



Guidelines for shipping evidence to the Crime Lab during the COVID-19 outbreak

April 3, 2020

For the duration of the COVID-19 outbreak, the Utah Bureau of Forensic Services recommends that, whenever possible, law enforcement agencies use trackable couriers (e.g., UPS, FED Ex) to ship evidence to the crime laboratory. Please consider the following guidelines;

1. Package evidence separately and securely. Avoid packaging wet items and/or biological evidence in plastic.
2. **Known hazards:** If you suspect a submission contains **fentanyl**, please **double-package in plastic bags, attach a biohazard sticker and alert the evidence section. If there is an indication that a sample contains the COVID-19 virus, please contact the evidence section at 801-964-4547 to discuss alternate submission options.**
3. Please make sure all seals are completely secured with tape, initials and date. Submit only those items requiring testing; however, please remember to submit all items necessary to complete a case. For instance, be sure to include ten print cards and/or buccal swab standards from suspects and/or victims, consumption letters (as applicable), etc...Additionally, all reference standards must be regarded as evidence, with proper marking and seals.
4. All case information and evidence items should be pre entered in the UCJIS system. After UCJIS pre-entry, you will receive a barcode receipt. Please include a copy with the evidence submission. In the unlikely event that you do not have access to UCJIS, include a copy of the alternate paperwork with the evidence.
5. When completing the chain of custody, every item must have a unique identifier (property number) and suspect and victim information needs to be complete. Please make sure that all information is filled out and that the submitter **signs** the "released line" on the chain. In the "received line", indicate that the courier received the item (i.e. UPS, Fed Ex). Please do not include any paperwork (e.g., chain of custody/barcode) inside of the sealed evidence package but rather place it inside of the outer packaging. This arrangement allows the evidence section to not have to break the agency seal to obtain required paperwork.
6. To maintain chain of custody, a trackable carrier (**FedEx or UPS ONLY**) must be used.

Send Evidence To: **Utah Bureau of Forensic Services**
Attention: Evidence Section
4451 South Constitution Blvd. 2ND Floor
Salt Lake City, Utah 84129

7. For questions, please contact evidence intake at **(801) 964-4547**.