

Submission Guidelines for Customers | 2013

ERIE COUNTY
CENTRAL POLICE SERVICES
FORENSIC LABORATORY



45 ELM STREET
BUFFALO, NEW YORK 14203
(716) 858-7409

Submission Guidelines for Customers

The Erie County CPS laboratory accepts a wide variety of different types of evidence. This evidence can be associated with many different types of crimes. This document is intended to serve as a general guide for the submission of commonly encountered evidence. Please contact the Laboratory if any additional circumstances are encountered that requires special submission consideration. ***All evidence must be submitted in a tamper evident sealed container.***

Type of Evidence	Submission Guidelines
Controlled Substances	<ol style="list-style-type: none">1. Controlled Substance cases not requested for analysis by the District Attorney's Office are not routinely tested. Please contact the Laboratory if special consideration is needed.2. Indicate on the submission form the suspected controlled substance type.3. Indicate on the submission form if a sale or possession is involved (charges) and if Federal charges are pending.4. <u>Powders</u>: Submit in sealed plastic bags or envelopes that will securely contain the powder. Common examples include cocaine, heroin and methamphetamine.5. <u>Dried Plant Material (Suspected Marijuana)</u>: Submit in sealed plastic bags or envelopes that will securely contain the material.6. <u>Fresh (Green) Plant Material (Suspected Marijuana)</u>: Due to limited drying capacity, please dry any fresh (green) vegetable matter prior to submission. Leaves must be removed from the stalks. Do not submit stalks, roots or dirt. Submit in paper or cardboard. Notify the Laboratory that fresh plant material is being submitted.7. <u>Fresh (Green) Plant Material (Suspected Khat)</u>: Submit as quickly as possible in paper or cardboard. The active ingredient degrades rapidly.8. <u>Tablets/Capsules</u>: Submit in sealed plastic bags or envelopes that will securely contain the pills. Do not open or count factory sealed containers of pills.9. <u>Liquids</u>: Submit in an appropriate air-tight container to prevent leakage.10. <u>Hypodermic syringes</u>: Do not submit, unless associated with a death investigation. If associated with a death investigation, the hypodermic syringe must be in a clean, puncture resistant, syringe container.
Ignitable Liquids	<ol style="list-style-type: none">1. All cases submitted for ignitable liquid residue analysis will routinely be examined.2. All fire debris or evidence suspected to contain ignitable liquid residues must be submitted in a container specific for this purpose. Examples of acceptable containers for suspected ignitable liquid residue analysis include: clean metal paint

	<p>cans, Ampac (Kapak) Bags or nylon plastic style bags. Contact the Laboratory for recommended brands of acceptable bags. Common plastic bags are not acceptable and will not retain ignitable liquid residue.</p> <p>3. Liquids must be submitted in air tight appropriate containers to prevent leakage. Appropriate containers include: glass, metal cans and plastic containers certified for ignitable liquid use. Only submit a small portion of the recovered liquid.</p>
Firearms	<ol style="list-style-type: none"> 1. Only those firearms specifically requested by the District Attorney's Office and Detectives/Investigators are routinely tested. 2. Minimize handling and wear clean gloves if DNA analysis is going to be requested. 3. Recovered cartridge cases are routinely evaluated for entry into NIBIN. 4. Only semi-automatic firearms are routinely evaluated for entry into NIBIN. Revolvers, single shot firearms, shotguns and bolt/pump action rifles do not meet Laboratory criteria for entry into NIBIN. 5. Serial number restorations will be routinely done on defaced firearms. 6. Specialized firearms related tests such as trigger pull, distance determination and trajectory will be done upon request. 7. The Laboratory does not accept safe-keeping weapons. 8. All submitted firearms are to be made safe by unloading any ammunition and magazines. For instances where the firearm cannot be made safe, the locker must be flagged as containing a loaded weapon. Do not disassemble the weapon. 9. Submit all associated ammunition and components in separate packaging. 10. All firearms must be submitted in sealed packaging. Use either a firearm evidence box or a heavy duty plastic bag. 11. All recovered spent ammunition components must be submitted in individual sealed containers. 12. Ammunition submitted in bulk or not associated with a firearm is not routinely examined.
Biology/DNA	<ol style="list-style-type: none"> 1. All cases submitted for DNA analysis must be accompanied by a completed DNA Request Form. 2. DNA submissions associated with the following types of crime will be routinely analyzed: Homicide, Assault, Sexual Assault, Robbery, Property Crimes (Burglary). Other types of crimes will not be routinely analyzed for DNA without specific prior approval. 3. Firearms and controlled substance packaging for possession related charges are only tested for DNA upon the specific request of the District Attorney's Office. 4. Only two crime scene items (or swabbings) associated with a property crime will be routinely tested for DNA. 5. Swabbings of automobile areas from stolen vehicles must be accompanied with known elimination samples from the primary driver(s) before DNA analysis will be performed. 6. Evidence submitted for Biology/DNA testing must be in sealed paper or cardboard type packaging. Ensure that the item is air-dry before packaging. 7. Tissue (human remains) or liquid samples can be submitted in appropriate plastic/glass containers. These are to be further secured in a sealed plastic bag to prevent any leakage. Clearly indicate on the paperwork that a tissue sample or

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	liquid is present. Keep refrigerated until submitted. Contact the Laboratory before submitting.
	8. Knives or other sharp objects are to be submitted in a sealed cardboard box.
Trace	<ol style="list-style-type: none"> 1. Items submitted for trace analysis will be evaluated by the section supervisor to determine the most appropriate testing to be done. 2. Clothing associated with a hit/run should be dry and individually packaged in paper. Submit recovered paint samples separate from the item it is being compared to. 3. Impression evidence should include photographs (with scale and as close to actual size as possible, 1:1) along with any associated castings. The suspected footwear/tire (if recovered) needs to be submitted for comparison analysis. 4. Submit duct tape as recovered. Do not attempt to separate tape pieces that are stuck together. Be sure the duct tape is packaged separately from the item it is being compared to (i.e. roll of duct tape or other torn pieces) 5. Submit all recovered pieces for a fracture match comparison individually packaged. Do not attempt to re-assemble.

Current Revision		
Date	Author	Comments
5/3/2013 2:01:30 PM	Simich, Ph.D., John	?