


# Utah Bureau of Forensic Services


KEEPING UTAH SAFE BY PROVIDING UNBIASED  
FORENSIC SERVICES TO THE CRIMINAL JUSTICE  
COMMUNITY

EVIDENCE PACKAGING





# **GENERAL EVIDENCE PACKAGING GUIDELINES**



**THESE ARE GENERAL GUIDELINES THAT  
WILL COVER MOST TYPES OF  
SUBMISSIONS**

**PLEASE KEEP IN MIND OTHER  
PACKAGING AND SUBMISSION TYPES  
WILL BE ACCEPTED ON A CASE BY CASE  
BASIS**

**IF YOU HAVE QUESTIONS PLEASE  
CONTACT THE CENTRAL LAB EVIDENCE  
SECTION 801-964-4547**



## GENERAL PACKAGING GUIDELINES

- TIGHT PACKAGING MAKES IT DIFFICULT FOR THE FORENSIC SCIENTIST TO OPEN
- LEAVE SPACE TO ENTER ITEM MULTIPLE TIMES IF NEEDED
- ALL PACKAGING MUST HAVE SPACE FOR ALL INFORMATION TO BE ON THE PACKAGE WITHOUT INTERFERING WITH SEAL
- YOU MAY BE ASKED TO REPACKAGE ANY ITEM AT ANY TIME BEFORE ACCEPTANCE TO THE LAB.
- PROTECT ITEMS FROM CROSS-CONTAMINATION BY PACKAGING THEM SEPARATELY



## GENERAL PACKING GUIDELINES (CONTINUED)

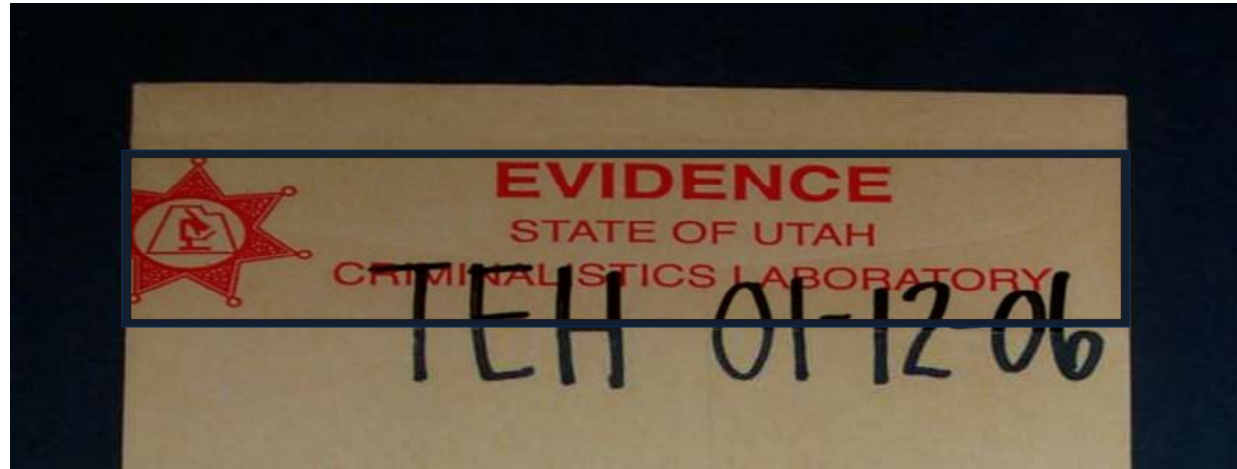
- PLEASE CHECK AND CORRECT ALL SEALS AND INFORMATION ON ALL ITEMS BEFORE SUBMISSION TO THE LAB.
  - At a minimum, the packaging must contain:
    - Agency
    - Agency Case Number
    - Agency Item Number
    - A description of the package contents (if the evidence comes from and individual, their name should be included in the description)
- CLEAN/ UNUSED PAPER BAGS, PLASTIC BAGS, ETC SHOULD BE USED WHEN PACKAGING EVIDENCE.
- GUN BOXES OR CARDBOARD BOXES ARE REQUIRED FOR FIREARMS, SHARP AND/ OR HEAVY ITEMS.
- ITEMS THAT ARE BIOHAZARDS, SHARPS OR GLASS SHOULD BE LABELED

# PROPER SEAL

- SEAL ITEMS WITH DURABLE TAPE (PACKING TAPE PREFERRED) TO PREVENT LOSS AND CONTAMINATION
- ESPECIALLY FOR ITEMS THAT WILL BE STORED IN THE FRIDGE/ FREEZER
- SEAL BY WRITING INITIALS AND DATE  $\frac{1}{2}$  ON THE PACKAGING AND  $\frac{1}{2}$  ON THE TAPE

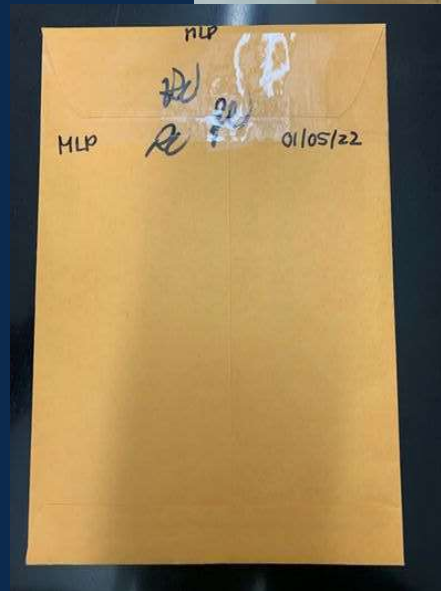
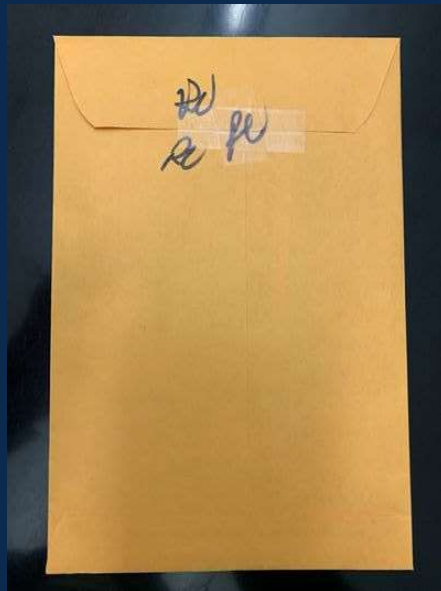
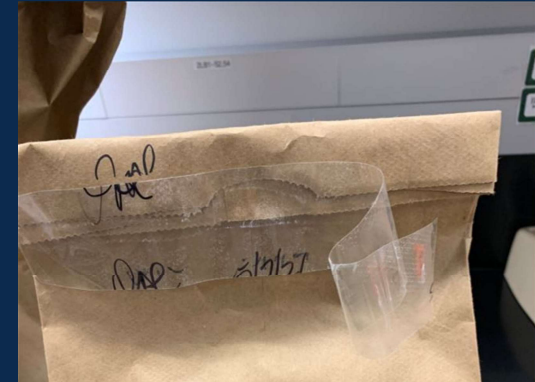


- STAPLES ARE NOT SEALS AND SHOULD NOT BE USED. ITEMS SEALED WITH STAPLES WILL NOT BE ACCEPTED UNTIL SEAL HAS BEEN CORRECTED OR ITEM HAS BEEN REPACKAGED.
- STICKERS OF ANY KIND ARE NOT ACCEPTABLE TO USE AS SEALS.
- $\frac{3}{4}$ " SCOTCH TAPE IS NOT ACCEPTABLE.

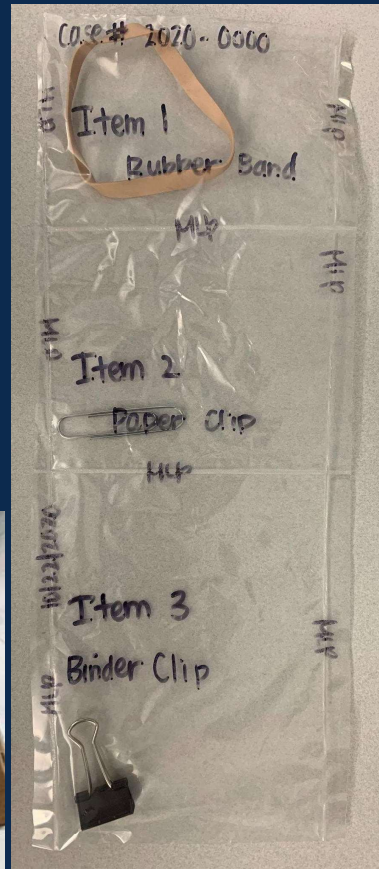


## PROPER SEAL (CONTINUED)

- WE RECOMMEND SCOTCH, 3m, 2 INCH, CLEAR PACKAGING TAPE – 600 SERIES, OR SIMILAR
- CAN BE ORDERED THROUGH OFFICE DEPOT OR GRAINGER, CAN REQUIRE A SPECIAL ORDER



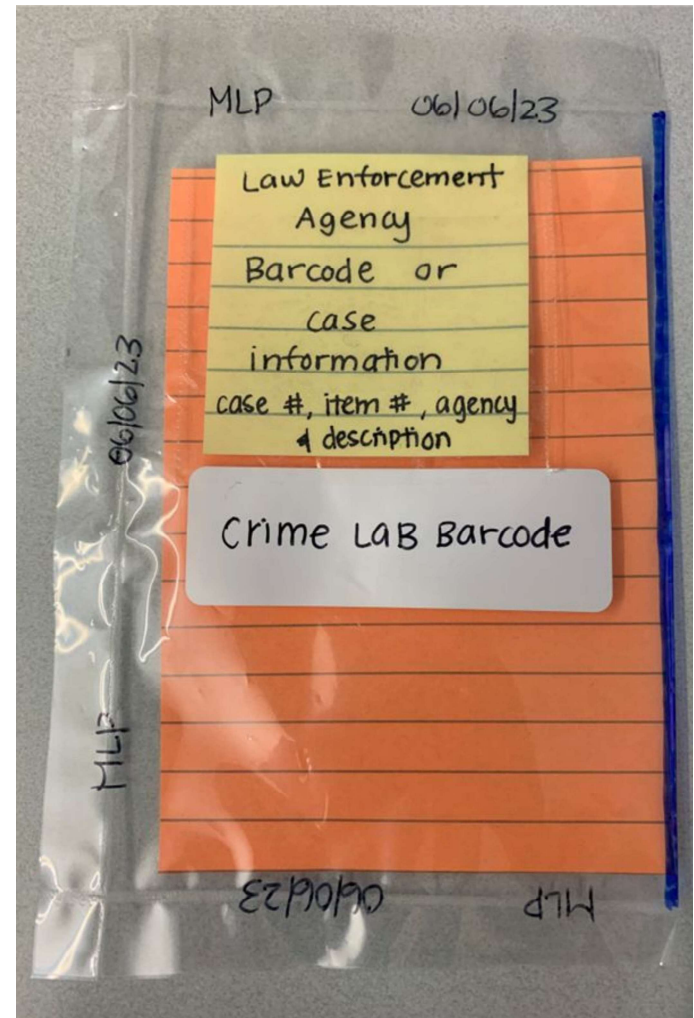
# HEAT SEALS



- Please check to make sure ALL heat seals sealed properly.
- Initials and date should be written across each heat seal.
- Items that are heat sealed separate but still connected together are considered one Lab Item regardless of how many Agency Items there are.

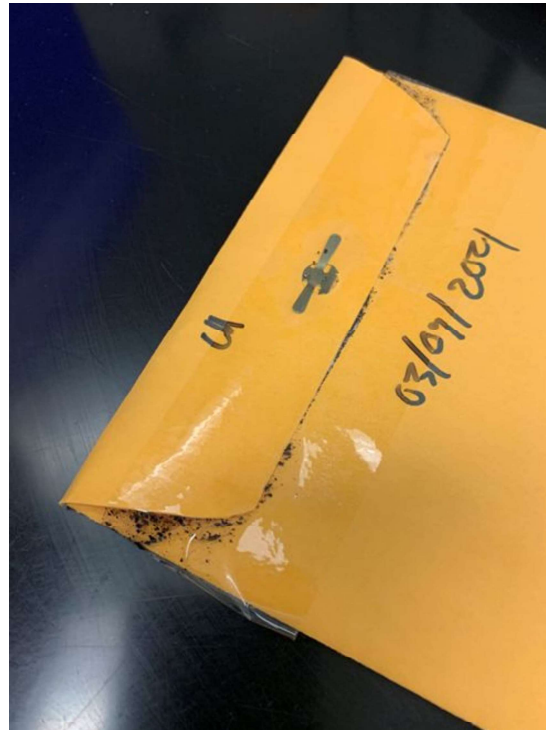
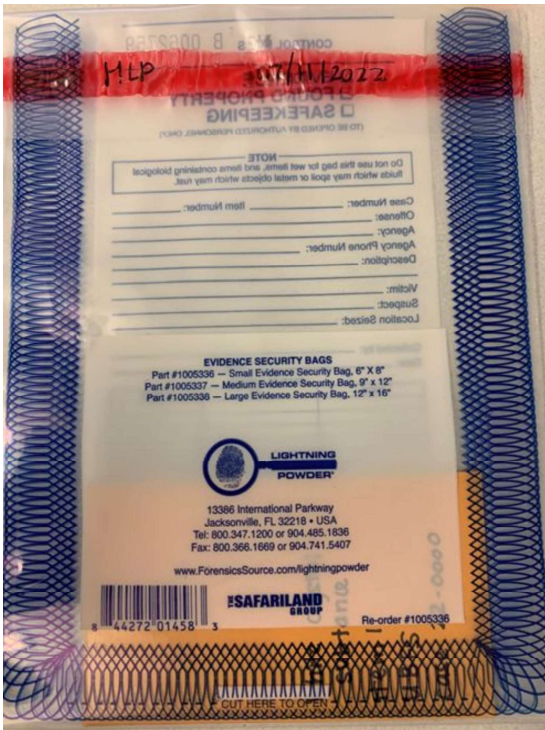
## LABELING

Heat sealed items (or any item) should be in a large enough package that the Law Enforcement evidence earcode and the Crime Lab evidence earcode can both be placed on the item without overlapping or covering an initials or dates. Furthermore, the package should be large enough that the item can be opened on at least one edge without disturbing/breaking the original seal(s).





# OTHER



- When using evidence security bags, initial and date across the sticky adhesive seal.
- Please keep in mind that placing granular or powder substances directly in these types of packages can result in the loss of evidence.
- To prevent loss/contamination you can place these small substances inside of a folded piece of paper, a small plastic bag (depending on what type of analysis it may need), or something similar.

# PACKAGING- BIOLOGY



< <https://blog.puritanmedproducts.com/top-three-sterile-swab-types-dna-collection>

- PAPER BAGS ARE REQUIRED FOR ALL BIOLOGICAL/DNA EVIDENCE
- ALL BIOHAZARDS SHOULD BE LABELED AS SUCH
- BUCCAL STANDARDS MUST HAVE NAME OF THE INDIVIDUAL THEY BELONG TO ON THE PACKAGING
- PROTECT ITEMS FROM CROSS-CONTAMINATION BY PACKAGING THEM SEPARATELY.
- THE LAB CANNOT ACCEPT CODIS SAMPLE KITS AS A STANDARD. BASIC STERILE SWABS ARE ACCEPTABLE FOR A STANDARD



# PACKAGING- FIRE DEBRIS

- PLACE ONLY ONE ITEM PER CAN.
- LEAVE ROOM AT THE TOP, THE VAPORS ARE WHAT IS TESTED, NOT THE ITEM
- IF ITEMS ARE WET, THEY STILL NEED TO BE PLACED INTO CAN
- **ALL FIRE EVIDENCE SHOULD BE SUBMITTED TO THE LAB ASAP**
- DEBRIS SHOULD BE PLACED IN A NEW, CLEAN, ONE GALLON OR QUART METAL PAINT CAN WITH ONE PIECE OF TAPE GOING ACROSS THE TOP WITH DATE AND INITIALS HALF ON AND HALF OFF THE TAPE
- CASE #, ITEM # AND AGENY INFORMATION SHOULD BE ON THE SIDE OF EACH CAN
- *PLASTIC BAGS, BOTTLES, ETC ARE NOT SUITABLE CONTAINERS*
- IF SAMPLE IS SOIL, PACKAGE IN CAN AND PLACE IN REFRIGERATOR – RUSH TO LAB AND LET THE LAB KNOW IT IS SOIL.



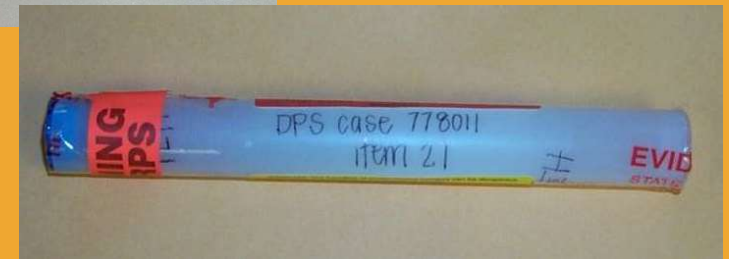
# PACKAGING- CHEMISTRY

- **PLASTIC BAGS ARE RECOMMENDED FOR MOST CHEMISTRY CASES**
  - **EXCEPTION:**
    - **PLANT MATERIAL (SUSPECTED MARIJUANA, SUSPECTED MUSHROOMS)**
- **PLANT MATERIAL SHOULD BE PACKAGED IN PAPER TO HELP PREVENT MOLDING**
- **ALL SUSPECTED FENTANYL SHOULD BE OVERPACKED (IE DOUBLE BAGGED FOR PROTECTION) AND LABELED WITH A SUSPECTED FENTANYL STICKER**
- **ALL BIOHAZARDS SHOULD BE LABELED AS SUCH**
  - **(FLUID FLUSHED FROM SYRINGES, DRUGS RECOVERED FROM BODY CAVITIES)**

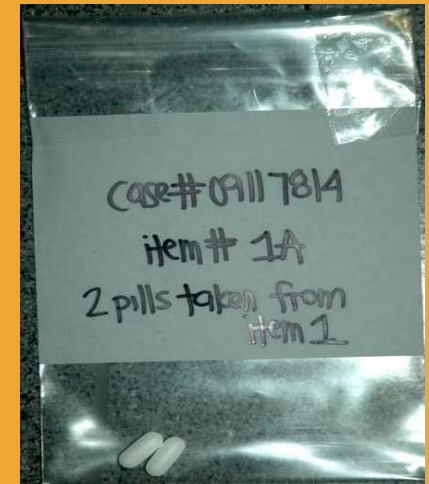


# PACKAGING- CHEMISTRY (CONTINUED)

- Syringes are NO LONGER accepted.
- FOR ANALYSIS:
  - DISPENSE ANY LIQUID INTO A SMALL GLASS VIAL
  - IF SUBSTANCE IS NOT IN LIQUID FORM, DO A METHANOL OR DISTILLED WATER RINSE OF THE SYRINGE THEN DISPENSE THE LIQUID INTO A SMALL GLASS VIAL.



- IF THERE ARE LARGE QUANTITIES OF SAME TYPE OF PILL, REMOVE 1-2 PILLS FOR EXAMINATION WHEN POSSIBLE.



# PACKAGING- FIREARMS



LABORATORY BARCODE ONLY

**NIBIN TEST FIRES**

Agency: \_\_\_\_\_ Case #: \_\_\_\_\_ Item #: \_\_\_\_\_

Crime Type: \_\_\_\_\_ Date Firearm Collected: \_\_\_\_\_

**Firearm Information**

Caliber: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Serial #: \_\_\_\_\_ Pistol Rifle Shotgun

Importer: \_\_\_\_\_ Country of Origin: \_\_\_\_\_

FIREARMS AND MAGAZINE CAN BE PACKAGED TOGETHER AS LONG AS MAGAZINE IS NOT IN THE FIREARM.

DO NOT UNLOAD THE MAGAZINE.

**ALL FIREARMS MUST BE UNLOADED and rendered SAFE**

“WEAPON CLEARED” MUST BE DESIGNATED ON OUTSIDE OF BOX

SERIAL NUMBER, MAKE AND MODEL, MUST BE WRITTEN ON OUTER BOX

SEAL HORIZONTALLY ALONG ALL OPEN SIDES OF THE BOX, INITIAL AND DATE HALF ON AND HALF OFF TAPE

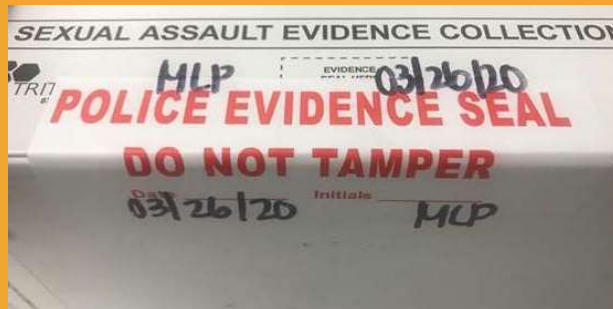
ALL ITEMS SUBMITTED FOR NIBIN ARE TREATED AS EVIDENCE AND MUST FOLLOW THE SAME PACKAGING GUIDELINES

## PACKAGING- SEXUAL ASSAULT KIT

You should **NEVER** have to package a kit; the collecting nurse should hand it to you already properly packaged with any additional items separately packaged

Keep in MIND:

- **Blood and urine should not be inside the kit** \*blood and urine get sent to the Toxicology Lab, not the Crime Lab\*
- Please check the seal and signature on every kit upon receiving. If there are separate items containing blood and/or urine check the seals on those as well.
- Nurse paperwork is **NO** longer needed as the lab now has access.
- Exception: CJC or Primary Children's cases
- Kits do not need to be refrigerated unless there is a tampon/ pad inside the kit.



State of Utah  
Department of Public Safety  
Bureau of Forensic Services

### SEXUAL ASSAULT EVIDENCE COLLECTION KIT

PATIENT'S NAME: \_\_\_\_\_

PATIENT'S DOB: \_\_\_\_\_

COLLECTING AGENCY: \_\_\_\_\_

COLLECTED BY: \_\_\_\_\_

SANE CONTACT INFO: \_\_\_\_\_

DATE & TIME KIT SEALED: \_\_\_\_\_

NOT RESTRICTED KIT

Date/Initial \_\_\_\_\_

RESTRICTED KIT

Date/Initial \_\_\_\_\_

### CHAIN OF CUSTODY

POLICE AGENCY: \_\_\_\_\_

POLICE AGENCY CASE #: \_\_\_\_\_

POLICE AGENCY ITEM #: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

DATE & TIME: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

DATE & TIME: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

DATE & TIME: \_\_\_\_\_

# GUIDELINES FOR EVIDENCE SUBMISSION BY COURIER

- The Utah Bureau of Forensic Services prefers to receive evidence submissions in person whenever possible. If a need to have evidence submitted by courier occurs, please follow these guidelines.
- Only submit items to be tested. If you have additional items all packaged, together please remove the items not needing to be analyzed by the laboratory.
- Please make sure that your case is pre entered in the CLEL transaction in UCJIS. Print the barcode sheet to send with your evidence to the lab. If the barcode sheet doesn't print, it could be because pop-up blockers are on. It is best to make sure they are off before you start. If you do not have the capability to pre enter, please send the case information (Investigating officer, supervisor, victim/ suspect names, etc).
- Make sure that all information is filled out and that you sign the released line on the chain. Put the carrier as having received the item (i.E. UPS, fedex). NO blood or urine should be shipped to the Crime Lab. Please do not seal your paperwork in any of the evidence packaging, it should be placed inside your shipping container with the evidence. The evidence section at the laboratory will need to look at the paperwork and they do not want to have to break the seal.
- Seal your shipping container with tape but DO NOT initial and date the outer seals. Doing so makes it so that intake personnel can not open the shipping container.
- We ask that you use a trackable carrier (FedEx or UPS ONLY) when shipping evidence.

- Ship evidence to:

**Main Lab:**  
**Utah Bureau of Forensic Services**  
**Attention: Evidence Section**  
**4451 South Constitution Blvd., 2<sup>ND</sup> Floor**  
**Taylorsville, Utah 84129**

**Southern Lab:**  
**Utah Bureau of Forensic Services**  
**Attention: Evidence Section**  
**181 DL Sargent Dr., Suite B102**  
**Cedar City, Utah 84724**



# Evidence Intake Hours

- CENTRAL LABORATORY
  - Monday-Friday 9:30am-4:00pm, 801-964-4547
  - \*We request a phone call or email before coming, to shorten wait time.\*
  - Email both tharper@utah.gov and meganphillips@utah.gov .
  - All other times by appointment.
  - SAKT Help Line 801-895-2338
- SOUTHERN LABORATORY
  - \*\*Please Call 435-867-6795 before bringing evidence\*\*
- NORTHERN LABORATORY
  - Monday – Thursday 8:00am-12:00pm; Other times by appointment
  - 801-393-4549

# Collection Question(s)?

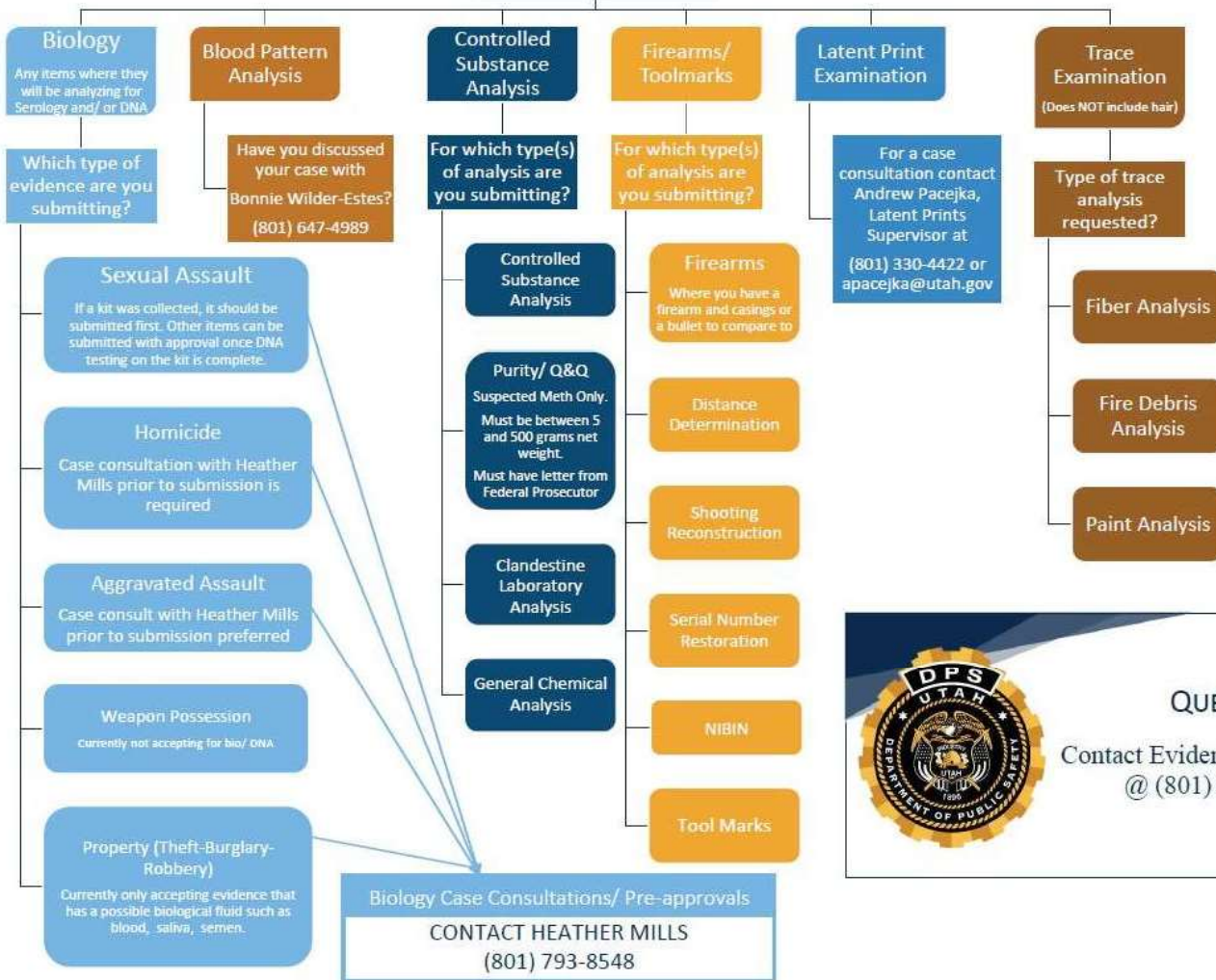
## Main Lab- Taylorsville

- During regular business hours
  - Call the section
    - Biology- (801)965-3870
    - Latent Prints- (801)816-3805
    - Firearms- (801)816-3810
    - Chemistry [Fire, Paint, CS]- (801)965-4382
- **OR**
- Call Crime Scene Response
  - (801)638-7600
- After hours call Crime Scene Response

## Southern Lab- Cedar City

- During regular business hours
  - Call the section
    - Manager's Office – 435-867-6796
    - Chemistry Office – 435-867-6797
    - Biology Office – 435-867-6798
- **OR**
- Call Crime Scene Response
  - (801)638-7600
- After hours call Crime Scene Response

# Service Requests



**QUESTIONS?**  
Contact Evidence Intake  
@ (801) 964-4547

# THANK YOU

KEEPING UTAH SAFE

