A. Purpose:

To ensure that controlled substance evidence is taken in correctly and is secured appropriately.

B. Responsibility:

Evidence Control Officers (however titled) or designees.

C. Abbreviations:

ECO	Evidence Control Officer
RFA	Request for Analysis
CS	Controlled Substances
SOP	Standard Operating Procedure
DSS	Division of Scientific Services

D. Procedure:

Evidence submitted for controlled substances testing must have a "Request for Analysis" form (SOP-ER-02:1). Evidence is delivered to the lab via representatives from an authorized requesting agency. Refer to ER SOP-01 for guidance.

1. Follow evidence submission SOP's and enter the applicable information from the RFA form into LIMS-plus. Include the additional information of:

   Individuals:
   Select the type (victim, suspect, source, etc.)
   Evidence:
   Evidence Description field.
   Requests:
   Select:
   'Section' pull-down select: 'Controlled Drug Analysis–Powder/Residue'
   'Service' pull-down select: 'Drug Analysis – Narcotics and Drugs'
   Court Date (if applicable):
   'Due Date' field: Enter in the applicable court date
   'Reason' pull-down select: 'Court'
   Other Information:
   'Reason' pull-down: select appropriate reason (e.g., Investigation, Trial, Firm Jury)
   Rush cases:
   'Priority' pull-down: select appropriate priority (e.g., Rush level 1, Rush level 2, Rush Level 3, Rush-Court Date)

2. If the evidence is odoriferous then it may be placed into a metal can for storage. If possible, each evidence item will be labeled with a barcode identifier before being placed into the metal can. The outside of the metal can is labeled with an evidence barcode label.

3. If the evidence contains exposed hypodermic needles, broken glass or other sharp objects, the objects must be submitted in a container which protects laboratory personnel from injury. The ECO or designee may supply the submitting agency representative with an appropriate container for such packaging. A barcode label and evidence tape is applied to the outside of the [safety] container. If appropriate packaging materials are not used by the submitting agency and are not readily available within the DSS laboratory then the evidence may need to be refused until it can be properly packaged. Notify the appropriate Deputy Director or their designee to ensure the refusal of the evidence is appropriate. If the evidence was submitted remotely (ER SOP-17) a call will be made to the agency asking them to take the evidence back until the evidence is submitted with proper packaging.

4. If additional evidence is brought in by a submitting agency for a case that is already in LIMS-plus then the appropriate Deputy Director or designee may be contacted to determine if the new submission of additional evidence should be added to the existing case or whether a new case should be created. For example, the same agency case number is used with a new incident date as occurs frequently with federal agencies such as the ATF, FBI, and DEA.

   Note: Due to undercover operations, the submitting agency may request that cases submitted with the same agency case number be given separate laboratory case numbers to protect the identity of the parties involved.

5. When possible, drug or valuable evidence is stored in a secure container by the ECO or designee, with the submitting agency representative acting as the witness. A sticker is placed on the incoming receipt stating: "[*signature of submitting agent*] I have witnessed the ECO sealing the drug evidence submitted into storage container [*list storage container number*]." When evidence has been submitted remotely then another ECO or designee may sign as a witness.

   This transfer is documented in LIMS-plus as to Evidence Receiving - incoming (room 206).

6. Exceptions
   - If the evidence being submitted is too large to fit into a storage container then the Deputy Director, Unit Lead, or designee shall be contacted to arrange for immediate pickup.

- If a CS analyst is available in the Evidence Receiving Unit at the time of the submission then the evidence can be transferred directly to that analyst without the need to be secured into a storage container.

7. The ECO or designee will work with the CS Unit to schedule evidence pickup. Drug cases should be picked-up from Evidence Receiving daily.

8. An ECO or their designee may make changes to information that was submitted electronically (e.g., Portal) by submitting agencies. Such information may or may not be included within RFA forms or other supporting documentation.

9. See GL-12 Appendix A for further guidance.