



EVIDENCE SUBMISSION INSTRUCTIONS



EVIDENCE SUBMISSION DAYS & TIMES

Monday - Wednesday - Thursday 8:00am to 4:30pm (Lunch Break from 12:30PM-1:30PM)*

*If you will be arriving outside the given time window please call the lab in advance to arrange the evidence submission

EVIDENCE PACKAGING

The Health and Environmental Laboratory is committed to excellence in evidence integrity. For that reason, we will only accept evidence that is properly packaged and sealed. Any evidence improperly packaged or sealed may be rejected.

- Use clean and unused containers. Label all containers.
- Package all items **SEPARATELY, in secondary containers**, to prevent comingling/contamination of evidence and safety hazards. Ex: Item 1: 20 tied bag corners placed into secondary plastic bag, Item 2: 1 tied bag of tan material placed into secondary plastic bag. Place each item into separate evidence bag/envelope and seal.
- Package in paper or plastic bags/envelopes
- Tape seal/heat seal all items (do NOT use staples for any seal). Envelopes must be sealed all the way to include the sides.
- **Initial and date ALL tape/heat seals** (if 1 bag is heat sealed on four sides, you must initial all four heat seals).
- Let HETL know if case needs to be rushed

RECEIPT/CONTRACT FOR EXAMINATION FORM

Please ensure the below items are completed upon submission:

- Investigating Agency
- Agency case number
- Investigator/Contact Name and phone number
- Suspect name and DOB
- Name and address detailing where report should be mailed
- Description of all items submitted with approximate quantity (for SDD evidence)
- **Analysis Code – options are listed under the table on the form**
- Print the name of the officer who is physically submitting evidence (leave blank if submitting via mail or drop box)
- Strike through all corrections with a single line and initial strike through (do not write over or scribble out corrections)
- Specific sampling instructions, if applicable

PLEASE MAKE NOTE OF:

Biologicals- Such as saliva, blood, vomit, urine or feces.

Wet or Damp Evidence and Food Products – these require special storage to maintain evidence integrity.

Clandestine Lab Evidence

Hypodermic Needles or Other Sharp Items-Only Tested Upon Special Request. Put in a Biohazard-Tube or plastic sharps container.

Latent Print or DNA Analysis- Any evidence or packaging requiring latent print or DNA analysis will need to be transferred to the crime lab after analysis.

ALL other information will be filled out by the Evidence Technician. If you need more Receipt/Contract for Examination Form, please contact us to have the forms mailed. These are three-part carbon copy forms and cannot be sent electronically.

FINAL DISPOSITION OF EVIDENCE

- All toxicology samples will be destroyed in six (6) months from the analysis date unless claimed by the officer or a responsible official.
- All solid dose drug evidence needs to be picked up from the Health and Environmental Testing Lab as soon as possible after analysis. Please contact the Evidence Technician at 287-1712 to arrange a pickup.



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TOXICOLOGY EVIDENCE

- May be submitted by mail, drop box, or in person
 - **Mail and Drop Box Submissions**
 - All evidence sent by mail should have a tracking number - Certified Mail, UPS, FedEx etc.
 - Submit with a completed Receipt/Contract for Examination Form (see page 1)
 - If unable to submit a Receipt/Contract for Examination Form write the below information on the outside of the evidence and affix a business card over the information for confidentiality:
 - Submitting Agency and Case Number
 - Name and DOB of Subject
- Blood Kits:
 - Indicate type of analysis being requested - BLOOD ALCOHOL and/or BLOOD DRUG
 - If nothing is indicated only BLOOD ALCOHOL testing will be performed
 - Indicate if the sample is related to a fatal or near fatal accident
 - OUI samples from a decedent shall be forwarded to the OCME
- Hospital tubes and sex assault cases (Blood and/or Urine):
 - Provide city, county, incident date & time, collection date & time, and analysis type requested

SOLID DOSE DRUG EVIDENCE

- **DO NOT MAIL – In person submissions only**
- HETL cannot perform analysis to differentiate marijuana from hemp. If marijuana confirmation is required, evidence must be sent to another laboratory.
- Pharmaceutical marked tablets – 1 tablet will be tested, unless otherwise requested
- Analyst discretion of appropriate sampling plan will be done on all testing unless otherwise requested. Sampling plans include Administrative, Pharmaceutical, 95/90 or 95/50 Hypergeometric, Customer Directed, etc. See hypergeometric sampling plan options for multiple item submissions below.

Solid Dose Drug Hypergeometric Sampling Plans

Table A: (95 /90) This sampling plan assures with 95% confidence that at least 90% of the entire population contains the substance identified in the sample.

| Number of Units | Number sampled |
|-----------------|----------------|
| 10 | 8 |
| 11-20 | 12 |
| 21-30 | 15 |
| 31-40 | 18 |
| 41-50 | 19 |
| 51-60 | 20 |
| 61-70 | 21 |
| 71-80 | 22 |
| 81-100 | 23 |
| 101-200 | 26 |
| 201-400 | 27 |
| 401-1,000 | 28 |
| 1,001-10,000 | 29 |

Table B: (95/50) This sampling plan assures with 95% confidence that at least 50% of the entire population contains the substance identified in the sample.

| Number of Units | Number sampled |
|-----------------|----------------|
| 5-12 | 3 |
| 13-66 | 4 |
| >67 | 5 |