



TENNESSEE BUREAU OF INVESTIGATION

Forensic Services Division

Evidence Unit Standard Operating Procedures Manual

Appendix B- Forensic Chemistry

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1. Pills are described as 'tablets' unless identified as 'capsules'.
2. LSD will be described as either paper squares or gelatin squares (frequently described on the Request Form as windowpanes).

KLAB/NLAB Evidence Receiving

3. If more than one subject is listed on the Request Form list each exhibit on the request form separately. If only one subject is shown, like items may be combined (i.e. several exhibits of plant material may be put together). If the officer has items listed and identified separately (i.e. a 'buy' then a 'bust') the items will be entered separately in LIMS.

MLAB Evidence Receiving

Any case submitted with multiple subjects will be separated into individual cases, even if the date of offense and agency case number are the same. Each subject will have a separate request for examination form and evidence will be packaged in separate external packaging. If the items are not packaged separately, have the officer separate the items prior to accepting the evidence. In the event evidence is seized and possessions is unclear, items may be submitted as one case. Consult a scientist from the Forensic Chemistry Unit if you have questions.

4. The Forensic Chemistry Unit generally does not work cigarette butts unless it is the only item submitted in a case; however, there are exceptions. Contact someone in Forensic Chemistry if you have questions.
5. The Forensic Chemistry Unit does not work syringes or liquid from a syringe without administrative approval as well as razor blades, and other paraphernalia (such as pipes, spoons, plates, etc.) due to biohazard nature, unless there is a clear reason to do so (i.e. murder case or vehicular homicide). Contact the supervisor of the Forensic Chemistry Unit or the Regional Crime Laboratory Supervisor before accepting evidence of this nature.

If drug evidence submitted to the laboratory includes a razor blade, glass, or other sharp object, ask the officer to open the package and remove the object from the evidence package. The officer will reseal the package and initial the tape.

If drug evidence received in the mail contains a razor blade, glass or other sharp object, the Forensic Technician will write 'caution sharp object' in red ink on the outer packaging. Place a note in the master folder to alert the Forensic Scientist that the package contains a sharp object.



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6. "Crack cocaine" will be described, as "rock-like substance" in LIMS. "Cocaine" or "powder" will be listed as "powder" regardless of color. If different colors of powder are listed, they will not be combined because they may be different drugs.
7. If multiple envelopes with separate request forms and multiple subjects are submitted, they will be made separate cases even if the arrest date and agency case number are the same. If only one subject is listed, this will be only one case.
8. When liquid samples are submitted, describe it as "liquid."
9. If the evidence description reads two (2) white tablets and two (2) pink tablets, then two (2) separate exhibit numbers will be assigned.
10. If an officer advises that a case is going to Federal Court, submit to DEA for analysis.
11. Rush case requests will only be approved on a case-by-case basis. TBI Senior Management, the Crime Laboratory Supervisor, or the Unit Supervisor can only approve them. These requests should be documented in the case file. Separate these cases and place a post-it note with RUSH written on it and give the case(s) to the supervisor of the Forensic Chemistry Unit or a Forensic Scientist.
12. If the evidence description is "cigarette butts" or "roaches", the description entered in LIMS will be hand-rolled cigarette butts instead of cigarettes.
13. If an officer wants to submit plants with dirt, accept only the plants.
14. A unique laboratory case number will be given to drug evidence collected for each date of offense even if the agency case number is the same and the submitter considers it to be additional evidence.