

TENNESSEE BUREAU OF INVESTIGATION
Forensic Services Division



Evidence Unit Standard Operating Procedures Manual
Evidence Submission by Mail or other Delivery Service

3.0 Evidence Submission by Mail or other Delivery Service

- 3.1 Evidence may be submitted by mail at the discretion of the submitting agency. Mailed evidence should be mailed via delivery services that have tracking capabilities. If opening a package to retrieve the Request Form is necessary, the Forensic Technician receiving the evidence will document it in the appropriate space on the Request Form. The Forensic Technician will reseal the evidence and initial the seal. The Forensic Technician opening the package will also put their initials and date on the Contents Not Verified Stamp. Place the stamp on the Request Form if it is not already present. If package has to be opened to retrieve the Request Form, the Forensic Technician will open package under a fume hood wearing appropriate PPE.
- 3.2 After the Request Form is retrieved, verify that the form is completed properly.
- 3.3 If items are removed from the original packaging for evidence preservation and/or storage, the Forensic Technician will document this on the Request Form.
- 3.4 A description of the type of evidence packaging submitted to the laboratory will be documented by the Forensic Technician on the Request Form (See Appendix G). The “Contents Not Verified” stamp must be placed on the form if not already present. The Forensic Technician receiving the evidence will initial the stamp and date with the date the evidence was received. A second sheet for Blood Alcohol Request Forms may be used (See Appendix N).
 - 3.4.1 If on the Request Form a hazardous material (e.g. Fentanyl) is indicated, the Forensic Technician will place the package inside of a clear plastic bag and heat seal the bag together for safety precautions. Both sides of the inner packaging should be visible through both sides of the clear plastic bag. This will also be documented on the Request Form.

Due to the fact that this packaging is a safety precaution only, initials are not required on the heat seal.
- 3.5 Documentation will be made on the Request Form when evidence is not received in a properly sealed condition. Evidence will be properly sealed before being secured in the PEV. The Forensic Technician receiving



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evidence not properly sealed will place a piece of tape perpendicular to the seal and initial the tape.

- 3.6 The Forensic Technician will sign-in the evidence indicating the date and time the technician took custody of the evidence as well as the method of delivery for the chain-of-custody. The tracking number will also be documented on the Request Form. The Forensic Technician will place their name on the Request Form in the appropriate space. If the submitting officer fails to sign the Request Form, the Forensic Technician may contact the submitting officer to have the Request Form signed. The Request Form may be sent by fax to obtain the signature. The Forensic Technician will indicate on the original form the faxed copy is signed. Evidence submitted by mail or other delivery service will be entered into the LIMS chain-of-custody as: "Submitted by" the Requesting Agency, "via" the delivery service. Specify what delivery service and the tracking number if available.