin of a soil source, it may be possible to relate the soil to an area of occurrence.

6.7.4.2. A tablespoon of questioned soil is sufficient for comparison. A representative comparison sample of at least three (3) tablespoons of soil should be submitted from each area of interest at a crime scene. For example, soil from a suspect's shoe would be collected and submitted as a questioned sample. The comparison sample would come from the crime scene (where he/she committed the crime) in close proximity to where a shoe print existed.

6.7.4.3. Submit dried soil samples in sealed paper bags or envelopes.

6.7.5. Comparison Samples

6.7.5.1. Comparison samples for miscellaneous items must be submitted with questioned exhibits for that case to be accepted into evidence (except in the case where a physical match is the only requested analysis).

6.8. Gunshot Residue

6.8.1. Gunshot Residue Kit

6.8.1.1. Gunshot Residue Kits (also referred to as "hand kits" or "carbon stub kits") must be submitted in the sealed envelope provided. The provided information sheet should be filed out as completely as possible. This form will also act as the Submittal Form.

6.8.1.2. Gunshot Residue Kits collected from living person's hands more than 24 hours following the incident will not be accepted, unless conferencing between the submitting agency and a member of the Trace section deems the evidence viable.

6.8.1.3. Gunshot Residue Kits can be collected from a dead person's hands indefinitely, especially if the victim is located indoors. Judgment should be used to determine evidence viability if the victim is outdoors, and therefore exposed to the elements.

6.8.1.4. Stubs from Gunshot Residue Kits can be used for collection of suspected gunshot residue from other areas of the body, such as the face, if a long arm is the suspected weapon involved in the incident. Clearly indicate the area sampled on the stub's exterior label. The initial label should be struck out and the area sampled written in its place.

6.8.2. Clothing/Fabric Samples

6.8.2.1. It is important to distinguish what analysis is being requested for clothing related to a shooting incident.

6.8.2.1.1. GSR or Primer Residue may be located on actor's clothing and these items should be submitted to the Trace section.

6.8.2.1.2. Gunpowder residue may also exist on a victim's clothing. The residue on victim's clothing may be used to establish the distance between the victim and the shooter. Items with this request should be submitted to the Firearms and Toolmarks section and a Firearms and Toolmarks submittal form (AD26F) must be submitted with the evidence. See firearms Evidence Submission Guidelines (section 7.0) for any additional requirements.

6.8.2.1.3. In any circumstance where both primer residue and distance analyses are requested, submit evidence to the **TRACE Section first**. Clearly indicate on the Trace submittal form that both examinations are being requested. Evidence examined in the Firearms section prior to Trace is no longer suitable for primer residue analysis.

6.8.2.2. Items of clothing should be packaged separately. Each item should be loosely folded on itself inside clean paper when possible, placed in an appropriately sized paper bag, and sealed prior to submission.

6.8.2.3. Depending on the weave of the fabric, clothing may retain primer residue for extended periods of time. Therefore, clothing items may be acceptable for submission indefinitely. Judgment should be used to determine evidence viability if the clothing has been laundered.

6.8.2.4. A Trace Evidence Submittal form (AD25F) should include information regarding what areas of the clothing are possible sources for primer residue (i.e. right front pocket, right cuff, etc.) based on facts of the incident. We cannot sample more than three areas on the garment, so be as specific as possible.

6.8.3. General Use Stubs

6.8.3.1. Individual carbon stubs can be utilized to collect suspected GSR primer residue from any surface. Clean gloves should be used during the collection process.

6.8.3.2. Mark the stub labels with the location from which the sample was obtained, the collector's initials, the date, and the time of collection.

6.8.3.3. Place individual stubs in a paper bag or envelope, separate from any form of firearm evidence.

6.8.3.4. The standard Trace Submittal form (form AD25F) is used to submit general use stubs, mark "GSR" for the analysis requested.

6.9. Submittal Form (Appendix 12.3)

6.9.1. Trace Evidence Submittal Form (AD25F)

6.9.2. Gun Shot Residue Analysis Information Form (AD55F)

◆END◆

7.0 GUIDELINES FOR SUBMISSION TO FIREARMS AND TOOLMARK

- 7.1 Minimum Requirements for Submission of Evidence**
- 7.2 Evidence that Requires Processing by Multiple Sections**
- 7.3 Firearms Section Evidence Submission**
- 7.4 Toolmark Evidence Submission**
- 7.5 Shoe / Tire Print Evidence**
- 7.6 Removal of Evidence**
- 7.7 Submittal Form – Firearms and Toolmark Section**

7.0 GUIDELINES FOR SUBMISSION TO FIREARMS AND TOOLMARK

7.1. Minimum Requirements for Submission of Evidence

- 7.1.1. A Firearms and Toolmark Section Submittal form (Form AD26F) must be completed and accompany the evidence at the time of submission to the Laboratory. A complete copy of the incident report may accompany the submittal form.
- 7.1.2. Evidence submitted to the Firearms Section must have an agency incident case number, an incident date, and the name and contact information for the investigating officer(s). Agency incident numbers will be referenced on the Laboratory report. Property numbers and arrest numbers are **not** to be used as a substitute for the incident numbers.
- 7.1.3. The most serious type of incident/offense must be listed first (e.g., assault instead of shots fired). Submissions can be prioritized based on the incident/offense type.

7.2. Firearms

7.2.1. Case Types Accepted

- 7.2.1.1. All firearms recovered as a result of the commission of any crime and found firearms should be submitted to the Laboratory.
- 7.2.1.2. The Laboratory does **NOT** check to determine if a firearm has been stolen, nor does it check for ownership.

7.2.2. Case Types NOT Accepted

- 7.2.2.1. Firearms that have been confiscated but are **NOT** believed to have been used in a crime should **NOT** be submitted to the Laboratory. Examples of this include Protection from Abuse (PFA) cases, 302 Commitment cases, cases where guns are found at the home of a deceased person whose death was nonviolent or noncriminal in nature, guns from old safety deposit boxes, guns turned in because a family no longer wants them, etc.
- 7.2.2.2. Firearms turned over to the police because the family no longer wants them or firearms held by the police for safe keeping should not be submitted to the Laboratory.

7.2.3. Packaging Guidelines

7.2.3.1. Firearms are to be submitted **UNLOADED** unless special circumstances exist and prior arrangements have been made with the Laboratory.

7.2.3.2. Loaded Firearm

7.2.3.2.1. Loaded firearms must have the outside container marked “**LOADED**” and indication of barrel direction. There **MUST** also be a verbal warning given to Laboratory personnel receiving the evidence. Only Laboratory personnel familiar with firearms will sign loaded firearms into evidence.

7.2.3.2.2. If the firearm has a manual (i.e., thumb) safety and it can be moved into the safe position, the investigating officer may do so. Please be aware that there can be malfunctions in the manual safety mechanism that may cause the firearm to discharge when the safety is moved. It is recommended that the muzzle of the firearm be pointed in a safe direction before moving **ANY** firearm part. If any alterations are made to the condition of the firearm as it was recovered, then list all changes (e.g., safety applied) as well as the name of the person making the changes in the “Facts of Offense or Occurrence” portion of Form AD26F.

7.2.3.3. Each handgun is to be submitted in its own sealed container. Cartridges and magazines recovered with the handgun **MUST** be placed in an envelope, sealed, and packaged inside the container with the handgun. The outside container should list the contents of the items inside the handgun container (i.e., Smith & Wesson 9 mm pistol, serial number XXX9999, 10 cartridges, one magazine).

7.2.3.4. Position of the cartridges and/or discharged cartridge cases in a revolver cylinder **may** be documented before removal. The chamber that was “under the hammer” **may** also be marked for future reference.

7.2.3.5. Cartridges submitted with a firearm may be used to test fire the firearm or they may be retained as Laboratory standards unless otherwise notified.

7.2.3.6. Only tie straps are to be used to make a firearm “safe” or inoperable for submission. **The tie straps should NOT be placed down the firearm’s barrel.** If your agency does not have tie straps, **DO NOT** use anything to block the firearm’s action.

7.2.3.7. Longarms* that are to be processed for latent prints, DNA testing, or that are bloodstained **MUST** be submitted in a sealed container. Otherwise, they may be submitted without packaging as long as there is a fixed agency evidence tag attached.

7.2.3.8. The Laboratory does not take responsibility for damage to unprotected / unpackaged evidence.

7.2.3.9. Firearms will be scribed with a Laboratory Case Number unless otherwise notified.

7.2.3.10. Firearms that have a lock attached should also have the key submitted. If there is no key and the lock cannot be compromised, the lock may be permanently damaged during removal.

7.2.3.11. Sealed evidence packages containing any bloodstained items **MUST** be marked “BIOHAZARD”, preferably using a biohazard label.

7.3. Fired Components

7.3.1. When appropriate (i.e., homicides, officer involved shootings, etc.), the locations of the individual fired components (spent cartridge cases, bullets*, pellets*, shotshells*, wads*) should be recorded and each should be placed in its own envelope. All of these envelopes should then be placed in one larger container, labeled as to the contents of the container, and should be submitted to the Laboratory as one exhibit. No markings should be made directly on any of the fired components.

7.3.2. Fired components should be submitted no later than one week after recovery.

7.3.3. Some cartridge cases and bullets may be retained by the Laboratory and placed in the Laboratory’s open case file.

7.3.4. Some cartridge cases may be entered into ATF’s NIBIN* (National Integrated Ballistic Information Network) system.

7.3.5. Sealed evidence packages containing any bloodstained items **MUST** be marked “BIOHAZARD”, preferably using a biohazard label.

7.4. Clothing

- 7.4.1. Examination of clothing for gunshot residue will not be performed unless specifically requested. Chemical testing of the clothing will only be done if the firearm used in the incident has been recovered and submitted to the Laboratory.
- 7.4.2. Clothing articles submitted for gunshot residue examination **MUST** be submitted dry. Lay each clothing article flat on clean white paper. When dry, **GENTLY** roll the paper and clothing article together, place in a paper bag, and seal the bag.
- 7.4.3. Submit only the articles of clothing to be examined for gunshot residues and/or those that have bullet holes. Proper care should be taken so as not to dislodge gunpowder particles from the clothing articles.
- 7.4.4. Do not push anything into or disturb the fibers around any bullet hole. Fiber position may be the only indicator as to an entry or exit bullet hole.
- 7.4.5. The paper bag containing the clothing should be labeled with the name of the person who had been wearing the clothing and should also have the case information.
- 7.4.6. Sealed evidence packages containing any bloodstained items **MUST** be marked "BIOHAZARD", preferably using a biohazard label.

7.5. Toolmark Evidence Submission

- 7.5.1. Toolmarks where no tool has been recovered should not be submitted to the Laboratory until there is a specific tool available for comparison. **YOU SHOULD STILL COLLECT THE EVIDENCE FROM THE SCENE.**
 - 7.5.1.1. Homicide cases are an exception, where the toolmark can be submitted without a tool for comparison
- 7.5.2. Tools should be packaged separately from the marked surfaces. **If they are packaged together and unprotected from each other, they will not be examined.**
- 7.5.3. Marked surfaces to be examined must be protected from any further abuse.

7.5.4. If a toolmarked section of evidence has to be removed from the main body of evidence by cutting, the surfaces cut by the investigator must be clearly labeled. If appropriate, orientation of the cut section to the main body of evidence should also be documented.

7.6. Shoe / Tire Print Evidence

7.6.1. Shoe and tire impression/prints where no shoe(s) or tire(s) have been recovered should not be submitted to the Laboratory until there is a specific shoe or tire available for comparison. **THE EVIDENCE SHOULD STILL BE COLLECTED FROM THE SCENE.**

7.6.1.1. Homicide cases are an exception, where the shoe/tire impression can be submitted without a shoe for comparison.

7.6.2. Photographs of shoe and tire impression/prints submitted for examination/comparison purposes should include a scale, and hard copies should be printed out at a 1:1 ratio. Photographs should be taken with the camera perpendicular to the impression.

7.6.3. Objects containing shoe or tire prints should be packaged so as not to damage the print.

7.6.4. Casts of shoe or tire impressions should not be cleaned until after the cast has reached its final set (two to three days after the initial set). Casts can be cleaned at the Laboratory.

7.6.5. Casts should be packaged in a manner to protect it from cracks and breaking, preferably in a cardboard box, or placing a solid surface under the cast prior to packaging to offer structural support.. Packaging should also be marked as to which end is up so that the cast can be stored properly.

7.6.6. Bearing surfaces of shoes and tires should not be cleaned before submission to the Laboratory.

7.6.7. Shoes should be submitted dry and in paper bags. The name of the person who had been wearing the shoes must be marked on the evidence bag.

7.6.8. Tires must be marked as to the position on the vehicle. If the tires are removed from the rim, orientation of the tire on the rim should be documented.

7.7. Submittal Form – Firearms/Toolmarks Section (Appendix 12.3)

◆END◆

8.0 GUIDELINES FOR SUBMISSION TO SEROLOGY

8.1 Minimum Requirements for Submission of Evidence

- 8.1.1** Non-person Crimes
- 8.1.2** Aggravated Assault / Simple Assault / Robbery
- 8.1.3** Rape / Sexual Assault
- 8.1.4** Homicide
- 8.1.5** Hair Examinations
- 8.1.6** Evidence that Requires Processing by Multiple Sections

8.2 Specimen Collection

- 8.2.1** Blood
- 8.2.2** Saliva

8.3 Handling of Evidence

8.4 Packaging of Evidence

- 8.4.1** Safety Concerns
- 8.4.2** General Packaging and Labeling
- 8.4.3** Condoms
- 8.4.4** Sealing Packages

8.5 Evidence Submission

8.6 Removal of Evidence

8.7 Submittal Forms – Serology Section

8.0 GUIDELINES FOR THE SUBMISSION OF SEROLOGY SECTION EVIDENCE

7.1. Minimum Submission Requirements

7.1.1. Submittal Form – Serology Section (Form AD27F)

To be used in non-person crimes such as burglary and receiving stolen property and in person crimes such as homicide, aggravated assault, robbery, etc.

7.1.2. Sexual Assault Information – Serology Section (Form AD28F)

To be used in cases involving a sexual assault such as rape, sexual assault, involuntary deviate sexual intercourse (IDSI), etc.

7.1.3. Non-person crimes (e.g., Burglary)

7.1.3.1. If there are **NO** Suspect(s) Identified, – Submit all probative evidence.

7.1.3.2. If there are Suspect(s) Identified – Submit all probative evidence with the blood (in a purple capped tube) or saliva (Bode Buccal Collector) from the suspect(s).

7.1.4. Aggravated Assault / Simple Assault / Robbery

7.1.4.1. If there are **NO** Suspect(s) Identified – The victim's specimens (blood in a purple capped tube OR saliva via the Bode Buccal Collector) are required by this Laboratory. All probative evidence should be submitted.

7.1.4.2. If there are Suspect(s) Identified –

7.1.4.2.1. If a suspect has been identified then submit blood (in a purple capped tube) or saliva (Bode Buccal Collector) from the suspect(s) with additional items of probative value.

7.1.4.2.2. If the victim's specimens were not previously submitted, then submit:

- blood (in a purple capped tube) or saliva (Bode Buccal Collector) from the victim(s)
- blood (in a purple capped tube) or saliva (Bode Buccal Collector) from the suspect(s)

- any additional probative items

7.1.5. Rape/Sexual Assault

7.1.5.1.If there are **NO** Suspect(s) Identified – The sex crimes kit (if available) is the **ONLY** evidence to be submitted at this time. All other items of evidence will not be accepted and should be retained by the agency until suspect specimens are submitted. The exception will be cases that are serial in nature or no sex crimes kit was collected.

7.1.5.2.If there are Suspect(s) Identified – If the sex crimes kit was previously submitted to the Laboratory, then submit blood (in a purple capped tube) or saliva (Bode Buccal Collector) from the suspect(s) with any additional probative items.

7.1.5.3.If the sex crimes kit was not previously submitted, then submit:

- the sex crimes kit
- blood (in a purple capped tube) or saliva (Bode Buccal Collector) from the suspect(s)
- a completed Sexual Assault Information – Serology Section sheet (Form AD28F)

7.1.5.4. Any additional items of probative evidence should only be submitted after examination of the sex crimes kit or upon the approval of the Serology section.

7.1.5.5. Drug Facilitated Sexual Assaults (DFSA): In addition to the above items submit the following:

- two (2) green top tubes of the victim's blood
- two (2) gray top tubes of the victim's blood
- one container of urine
- Please refer to Guidelines for Submission of Toxicology Evidence (Section 9.0) for more specific instructions.

7.1.6. Homicide

7.1.6.1.If there are **NO** Suspect(s) Identified – Submit all probative evidence.

7.1.6.2.Suspect(s) Identified – Submit all probative evidence with the blood (in a purple capped tube) or saliva (Bode Buccal Collector) from the suspect(s).

7.1.7. Hair Examinations

7.1.7.1. In cases where a hair comparison is deemed necessary, please refer to Guidelines for Submission of Trace Evidence (Section 6.0) for instructions.

7.1.8. Evidence that Requires Processing by Multiple Laboratory Sections

7.1.8.1. Items that require processing by other Sections of the Laboratory should have the appropriate documentation for each Section and the container should be marked accordingly. Refer to the respective Section guidelines for the proper procedures to be used in such instances.

7.1.8.2. Items that require processing for latent prints should be marked “**LATENT PRINTS**” on the container.

7.2. Specimen Collection

7.2.1. Blood

A minimum of 5cc of whole blood is to be collected into a *purple capped tube* using the venipuncture technique. The sample should be submitted to the Laboratory or refrigerated immediately following collection.

7.2.2. Saliva

Samples are to be collected onto a Bode Buccal Collector, air-dried, and placed into a sealed envelope.

7.3. Handling of Evidence

7.3.1. Universal precautions should be used when handling evidence. This would include the use of gloves certified for chemical and/or medical use. An effort should be made not to handle areas that are to be tested.

7.3.2. All evidence must be thoroughly air-dried before final packaging. Exceptions are whole blood samples collected in vacutainer tubes.

7.3.3. The handling of items from the victim(s) and suspect(s) needs to be separated by time or space when possible in order to avoid evidence transfers or contamination.

7.4. Packaging of Evidence

7.4.1. Safety Concerns

- 7.4.1.1. The outermost package of a submission containing biohazardous material must be marked accordingly.
- 7.4.1.2. All sharp objects must be packaged in sharps approved containers and be marked accordingly.
- 7.4.1.3. Please refer to Appendix 12.1 for specific instructions concerning the packaging and transportation of biohazardous materials.

7.4.2. General Packaging and Labeling

- 7.4.2.1. Evidence should be packaged in breathable paper containers. Plastic, glass, or other airtight containers are not acceptable. Plastic *sharps packaging* tubes are not considered airtight containers and therefore are acceptable. Exceptions are whole blood samples in vacutainer tubes, trace evidence, and morgue tissues.
- 7.4.2.2. Evidence should be packaged such that only a single item is contained within each sealed container. This container should be labeled as to its contents and the source (e.g., John Doe, Suspect - shirt). Additional information that may be useful on the container would include agency name and number.
- 7.4.2.3. Evidence from the victim(s) and the suspect(s) may not be packaged together unless separated by a sealed physical barrier.
- 7.4.2.4. *Convenience packaging* can be used to contain and transport multiple smaller sealed containers. All *convenience packages* should be marked as to their contents and should **not** be sealed.
- 7.4.2.5. When complete packaging of an item is impossible, the area to be examined and tested should be covered with breathable (not airtight) paper so as to minimize evidence loss and contamination.

7.4.3. Condoms

In cases where condoms are recovered, the liquid contents (if any) contained within the condom should be removed and placed onto a sterile cloth swatch or sterile swabs. The swatch and/or swabs should be air-dried and packaged separately from the condom in breathable paper.

7.4.4. Sealing Packages

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

7.4.4.2. Packaging seals should bear the investigating/sealing/submitting officer's signature/initials on and crossing over the evidence seal onto the packaging.

7.5. Evidence Submission

Appropriate documentation should accompany the evidence at the time of submission. This would include the following where applicable: a completed submittal form, a request form, and an incident report. Evidence not accompanied by a Serology Submittal Form will **not** be accepted.

7.6. Removal of Evidence

7.6.1. With the exception of liquid blood samples, no evidence will be disposed of or destroyed.

7.6.2. After the evidence has been processed and a report has been issued, the submitting agency should retrieve the evidence in a timely manner. Failure to remove evidence will result in the temporary suspension of submission privileges.

7.7. Submittal Form – Serology Section (Appendix 12.3)

◆END◆

8.0 GUIDELINES FOR SUBMISSION OF TOXICOLOGY

9.1 Driving Under the Influence of Alcohol (DUIA) and Driving Under the Influence of Drugs (DUID)

- 9.1.1** Specimen Collection
- 9.1.2** Labeling
- 9.1.3** Preservation / Packaging
- 9.1.4** Test Requisition
- 9.1.5** Receipt Form

9.2 Drug Facilitated Sexual Assaults (DFSA)

- 9.2.1** Specimen Collection
- 9.2.2** Labeling
- 9.2.3** Preservation / Packaging
- 9.2.4** Test Requisition
- 9.2.5** Receipt Form

9.3 Post Mortem Cases

- 9.3.1** Specimen Collection
- 9.3.2** Labeling
- 9.3.3** Preservation / Packaging
- 9.3.4** Test Requisition

9.4 Evidence Storage

9.5 Submittal Forms – Toxicology Section

9.0 GUIDELINES FOR SUBMISSION OF TOXICOLOGY

9.1. Driving Under the Influence of Alcohol (DUIA) and Driving Under the Influence of Drugs (DUID)

9.1.1. Test Requisition

- Complete the DUIA/DUID Requisition Form (Form AD30F).
- Under section labeled “Brief History”, indicate any pertinent information or observations regarding the history such as:
 - medication taken that day
 - medical conditions
 - time of last drink, last meal
 - drug history (history of drug abuse, etc.)
- Indicate if a Drug Recognition Evaluation (DRE) was performed and specify the drug category identified.
- All DUI/DUID must be submitted with an incident number attached.

9.1.2. Specimen Collection

9.1.2.1. Blood samples should be collected using the usual venipuncture technique. The disinfectant used to clean the arm should not contain ethanol, isopropanol, or any other volatile compound. Povidone iodine solutions are recommended.

9.1.2.2. Alcohol Determinations –

- Two (2) 10ml *gray top tubes* of blood (e.g., vacutainer tube)
- One (1) plastic container of urine

9.1.2.3. Alcohol and Drug Screens –

- Two (2) 10ml *gray top tubes* of blood
- Two (2) 10ml *green top tubes* of blood
- One (1) plastic container of urine

9.1.2.4. Urine specimens should be collected in a plastic container designed to prevent leakage during transport. The specimens should be collected while the subject is being observed.

9.1.2.5. It is critical that a blood sample is submitted for all DUIA and DUID cases. A urine specimen by itself will only indicate recent exposure. The submission of a blood AND a urine specimen is recommended for all DUIA and DUID cases.

9.1.3. Labeling

Please use water resistant ink when labeling specimens. Label must include:

- name of defendant
- specimen type
- date and time specimen was obtained

9.1.4. Preservation/Packaging

9.1.4.1. Refrigeration is recommended prior to delivery of samples. Samples should be submitted as soon as possible after collection.

9.1.4.2. Submitted samples need to be individually labeled, closed, and sealed in tamper resistant packaging.

9.1.4.3. The outermost package of submissions containing biohazardous material must be marked accordingly.

9.1.4.4. Please refer to Appendix 12.1 for specific instructions concerning the packaging and transportation of biohazardous materials.

9.2. Drug Facilitated Sexual Assaults (DFSA)

9.2.1. Test Requisition

Complete the DFSA Requisition Form (Form AD29F).

9.2.2. Specimen Collection

9.2.2.1. If the drugging occurred within the past 24 hours collect:

- Two (2) 10cc gray top tubes of blood
- Two (2) 10cc green top tubes of blood
- One (1) container of urine

9.2.2.2. If the drugging occurred more than 24 hours ago, collect a urine specimen only.

9.2.3. Labeling

Specimens must be labeled with the victim's name, type of specimen, and the date and time of collection.

9.2.4. Preservation/Packaging

9.2.4.1. Refrigeration is recommended prior to submission.

9.2.4.2. Submitted samples need to be individually labeled, closed, and sealed in tamper-resistant packaging.

9.2.4.3. The outermost package of submissions containing biohazardous material must be marked accordingly.

9.2.4.4. Please refer to Appendix 12.1 for specific instructions concerning the packaging and transportation of biohazardous materials.

NOTE: The blood and urine specimens submitted for DFSA testing should not be packaged in the sexual assault kits. They should be packaged and submitted separately.

9.3. Post Mortem Cases

9.3.1. Specimen Collection

9.3.1.1. Heart Blood

- Five (5) 10ml gray top tubes

9.3.1.2. Femoral Blood

- Two (2) 10ml gray top tubes

9.3.1.3. Antemortem

- Blood - Total amount available
- Urine - Total amount available

9.3.1.4. Urine

- One (1) 10ml yellow top tube

9.3.1.5. Bile

- One (1) 10ml red top tube

9.3.1.6. Liver

- 20 grams

9.3.1.7. Vitreous (Eye) Fluid

- Total Amount
- One (1) 3 ml red top tube

9.3.1.8. Stomach Contents

- Total Amount

Submit in cases of suspected overdoses. Package intact tablets separately and identify as being found in stomach contents.

9.3.1.9. Lung

- 10 grams

Submit in suspected inhalant, solvent abuse, or methane deaths. Containers should be air tight and half full (use 40ml volatile organic compound vials with a Teflon seal). Submit a control lung in a separate vial. All specimens should be collected in leak free containers. Tissue specimens should be double bagged to prevent leakage. Submit specimens directly to trace section.

9.3.2. Labeling

9.3.2.1. All specimens must be labeled with autopsy number, name of deceased, and type of specimen.

9.3.2.2. The autopsy technician must initial every label as verification that the specimens are properly labeled.

9.3.2.3. Each blood specimen must be labeled as to the anatomic site of origin (i.e., heart blood, chest blood).

9.3.3. Preservation/Packaging

9.3.3.1. Refrigerate samples prior to submission.

9.3.3.2. The outermost package of submissions containing biohazardous materials must be marked accordingly.

9.3.3.3. Please refer to Appendix 12.1 for specific instructions concerning the packaging and transportation of biohazardous materials.

9.3.4. Test Requisition

9.3.4.1. Complete Case Order Form (Form AD31F).

9.3.4.2. Indicate approximate volume of each fluid submitted.

9.3.4.3. Designate the appropriate priority for each case (Level 1, 2, or 3).

9.3.5. Evidence Storage

9.3.5.1.DUIA, DUID, and DFSA blood samples are routinely retained for one year after the date of receipt. Urine specimens from these types of investigations are retained for three (3) months.

9.3.5.2.Post mortem tissues and fluids are routinely retained for one (1) year after the date of autopsy.

9.3.5.3.Thereafter, specimens will be discarded unless prior arrangements are made.

9.4. Submittal Forms - Toxicology Section (Appendix 12.3)

[◆END◆](#)

10.0 GUIDELINES FOR SUBMISSION OF ENVIRONMENTAL CHEMISTRY

10.1 Air Samples

10.2 Soil Samples

10.3 Water Samples

10.4 Food Samples

10.5 Submittal Forms – Environmental Chemistry Section (AD52F)

10.0 GUIDELINES FOR SUBMISSION OF ENVIRONMENTAL CHEMISTRY

10.1. Air Samples

Air samples should be collected and submitted using:

- 10.1.1.1.** Paper Filters
- 10.1.1.2.** Charcoal tubes
- 10.1.1.3.** Tedlar Bags

10.2. Soil Samples

Soil samples should be submitted in sealed containers. To minimize cross-contamination disposable sampling equipment should be used.

10.3. Water Samples

Water samples should be stored in plastic or resistant glass bottles and refrigerated at 4°C to minimize microbiological degradation. No preservation of the sample is required unless otherwise specified below.

10.3.1. Nitrate in Water

No preservative of the sample is required if the sample is chlorinated. If the samples are non-chlorinated, then concentrated sulfuric acid is added to bring the pH to <2.

10.3.2. Total Dissolved solids

Sample should be brought in on ice at 4°C or below and stored in plastic or resistant glass bottles in the refrigerator at or below 4°C.

10.3.3. Elements in Water by Flame Atomic Absorption

Samples are collected and stored in plastic bottles and acidified with concentrated nitric acid (A.C.S. grade or equivalent) to a pH < 2 in the field.

10.4. Food Samples

Food samples should be submitted in their original manufacturer or service container whenever possible and packaged in a manner to preserve the integrity of the sample.

10.5. Submittal Forms – Environmental Chemistry Section (Appendix 12.3)

◆END◆

11.0 AFTER HOURS SUBMISSION

11.1 Policy

11.2 Procedure

11.3 Form Requirements

11. AFTER HOURS SUBMISSION

11.1 Policy

The Office of the Medical Examiner Forensic Laboratory is committed to providing 24-hour evidence submission to law enforcement agencies in Allegheny County through the use of secure lockers for after hour drop-offs and 24-hour supervisory staff for assistance.

11.2 Procedure

11.2.1 Locker

- 11.2.1.1 To enter the evidence corridor, type the municipality code into the cipher pad.
- 11.2.1.2 Identify a locker that is available (Non-refrigerated 1-22; Refrigerated A-X). Do not push in the button until evidence is stored inside the locker with the appropriate forms. Refrigerated lockers are available when the lock is vertical; do not turn the lock until evidence is stored inside the locker with the appropriate forms.
- 11.2.1.3 Choose an appropriate sized locker for evidence. Do not place small packages in large lockers or squeeze large packages into small lockers. The tall lockers on the left are sized for long arms and other large items.
- 11.2.1.4 More than one case can be stored in one locker, but each case must be packaged separately according to the requirements for each section.
- 11.2.1.5 Biological fluid samples (i.e. blood and urine samples) should be placed in the refrigerated lockers. Dry biological samples do not require refrigeration.
- 11.2.1.6 If a locker is not available to fit the needs of the evidence, alert the 24 hour supervisory staff using the outside phone located next to the cipher pad.
- 11.2.1.7 Place sealed evidence, completed white copy of locker receipt(s), and completed Submittal Form(s) in locker.
- 11.2.1.8 Ensure the locker(s) that are used are secured and locked before leaving. For non-refrigerated lockers, push in the button located to the left of the locker. For refrigerated lockers, turn the lock to the horizontal position.

11.3 Form Requirements

11.3.1. Submittal forms

11.3.1.1 A Submittal Form must be completed for each requested section per case.

11.3.1.2 Forms will be available on site and also online.

11.3.2 Evidence Locker Receipt

11.3.2.1 Locker Receipts will be made available **on site for evidence submitted via overnight drop-off.**

11.3.2.2 For multiple cases in one locker, a locker receipt must be completed for **each case.**

11.3.2.3 Complete all lines of top portion of form. “Number of Packages Submitted” refers to the number of unique packages. Do not write under “Lab Use Only” section on the bottom of the form.

11.3.2.4 Leave the white copy in the locker with the evidence and take the pink copy.

11.3.2.5 Once the form is entered in the system, a copy of the Evidence Submittal Receipt will be mailed to the submitting agency.

◆END◆

12.0 APPENDIX

12.1 Packaging and Transport of Biohazardous Materials

12.2 Glossary

12.3 Submittal Forms

12.1 PACKAGING AND TRANSPORT OF BIOHAZARDOUS MATERIALS

12.1.1 Purpose

Materials collected for submission to the Forensic Laboratory that contain blood or other potentially infectious materials can pose a biological hazard to those that are collecting, transporting, and receiving these materials. This appendix provides guidelines for transporting evidence in a safe manner with the least risk of occupational exposure.

12.1.2 References

12.1.2.1 *OSHA*, 29CFR 1910.1030, Occupational Exposure to Bloodborne Pathogens.

12.1.2.2 *OSHA*, CPL 2-2.44D, Enforcement Procedures for the Occupational Exposure to Bloodborne Pathogen.

12.1.3 Definitions

12.1.3.1 **Blood** means blood, blood components, and products made from blood.

12.1.3.2 **Bloodborne pathogens** means pathogenic microorganisms that are present in blood and can be transmitted to and cause disease in humans.

12.1.3.3 **Contaminated** means the presence or the reasonably anticipated presence of blood or any other potentially infectious materials on an item or surface.

12.1.3.4 **Contaminated sharps** means any contaminated object that can penetrate the skin, including but not limited to needles, knives, and broken glass.

12.1.3.5 **Occupational exposure** means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

12.1.3.6 **Other potentially infectious materials** means: 1) the following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids; 2) any unfixed tissue or organ from a human (living or dead).

12.1.3.7 ***Parenteral*** means piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts, and abrasions.

12.1.3.8 ***Universal Precautions*** is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain body fluids are treated as if known to be infectious with bloodborne pathogens.

12.1.4 Guidelines

12.1.4.1 Specimens of blood or materials contaminated with blood or other potentially infectious materials shall be placed in a container which prevents leakage during collection, handling, processing, and transport.

12.1.4.2 The container for transport shall be labeled with a predominantly fluorescent orange or orange-red biohazard label. Transport of contaminated material, within a facility that practices Universal Precautions, is exempt from labeling provided containers are recognizable as containing specimens. This exemption only applies while such specimens/containers **remain** within the facility. Labeling is required when such specimens/containers leave the facility.

12.1.4.3 If outside contamination of the primary container occurs, the primary container shall be placed within a second container, which prevents leakage during handling, processing and transport. The outer container is to be properly labeled.


12.1.4.4 If the specimen is a “sharp,” the specimen shall be placed in a puncture resistant container in addition to the above packaging and labeling requirements.

12.1.5 Statement of Policy

Failure to comply with these guidelines presents a recognizable health risk. Furthermore, noncompliance with the OSHA regulations will allow the Laboratory to exercise its right to refuse any or all materials that are not properly packaged and labeled.

◆END◆

12.2 GLOSSARY

AFIS	<u>A</u> utomated <u>F</u> ingerprint <u>I</u> dentification <u>S</u> ystem
ACP	<u>A</u> llegheny <u>C</u> ounty <u>P</u> olice
Agency Incident Number	Unique identifier that references a single case.
Authorized Agent	Any officer/person authorized by the submitting agency to grant permission (via signature), enabling that person to take possession or permit disposal of evidence.
Biohazard	Any body fluid or tissue that may pose a biological threat to health and safety. This includes, but is not limited to: blood, saliva, human or animal tissue.
Biohazard Label	The universal symbol for biohazard (see figure below) on a florescent orange or orange-red label, or the word “ BIOHAZARD ” prominently displayed on the outer package.
	
Bullet	A non-spherical projectile for use in a rifled barrel.
Cartridge	A single unit of ammunition consisting of the case, primer, and propellant with one or more projectile(s).
Cartridge Case	The container for all the other components which comprise a cartridge.
Convenience Packaging	A larger box or bag used to contain, transport, or store multiple sealed containers pertaining to a single case, that is not sealed.

Duplicate Lifts	The “second” lift made from the same latent fingerprint.
Elimination Prints	Inked fingerprints of all persons having legal access to the crime scene.
Evidence Disposal Slip	A form used by the Latent Fingerprint Section for disposal of evidence in certain situations.
Firearms Open Case File	A collection of bullets and cartridge cases recovered from crime scenes where no gun has been recovered; maintained by the Laboratory.
Gray Top Tube	Evacuated test tube containing fluoride/oxalate preservative.
Green Top Tube	Evacuated test tube containing heparin.
Handgun	A firearm designed to be held and fired with one hand; usually a revolver or a pistol.
Latent Prints	Generic term used for questioned friction ridge detail. Transferred impression of friction ridge detail not readily visible.
Lifts	A clear, adhesive tape used to remove developed latent fingerprints from a substrate.
Long Arm	Typically, a firearm designed to be fired from the shoulder; usually a shotgun or rifle.
Magazine	A container for cartridges, which has a spring and follower to feed those cartridges into the chamber of a firearm.
NIBIN	<u>N</u> ational <u>I</u> ntegrated <u>B</u> allistic <u>I</u> nformation <u>N</u> etwork [provided by the Bureau of Alcohol, Tobacco, Firearms, and Explosives (BATFE)] is a means for capturing and comparing digital images of bullets and cartridge cases stored in databases owned by individual NIBIN sites. NIBIN can help identify links between seemingly unrelated crimes. Visit www.nibin.gov for more information.

Pellet	A common name for small, spherical SHOT. Or, a nonspherical projectile used in some air rifles and air pistols.
Physiological Fluid	Any liquid originating from a living organism. (e.g. blood, semen, saliva, vaginal secretions, drainage, etc.)
Priority Designation	A code utilized by the Allegheny County Medical Examiner to prioritize cases. The red cases are the most urgent and require a complete toxicology screen. Yellow cases are a low priority, requiring a limited toxicology screen.
Probative Value	The ability of an item to serve as proof or evidence in a trial.
Purple Top Tube	Evacuated test tube containing EDTA.
Registration	When the image of a latent fingerprint is placed into the unsolved latent database of the automated fingerprint system for future comparison to incoming ten print cards.
Sharp	Any object that can penetrate the skin. This includes, but is not limited to: needles, knives, broken glass, etc.
Sharps Container	A container composed of puncture resistant material and labeled as "SHARP." Examples include ridged plastic or cardboard tubes, heavy cardboard or plastic boxes, and metal cans or boxes. Paper and plastic bags or envelopes are not acceptable sharps containers. If the sharp may be contaminated (see Appendix 12.1), the sharp container must be labeled with a "Biohazard" label.
Shotshell	A cartridge containing projectiles designed to be fired in a shotgun.
Ten Print Cards	A set of ten (10) inked fingerprints and plain simultaneous impressions of the fingers recorded with black printer's ink or other medium.

Wad

A plug of cloth, paper, plastic or the like used to separate the powder charge from the projectile(s) or pellets.

◆END◆

12.3 SUBMITTAL FORMS

12.3.1 Latent Fingerprints Submittal Form (AD23F)



COUNTY OF ALLEGHENY OFFICE OF THE MEDICAL EXAMINER

1520 PENN AVENUE • PITTSBURGH, PENNSYLVANIA 15222
PHONE (412) 350-4800 • FAX (412) 350-3861
EMAIL Webmaster.me@county.allegheny.pa.us

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ABDULREZAK SHAKIR, M.D.
ASSOCIATE MEDICAL EXAMINER

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MEDICAL EXAMINER

ROBERT M. HUSTON
DIRECTOR FORENSIC LABORATORY

SUBMITTAL FORM – LATENT FINGERPRINT SECTION

1. AGENCY INCIDENT #: _____
2. NEW SUBMITTAL: **Yes** _____ **No** _____ IF NO, PRIOR LAB NUMBER: _____
3. TYPE OF OFFENSE OR OCCURRENCE: _____
4. DATE AND TIME OF OFFENSE OR OCCURRENCE: _____
5. LOCATION OF OFFENSE OR OCCURRENCE: (STREET, CITY, BOROUGH, TOWNSHIP, ETC.) _____

6. FACTS OF OFFENSE OR OCCURRENCE:

7. ACTOR(S) NAME: _____ DOB: _____ STATE ID# _____ FBI# _____
- ACTOR(S) NAME: _____ DOB: _____ STATE ID# _____ FBI# _____
- ACTOR(S) NAME: _____ DOB: _____ STATE ID# _____ FBI# _____
- ACTOR(S) NAME: _____ DOB: _____ STATE ID# _____ FBI# _____
8. VICTIM'S NAME: _____ DOB: _____ STATE ID# _____ FBI# _____
- VICTIM'S NAME: _____ DOB: _____ STATE ID# _____ FBI# _____

9. EVIDENCE INVENTORY:

ITEM	EVIDENCE DESCRIPTION (INCLUDE WHERE SURFACE LIFTS WERE RECOVERED FROM)	EXAMINATION REQUESTED	
		PROCESS	ANALYSIS
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

10. PLEASE INDICATE ITEMS THAT HAVE ALREADY BEEN PROCESSED AND PROCESS(ES) CONDUCTED: _____
11. INVESTIGATING OFFICER: _____ PHONE NUMBER: _____
12. SUBMIT LABORATORY REPORT TO: (NAME, ADDRESS, AND TELEPHONE NUMBER OF AGENCY):

12.3.2 Drug Chemistry Submittal Form (AD24F)



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DIRECTOR FORENSIC LABORATORY

SUBMITTAL FORM – DRUG CHEMISTRY SECTION

- 1. AGENCY INCIDENT #: _____
2. NEW SUBMITTAL: YES No IF NO, PRIOR LAB NUMBER: _____
3. TYPE OF OFFENSE OR OCCURRENCE: _____
4. DATE AND TIME OF OFFENSE OR OCCURRENCE: _____
5. LOCATION OF OFFENSE OR OCCURRENCE: (STREET, CITY, BOROUGH, TOWNSHIP, ETC.) _____

6. FACTS OF OFFENSE OR OCCURRENCE:
[Large empty box for text entry]

- 7. ACTOR'S NAME: _____ OTN: _____ SEX: _____ AGE: _____
ACTOR'S NAME: _____ OTN: _____ SEX: _____ AGE: _____
ACTOR'S NAME: _____ OTN: _____ SEX: _____ AGE: _____
ACTOR'S NAME: _____ OTN: _____ SEX: _____ AGE: _____

8. EVIDENCE INVENTORY:
Table with columns: ITEM, DRUG SUSPECTED, EVIDENCE DESCRIPTION, BIOHAZARD (checkboxes)

- 9. LIST ITEM(S) THAT NEED LATENT PROCESSING: _____
10. HEARING DATE: _____
11. INVESTIGATING OFFICER: _____ PHONE NUMBER: _____
12. SUBMIT LABORATORY REPORT TO: (NAME, ADDRESS, AND TELEPHONE NUMBER OF AGENCY): _____

[Large empty box for text entry]

12.3.3 Trace Evidence Submittal Form (AD25F)



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SUBMITTAL FORM – TRACE SECTION

- 1. AGENCY INCIDENT #:
2. NEW SUBMITTAL: YES No IF NO, PRIOR LAB NUMBER:
3. TYPE OF OFFENSE OR OCCURRENCE:
4. DATE AND TIME OF OFFENSE OR OCCURRENCE:
5. LOCATION OF OFFENSE OR OCCURRENCE: (STREET, CITY, BOROUGH, TOWNSHIP, ETC.)

6. FACTS OF OFFENSE OR OCCURRENCE:
[Empty box for facts of offense]

- 7. ACTOR'S NAME: OTN: SEX: RACE:
ACTOR'S NAME: OTN: SEX: RACE:
ACTOR'S NAME: OTN: SEX: RACE:
ACTOR'S NAME: OTN: SEX: RACE:

- 8. VICTIM'S NAME: UNHARMED: INJURED: DECEASED:
VICTIM'S NAME: UNHARMED: INJURED: DECEASED:

9. EVIDENCE INVENTORY:
Table with columns: ITEM, EVIDENCE DESCRIPTION/ EXAMINATION REQUESTED, QUESTIONED, KNOWN

10. LIST ITEM(S) THAT NEED LATENT PROCESSING:

- 11. HEARING DATE:
12. INVESTIGATING OFFICER: PHONE NUMBER:
13. SUBMIT LABORATORY REPORT TO: (NAME, ADDRESS, AND TELEPHONE NUMBER OF AGENCY):

[Empty box for laboratory report recipient information]

12.3.4 Gun Shot Residue Analysis Information Form (AD55F)



COUNTY OF ALLEGHENY
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DIRECTOR FORENSIC LABORATORY

SUBMITTAL FORM – TRACE SECTION – GSR CLOTHING

- 1. AGENCY INCIDENT #:
2. NEW SUBMITTAL: YES No IF NO, PRIOR LAB NUMBER:
3. TYPE OF OFFENSE OR OCCURRENCE:
4. DATE AND TIME OF OFFENSE OR OCCURRENCE:
5. DATE AND TIME OF COLLECTION:
LOCATION OF OFFENSE OR OCCURRENCE: (STREET, CITY, BOROUGH, TOWNSHIP, ETC.)

6. FACTS OF OFFENSE OR OCCURRENCE:
[Empty box for facts of offense]

- 7. ACTOR'S NAME: OTN: SEX: RACE:
ACTOR'S NAME: OTN: SEX: RACE:
8. VICTIM'S NAME: UNHARMED: INJURED: DECEASED:
VICTIM'S NAME: UNHARMED: INJURED: DECEASED:

10. EVIDENCE INVENTORY: (CLOTHING MUST BE SEPARATED FOR SUBMISSION)
Table with columns: ITEM, EVIDENCE DESCRIPTION, AREA OF EXAMINATION REQUESTED (UP TO 3), QUESTIONED, KNOWN

- 11. TYPE OF FIREARM USED: CALIBER:
CALIBER OF AMMUNITION USED:
MANUFACTURER OF AMMUNITION:
* NOTE IF CARTRIDGE MANUFACTURER IS UNKNOWN, DRAW HEAD STAMP HERE:
NUMBER OF SHOTS FIRED

- 12. HEARING DATE:
13. INVESTIGATING OFFICER: PHONE NUMBER:
14. SUBMIT LABORATORY REPORT TO: (NAME, ADDRESS, AND TELEPHONE NUMBER OF AGENCY):

[Empty box for laboratory report recipient information]

12.3.5 Firearms and Toolmarks Submittal Form (AD27F)



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DIRECTOR FORENSIC LABORATORY

SUBMITTAL FORM – FIREARMS / TOOLMARKS SECTION

- 1. AGENCY INCIDENT #: _____
2. NEW SUBMITTAL: Yes _____ No _____ IF NO, PRIOR LAB NUMBER: _____
3. TYPE OF OFFENSE OR OCCURRENCE: _____
4. DATE AND TIME OF OFFENSE OR OCCURRENCE: _____
5. LOCATION OF OFFENSE OR OCCURRENCE: (STREET, CITY, BOROUGH, TOWNSHIP, ETC.) _____

6. FACTS OF OFFENSE OR OCCURRENCE:
[Empty box for facts of offense]

- 7. ACTOR'S NAME: _____ OTN: _____ JUVENILE: []
ACTOR'S NAME: _____ OTN: _____ JUVENILE: []
ACTOR'S NAME: _____ OTN: _____ JUVENILE: []
ACTOR'S NAME: _____ OTN: _____ JUVENILE: []

- 8. VICTIM'S NAME: _____
VICTIM'S NAME: _____
VICTIM'S NAME: _____

9. EVIDENCE INVENTORY:

Table with 3 columns: ITEM, EVIDENCE DESCRIPTION, FIREARMS EXAMINATION REQUESTED

- 10. IS FIREARM STOLEN: Yes: _____ No: _____
IF STOLEN: DATE REPORTED: _____ CITY: _____ STATE: _____

11. HEARING DATE: _____

12. INVESTIGATING OFFICER: _____ PHONE NUMBER: _____

13. SUBMIT LABORATORY REPORT TO: (NAME, ADDRESS, AND TELEPHONE NUMBER OF AGENCY):

[Empty box for laboratory report recipient]

12.3.6 Serology Submittal Form (AD27F)



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DIRECTOR FORENSIC LABORATORY

SUBMITTAL FORM – SEROLOGY SECTION

- 1. AGENCY INCIDENT #:
2. NEW SUBMITTAL: YES NO IF NO, PRIOR LAB NUMBER:
3. TYPE OF OFFENSE OR OCCURRENCE:
4. DATE AND TIME OF OFFENSE OR OCCURRENCE:
5. LOCATION OF OFFENSE OR OCCURRENCE: (STREET, CITY, BOROUGH, TOWNSHIP, ETC.)

6. FACTS OF OFFENSE OR OCCURRENCE:
[Empty box for facts of offense or occurrence]

- 7. ACTOR'S NAME: AGE: SEX: RACE: African American OTN:
8. VICTIM'S NAME: AGE: SEX: RACE:
9. CONDITION OF VICTIM: UNHARMED: INJURED: WHERE: DECEASED:
10. EVIDENCE INVENTORY:

Table with 3 columns: ITEM, EVIDENCE DESCRIPTION, EXAMINATION REQUESTED

- 11. LIST ITEM(S) THAT NEED LATENT PROCESSING (LATENT SECTION SUBMITTAL FORM IS REQUIRED):
12. HEARING DATE:
13. INVESTIGATING OFFICER: PHONE NUMBER:
14. SUBMIT LABORATORY REPORT TO: (NAME, ADDRESS, AND TELEPHONE NUMBER OF AGENCY):

[Empty box for laboratory report information]

12.3.7 Serology Section Sexual Assault Information Submittal Form (AD28F)



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SUBMITTAL FORM - SEROLOGY SECTION - SEXUAL ASSAULT INFORMATION

- 1. AGENCY INCIDENT #:
2. NEW SUBMITTAL: Yes No IF NO, PRIOR LAB NUMBER:
3. TYPE OF OFFENSE OR OCCURRENCE:
4. DATE AND TIME OF OFFENSE OR OCCURRENCE:
5. LOCATION OF OFFENSE OR OCCURRENCE: (STREET, CITY, BOROUGH, TOWNSHIP, ETC.)
6. FACTS OF OFFENSE OR OCCURRENCE:
7. ACTOR'S NAME: AGE: SEX: RACE:
8. VICTIM'S NAME: AGE: SEX: RACE:
7. TIME ELAPSED BETWEEN SEXUAL ASSAULT TO PHYSICAL EXAMINATION: HRS (BE AS ACCURATE AS POSSIBLE)
8. DID PENETRATION TAKE PLACE: YES NO
9. DID ACTOR EJACULATE: YES NO
10. WERE CONDOMS USED: YES NO
11. WERE DRUGS USED TO FACILITATE THE SEXUAL ASSAULT: YES NO
12. WAS VICTIM ON MENSTRUAL PERIOD: YES NO
13. TIME ELAPSED BETWEEN LAST INTERCOURSE BEFORE THIS ASSAULT:
14. WAS VICTIM BLEEDING FROM ANY AREAS OF BODY: YES NO
15. WAS ACTOR BLEEDING FROM ANY AREAS OF BODY: YES NO
16. WAS VICTIM BRUISED OR WOUNDED: YES NO
17. PLACE ASSAULT OCCURRED: RESIDENCE OUTSIDE VEHICLE FLOOR BED OTHER



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SUBMITTAL FORM – SEROLOGY SECTION – SEXUAL ASSAULT INFORMATION

- 18. WAS CLOTHING REMOVED BEFORE ASSAULT: YES ___ NO ___
19. DID VICTIM PUT UNDERPANTS BACK ON AFTER ASSAULT: YES ___ NO ___
IF YES, WAS ITEM COLLECTED: YES ___ NO ___
20. DID VICTIM BATHE OR DOUCHE AFTER ASSAULT: YES ___ NO ___
IF YES, PLEASE SPECIFY WHICH: _____
21. DID VICTIM USE TOWEL, TISSUE, OR ANYTHING TO WIPE SEMINAL FLUID: YES ___ NO ___
IF YES, WAS ITEM COLLECTED: YES ___ NO ___
22. DID ACTOR(S), IF KNOWN, ACKNOWLEDGE ENGAGING IN SEXUAL ACTIVITY WITH VICTIM:
YES ___ NO ___
23. PLEASE INCLUDE ADDITIONAL INFORMATION THAT MAY ASSIST IN THE EXAMINATION OF THE PHYSICAL EVIDENCE

[Empty box for additional information]

- 24. INVESTIGATING OFFICER: _____ PHONE NUMBER: _____
25. SUBMIT LABORATORY REPORT TO: (NAME, ADDRESS, AND TELEPHONE NUMBER OF AGENCY):

[Empty box for laboratory report information]

EVIDENCE TO BE SUBMITTED IN SEXUAL ASSAULT CASES

- 1. SEX CRIMES KIT OF VICTIM FROM HOSPITAL. (IF VICTIM IS TO BE TESTED FOR AIDS, A RED TOP TUBE OF BLOOD IS TO BE COLLECTED AT THIS TIME AND ANOTHER LIKE TUBE SIX TO EIGHT WEEKS LATER.) BOTH SPECIMENS ARE TO BE DIRECTLY SENT TO:
DEPARTMENT OF LABORATORIES
PUBLIC HEALTH LABORATORY
3441 FORBES AVENUE
PITTSBURGH, PA 15213
2. ONE 5 CC TUBE OF WHOLE BLOOD IN A PURPLE CAPPED TUBE OR SALIVA (BODE BUCCAL COLLECTOR) FROM THE ACTOR(S). IF ACTOR(S) IS TO BE TESTED FOR AIDS, THE AFOREMENTIONED PROCEDURE IS APPLICABLE.
3. IF A DRUG FACILITATED SEXUAL ASSAULT IS SUSPECTED, PLEASE SUBMIT THE FOLLOWING TO THE FORENSIC LABORATORY TOXICOLOGY SECTION:
• TWO (2) GREEN CAPPED TUBES OF THE VICTIM'S BLOOD
• TWO (2) GRAY CAPPED TUBES OF THE VICTIM'S BLOOD
• ONE (1) CONTAINER OF URINE
• COMPLETED: SUBMITTAL FORM – TOXICOLOGY SECTION – DRUG FACILITATED SEXUAL ASSAULT (DFSA)
4. ITEMS OF CLOTHING WORN BY THE VICTIM AND THE ACTOR(S) DURING THE SEXUAL ASSAULT AS WELL AS PERTINENT BED CLOTHING UPON THE REQUEST OF THE LABORATORY. THESE ITEMS SHOULD BE AIR-DRIED AND WRAPPED IN PAPER (DO NOT USE PLASTIC). PLEASE KEEP REFRIGERATED UNTIL SUBMISSION TO THE LABORATORY.

12.3.8 Toxicology Section Drug Facilitated Sexual Assault (DFSA) Submittal form (AD29F)



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DIRECTOR FORENSIC LABORATORY

SUBMITTAL FORM – TOXICOLOGY SECTION – DRUG FACILITATED SEXUAL ASSAULT (DFSA)

- 1. AGENCY INCIDENT #:
2. NEW SUBMITTAL: YES No IF NO, PRIOR LAB NUMBER:
3. TYPE OF OFFENSE OR OCCURRENCE:
4. DATE AND TIME OF OFFENSE OR OCCURRENCE:
5. LOCATION OF OFFENSE OR OCCURRENCE: (STREET, CITY, BOROUGH, TOWNSHIP, ETC.)

6. FACTS OF OFFENSE OR OCCURRENCE:
[Empty box for facts of offense or occurrence]

- 7. ACTOR'S NAME: AGE: SEX: RACE:
ACTOR'S NAME: AGE: SEX: RACE:
ACTOR'S NAME: AGE: SEX: RACE:
ACTOR'S NAME: AGE: SEX: RACE:

- 8. VICTIM'S NAME: AGE: SEX: RACE:

- 9. SPECIMEN COLLECTION:
BLOOD: DATE: TIME:
URINE: DATE: TIME:

- 10. DID VICTIM URINATE PRIOR TO COLLECTION OF URINE SPECIMEN? YES NO How MANY TIMES?
11. TYPE OF ANALYSIS REQUESTED: ALCOHOL DRUG SCREEN OTHER

- 12. TYPE OF DRUG SUSPECTED:
[Empty box for type of drug suspected]

VICTIM INFORMATION

- 13. DID VICTIM TAKE ANY DRUGS (PRESCRIPTION, RECREATIONAL, OR OTC)?
[Empty box for victim information]

- 14. DID VICTIM CONSUME ALCOHOL? YES No HOW MUCH?
15. WAS VICTIM UNCONSCIOUS? YES No HOW LONG?



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SUBMITTAL FORM – TOXICOLOGY SECTION – DRUG FACILITATED SEXUAL ASSAULT (DFSA)

16. VICTIM'S DESCRIPTION OF SYMPTOMS:

17. WITNESS' DESCRIPTION OF SYMPTOMS:

ACTOR INFORMATION

18. OCCUPATION: _____

19. DID ACTOR TAKE ANY DRUGS (PRESCRIPTION, RECREATIONAL, OR OTC)?

20. WHAT DRUGS DOES SUSPECT HAVE AVAILABLE TO HIM/HER?

21. DID ACTOR CONSUME ALCOHOL? Yes _____ No _____ How MUCH? _____

22. ADDITIONAL HISTORY:

23. INVESTIGATING OFFICER: _____ PHONE NUMBER: _____

24. SUBMIT LABORATORY REPORT TO: (NAME, ADDRESS, AND TELEPHONE NUMBER OF AGENCY):

12.3.9 Toxicology Section DUI/DUID Submittal Form (AD30F)



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SUBMITTAL FORM – TOXICOLOGY SECTION – DUI/DUID

1. AGENCY INCIDENT #: _____
2. NEW SUBMITTAL: YES _____ NO _____ IF NO, PRIOR LAB NUMBER: _____
3. TYPE OF OFFENSE OR OCCURRENCE: _____
4. DATE AND TIME OF OFFENSE OR OCCURRENCE: _____
5. LOCATION OF OFFENSE OR OCCURRENCE: (STREET, CITY, BOROUGH, TOWNSHIP, ETC.) _____
6. LOCATION SAMPLE COLLECTED: (HOSPITAL) _____ TIME COLLECTED: _____
7. FACTS OF OFFENSE OR OCCURRENCE: [Large empty box]
8. ACTOR'S NAME: _____ OTN: _____ SEX: _____ AGE: _____
9. TYPE OF ANALYSES REQUESTED: ALCOHOL _____ DRUG SCREEN _____ OTHER (SPECIFY) _____
10. TYPE OF DRUG SUSPECTED: _____
11. EVIDENCE INVENTORY: _____
12. DRE CASE YES _____ NO _____ DRUG CATEGORY SUSPECTED: _____
13. BRIEF HISTORY: (SOBRIETY, TIME OF LAST DRINK OR INGESTION OF DRUG, TIME OF LAST MEAL, INJURIES, ETC.) [Large empty box]
14. VICTIM'S NAME: _____ SEX: _____ AGE: _____
15. CONDITION OF VICTIM: UNHARMED _____ INJURED _____ DECEASED _____
16. HEARING DATE: _____
17. INVESTIGATING OFFICER: _____ PHONE NUMBER: _____
18. SUBMIT LABORATORY REPORT TO: (NAME, ADDRESS, AND TELEPHONE NUMBER OF AGENCY): [Large empty box]

12.3.10 Toxicology Section Post Mortem Case Order Submittal Form (AD31F)



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CASE ORDER - TOXICOLOGY

AUTOPSY #: _____ DECEASED'S NAME: _____
AUTOPSY PROSECTOR: _____ DATE OF AUTOPSY: _____
BLOOD DRAWN BY: _____

SPECIMEN(S) SUBMITTED:

HEART BLOOD _____ CHEST BLOOD _____ GRAY TOP _____
ILIAC/FEMORAL BLOOD _____ VENA CAVA BLOOD _____ HOSPITAL BLOOD _____
URINE _____ EYE FLUID _____ BILE _____ STOMACH CONTENTS _____
BRAIN _____ LIVER _____ KIDNEY _____
OTHER _____ DRUGS _____

CORE SPECIMENS:

BLOOD _____ BILE _____ URINE _____ EYE FLUID _____

SERVICE REQUEST:

ALCOHOL ONLY _____ LEVEL 1 _____ LEVEL 2 _____ LEVEL 3 _____

MANNER: _____

COD: _____

COMMENTS:

