

NYSP Evidence Receiving Laboratory Submission Information

Call to make an appointment or for information:

FIC (Albany) 518-457-9020 | evidence@troopers.ny.gov

Satellite Labs: Mid-Hudson 845-564-4330 | Southern Tier 607-648-4127 | Western 716-373-5525

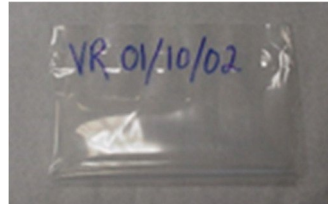
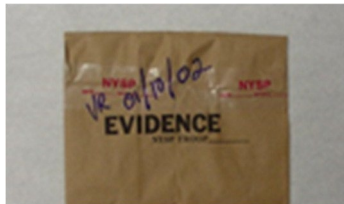
Evidence Supervisor: Heather Brown 518-485-8353 | heather.brown@troopers.ny.gov

FIC Case Manager / Sr. Inv: 518-457-0949 | FICCMR@troopers.ny.gov

Laboratory Information - [New York State Police Public Website](#)

Submission Information (reference Evidence Receiving Fact Sheet)

- NYSP will **NOT** repeat testing already completed by another laboratory; please note if *any* has been done
- **Reference specific Section Fact Sheets for additional information** (follow hyperlinks on chart)
 - **Note:** Serology/DNA has limits on the number of items that can be submitted
 - **Homicide cases/large submissions** - *Prior* to submission call/Email the FIC Case Manager
- **NOT accepted items:** “Air” guns, needles, and DFSA kits (Drug Facilitated Sex Assault – Tox)
- **Itemize and Package ALL evidence separately** if possible (e.g.drugs, clothing, cartridge cases)
- **It is recommended that the following be documented on each evidence outer packaging:**
 - Agency name, agency case number and item number
- **Seals MUST** include **date and initials**



- **Required Submission forms**

- <https://www.ejustice.ny.gov/> > Resources > Ref Library *or*
- [Evidence Receiving Fact Sheet](#) on the NYSP Public website
 - **Include 1 of the following:**
 - Prelog Request Form
 - **Lab 1** - Toxicology requests
 - **Lab 2 / 2A** - All other testing requests
 - GENL 2/GENL 2A (and a Lab 1 for Tox cases) – NYSP submissions
 - **In addition**, section specific forms are needed for:
 - **Serology/DNA** requests only
 - **LAB 5** Request for Information: Serology/DNA form
 - **LAB 38** Biological Science Additional Testing Request
 - **LAB 39** Cold Casework Request
 - **Digital Evidence** requests (CCU/CFL):
 - *Search Warrant or Consent*
 - **Multimedia (Video/Audio/Imaging)** requests:
 - *Request for Analysis: Digital Evidence* Form (Forensic Digital Multimedia form)
 - *Voluntary Consent to Search*
 - **AS/QAR requests** – *AS/QAR Submission form*

Recommended storage is a cool dry location unless perishable or otherwise mentioned below

Services	Packaging / Storage / Not Accepted Items
<p>Seized Drug</p> <p>Fact Sheet Link</p>	<ul style="list-style-type: none"> ❖ Items must be completely dry and <u>without</u> mold ❖ Recommended Packaging: <ul style="list-style-type: none"> • Powders/Chuck/Pills - Plastic Bags • Vegetation/mushrooms – paper bag or cardboard box • DNA/Drug Requests – paper bag/envelope or cardboard box *Submit swabs for DNA if possible • Vape Pens – Remove battery / Seal in a paint can or bucket • Liquids – Seal separately in a paint can or bucket • Clan Lab – 1ounce glass vials w/ screw cap and Teflon liner, stored within a Nalgene over-pack bottle. Place in a larger leak-proof evidence container with absorbent material. *Indicate if items are from the same source on forms ❖ NOT Accepted - Hypodermic syringes <u>with</u> attached needles
<p>DNA Databank (for convicted offender and subject DNA samples for the State CODIS database ONLY)</p> <p>Fact Sheet Link</p> <p>*DO NOT SUBMIT VIA EVIDENCE RECEIVING</p>	<ul style="list-style-type: none"> ❖ Offender sample submissions MUST BE collected using the Convicted Offender DNA Specimen Collection kit (order form on eJustice portal) <ul style="list-style-type: none"> • Use white mailing envelopes pre-addressed to the DNA Databank; include submission form for each offender sample card • Do Not use convicted offender kits for control samples in active cases (use buccal swabs)
<p>Serology/DNA (casework)</p> <p>Fact Sheet and Form Links</p> <p>The Casework Section offers limited testing for evidence submitted in cases involving Criminal Possession of a Weapon, Criminal Possession of a Controlled Substance, and for Touch DNA evidence. For further details see:</p> <ul style="list-style-type: none"> • Biological Science Casework Fact Sheet: Evidence Submission & Testing Limits by Case Category. <p>To access reference videos on collection and packaging techniques:</p> <ul style="list-style-type: none"> • Biological Science Casework Fact Sheet: Sample Collection and Packaging Guidelines <p>DO NOT request a “trace examination” on items that only require serology/DNA testing (e.g. hair).</p>	<ul style="list-style-type: none"> ❖ All wet/bloody items must be fully dried prior to submission to prevent mold ❖ Package in paper or cardboard – NOT PLASTIC <ul style="list-style-type: none"> • Condoms - use a sterile specimen cup with the edges of the condom around the edge, <u>then</u> seal in a cardboard box • Products of conception should be collected in a sterile specimen cup (no preservative), packaged in a leak proof container, and immediately stored frozen, including during transport • Exceptions: Drugs and electronics – plastic is acceptable • NOT Accepted: Hypodermic syringes with attached needle → submit a swab for testing • DO NOT use convicted offender DNA Specimen Collection kits for evidence collection or reference samples (buccal swabs) ❖ Freeze all items except: <ul style="list-style-type: none"> • Refrigerate: sex assault kits and all liquids (e.g. blood / beverages) <ul style="list-style-type: none"> ○ If testing of the liquid is not needed, carefully decant off into a separate container and only submit the empty bottle/glass • Dry shelf: items w/ requests for latents, guns, electronics & drugs

Services	Packaging / Storage / Not Accepted Items
<p>Firearms</p> <p>Fact Sheet Link</p> <p><i>Guns that do <u>not</u> meet the definition of a “Firearm” per Section 265 of NYS Penal Law are <u>not accepted</u> in the lab system for ANY testing (e.g. BB, pellet, air soft, paint, etc.)</i></p>	<ul style="list-style-type: none"> ❖ Label and package each piece of evidence separately (e.g. each casing/expended projectile should have its own item # and be clearly labeled with that item#) ❖ Package all non-gun items in plastic bags so the contents are visible ❖ Ammunition – <u>package separately</u> ❖ Guns <u>must</u> be: <ul style="list-style-type: none"> • In a safe and unloaded condition (will be checked during submission) • Secured in a box/case to minimize movement (e.g. w/ new zip ties and the action open) • If testing request includes Latents and/or DNA use packaging w/o holes or seal over all holes • Firearms found in water, submit <u>in</u> source water ❖ NIBIN <ul style="list-style-type: none"> • Not Accepted: Revolvers and single shot firearms • Agency Test Fires – include the gun make/model/serial number ❖ Latent and FA requests - Submit to Troop FIU’s first ❖ DNA and FA requests - recommend swabbing evidence 1st
<p>FIU (Latent Prints – Evidence processing and examination / automated search [SABIS / FBI-NGI])</p> <p>Fact Sheet Link</p>	<p>Troop FIU’s are available and highly recommended for latent examinations for any NYS Law Enforcement Agency. They also may be able to swab items for DNA upon request. Contact the FIU in the geographical area of case jurisdiction or the lab to determine which FIU is appropriate for submission.</p> <ul style="list-style-type: none"> ❖ Standard packaging is in paper/cardboard <ul style="list-style-type: none"> • Exceptions include electronics, drugs, fire debris, and money • Package items to minimize movement and to allow for removal from packaging with minimal handling
<p>Toxicology (Highway Safety Only)</p> <p>Fact Sheet Link</p>	<ul style="list-style-type: none"> ❖ Refrigerate all items Recommend packaging - box <ul style="list-style-type: none"> ○ Hospital specimens – package together and list as a single item # ○ Blood kits and Urine kits – list a kit as a single item # (do not give each tube or plastic collection cup its own item #) ❖ Ensure urine specimen containers are tightly capped and placed in a recloseable plastic bag before packaging) ❖ NOT accepted – DFSA kits, beverages, cause of death items for Tox

Services	Packaging / Storage / Not Accepted Items
<p>Trace</p> <p>Fact Sheet Link</p>	<p><u>Fire Debris:</u></p> <ul style="list-style-type: none"> ❖ Items MUST be package in one of the below (if possible from time of collection): <ul style="list-style-type: none"> • nylon type fire debris bag • sterile unused paint can (preferably lined) • glass mason-type jar ❖ Freeze soil and clothing fire debris items <p>*Contact the Supervisor of the Trace Section or the FIC Case Manager for updated information on available testing.</p>
<p>CFL (Computer Forensic Lab)</p>	<ul style="list-style-type: none"> ❖ Water resistant/proof packaging (e.g. plastic bag) ❖ Attempt to keep phones charged and powered on (especially I-phones) ❖ If found in water, submit in source water ❖ Testing request must indicate CCU
<p>Forensic Multimedia (Video/Audio/Imaging)</p>	<ul style="list-style-type: none"> ❖ Water resistant/proof packaging (e.g. plastic bag) ❖ If found in water, submit in source water ❖ Testing request must indicate 'video/audio/imaging' ❖ Email James.kennedy@troopers.ny.gov for appropriate FV/MSU forms