

Evidence Submission Form

Forensic Analytical Crime Lab (FACL) maintains a high standard for the integrity of evidence and therefore offers the following recommendations for the submission of evidence. By following these guidelines, the Chain-of-Custody will be maintained and concern for the loss or contamination of evidence will be minimized to the greatest extent possible.

- 1) Prior to evidence submission, all evidence must be placed into a container, labeled with a description of the item, and properly **sealed, initialed, and dated** for the purposes of inventory control. **Evidence is considered properly sealed when:**
 - Evidence cannot readily escape its container (i.e., container must not have any damage or unsealed edges) and the container must be sealed such that opening the container would result in obvious damage, contamination, and/or alteration to the seal and/or its container. Examples of proper seals include evidence and heavy-duty packaging tape and gum-seals.
 - For multiple evidence items contained in a single container, each evidence item should be individually packaged, labeled with a description of the item, and properly sealed.

*Please note that staples, clasps, and general-use cellophane (Scotch) tape, all of which can be removed and replaced, are **not** considered proper seals. Evidence may be compromised if improperly sealed.*

- 2) A completed FACL Evidence Submission Form or other agency chain-of-custody form must be completed (including a description of each item) and accompany all submitted evidence.
- 3) Evidence that could be considered a health and safety threat should be clearly indicated on the packaging and FACL Evidence Submission Form. This includes biological or blood evidence that may potentially be infectious (e.g., body fluids, hypodermic needles), sharp objects as well as firearms that have been rendered "safe" or "unloaded."
- 4) Evidence that will require special handling, such as biological evidence for refrigeration or freezing, should have notations made on the outer evidence package and the FACL Evidence Submission Form. For DNA Sexual Assault kit submissions, it is preferred that the agency indicate if a liquid blood or urine sample is enclosed.
- 5) *****Special Instructions for shipping live ammunition*****

Live Ammunition must be shipped via Ground transportation. The outer box must be corrugated cardboard and the live ammunition must be packed inside in a way where it is not loose. It can only be shipped within the lower 48 states and you must affix a "Cartridges, Small Arms ORM-D" label or note on the outside of the box.

 - Per the FedEx website, ammunition can be shipped by someone with an FFL (Federal Firearms License) or any federal, state, or local government agencies provided that the ammunition is separated from the firearm.
<https://www.fedex.com/en-us/shipping/how-to-ship-firearms.html>

Evidence may be submitted to the laboratory by a variety of methods including hand-delivery or traceable common carrier (e.g., USPS, FedEx or UPS). Client is responsible for arranging the method of submission. **Please do not use the FedEx First Overnight** service option, to avoid delivery outside of our office hours. Under rare circumstances, FACL may be required to pick up the evidence from a local agency and brought back to the lab. In these circumstances, the evidence still needs to be properly packaged and sealed prior to pick-up.

Evidence Returns

Please note that the shipping costs for evidence returns will be invoiced to the client unless explicit alternate arrangements are made.

***For additional guidance or specific questions, feel free to reach out to our laboratory.
phone 510-266-8100 or email at info@facrimelab.com***

Evidence Submission Form

Complete this form prior to evidence submission. The **original** is submitted with the evidence and is accessible without breaking the seal. **Deliver evidence to: Forensic Analytical Crime Lab, 3777 Depot Rd. Ste. 403, Hayward, CA 94545-2761**

Agency/Case #:	Case Name:	Date:
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Submitted By:	<i>For Office Use Only</i> FACL Case No.:
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Agency Name and Address:

Email Address:	Phone #:
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- Evidence that could be considered a health and safety threat should be clearly indicated on the packaging and on this submission form.
- Please indicate below under which temperature conditions (R = refrigerator, F = freezer, RT = room temperature) the evidence was **previously** stored, if applicable.

AGENCY ITEM #	DESCRIPTION OF EVIDENCE	Storage Temperature (R, F, or RT)

Evidence Submitted By (Signature):	Date/Time:	EVIDENCE DELIVERED BY: <input type="checkbox"/> Federal Express <input type="checkbox"/> U.S. Mail <input type="checkbox"/> Hand Delivered <input type="checkbox"/> UPS <input type="checkbox"/> Certified Mail <input type="checkbox"/> Other:
Print Name:		

Evidence Received By (Signature):	Date/Time:	EVIDENCE RETURN INSTRUCTIONS:
Print Name:		

Evidence Submission Form

<u>Version</u>	<u>Rev. Date</u>	<u>Change Control Comments</u>	<u>Revised by:</u>
1	10.21.19	Created new document.	DH
2	9.19.23	Included submission guidelines and updated submission form.	ND