

Evidence Receiving Submission Requirements

An item of evidence is **properly sealed only** if:

- initials and date are recorded on the seal
- its contents are protected from contamination, loss and deleterious change; **and**
- entering the package/container would result in obvious damage or alteration to the package/container

Submitted **evidence MUST be accompanied by** one of the below forms:

- NYSP submitters only - Evidence Record GENL 2/GENL 2A
- Toxicology requests only – [Lab 1](#)
- Outside Agency Submission Form- [Lab 2](#)

In addition to a submission form, section specific forms are requested for the following:

- Serology/DNA requests only - [LAB5](#) *Request for Information: Serology/DNA* form
- Digital Evidence requests - *Request for Analysis: Digital Evidence* form
- SABIS/QAR requests – *SABIS/QAR Submission form*

Items are **properly packaged** when:

- Their contents are protected against potential damage with preservation for storage in mind.
- All recommended storage is a cool dry location unless perishable or otherwise mentioned below

Analysis Request	Packaging and Storage
CCU/Video	<ul style="list-style-type: none"> ▪ Water resistant/proof packaging (e.g. plastic bag)
Drug Chemistry	<ul style="list-style-type: none"> ▪ Package in plastic bags ▪ Vegetation items must be COMPLETELY dried prior to submission to prevent mold
Firearms/Toolmarks	<ul style="list-style-type: none"> ▪ Guns must be submitted in a safe and unloaded condition in a box or case. ▪ Package ammunition separate from any gun.
Toxicology	<ul style="list-style-type: none"> ▪ Package to prevent leaking or vials breaking (e.g. blood tubes and urine collection cups in a box) ▪ Refrigerate items
Fire Debris	<ul style="list-style-type: none"> ▪ Items must be package in a nylon type fire debris bag, sterile unused paint can (preferably lined), or in glass mason-type jar ▪ Freeze soil and clothing items for at least 24hrs if possible
Latent Prints	<ul style="list-style-type: none"> ▪ Item should be packaged so there is not a lot of movement but the item is easy to retrieve for analysis ▪ Standard packaging is in paper/cardboard <ul style="list-style-type: none"> • Exceptions for electronics, drugs, money, fire debris, etc.
Serology/DNA	<ul style="list-style-type: none"> ▪ Package in paper or cardboard – NOT PLASTIC <ul style="list-style-type: none"> • Exceptions: <ul style="list-style-type: none"> • Condoms (use a sterile specimen cup if possible) • Sharps container for applicable items (e.g. knives) • Drug evidence • Freeze if possible <ul style="list-style-type: none"> • Refrigerate sexual assault kits and liquids (including blood samples) • Dry shelf electronics, guns, or items for latent processing