



Laboratory Submission Information

Call to make an appointment or for information:

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

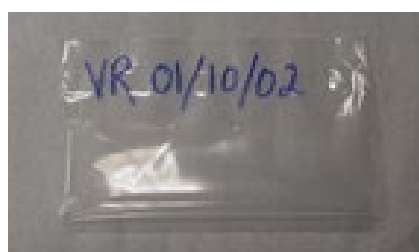
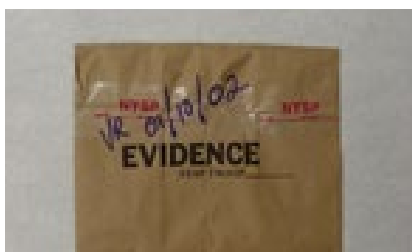
Satellites: Mid-Hudson 845-564-4330 | Southern Tier 607-648-4127 | Western 716-373-5525

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

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

Submission Information

- **Homicides** - contact the lab prior to submitting evidence
- **Additional information can be found on Section Fact Sheets (hyperlinks below)**
 - **Note:** Serology/DNA has limits on the number of items to submit based on offense
 - **Homicides/large submissions** – **Prior** to submission call/email the FIC Case Manager
- Package and number each item separately (e.g. drugs, clothing, swabs, cartridges, phones)
- On each package include:
 - Agency name, case #, item #, and item description (or associated name for DNA reference)
- **NOT accepted item examples:**
 - DFSA kits (Part B Sex Assault/Drug Facilitated)
 - needles
 - items for gun powder residue testing
 - BB/Pellet/Air/Paint/black powder guns
 - Items for testing previously completed at another lab
- **Seals** **MUST** include **date and initials**
 - Ensure seals are affixed to not allow access into the packaging or evidence to escape



- **Submission forms** ([Crime Laboratory System Sections | New York State Police](#))
 - Ask about PRELOG
 - [Lab 1 - Toxicology](#) requests
 - [Lab 2/2A](#)
 - **All other testing requests** (DNA/Firearms/Drugs/Fire Debris/CFL/Multimedia)
 - NYSP **SJS** cases can use a Genl 2/2A (RMS cases use the Lab 2)
 - Additional Forms:
 - [LAB5](#) – additional form required for **Serology/DNA** requests
 - **Digital Evidence** requests (CFL/Multi-media/VIDEO):
 - *Request for Analysis: Digital Evidence Form*
 - *Search Warrant or Consent to Search*

Services	Information
<p>Seized Drug</p> <p>Website w/ Fact Sheet links</p>	<ul style="list-style-type: none"> ❖ Tape seal bags with loose drugs for staff safety (even self-sealing bags) ❖ Items must be completely dry and <u>without</u> mold ❖ Packaging - Plastic Bag, exceptions: <ul style="list-style-type: none"> • Vegetation / MJ / mushrooms – paper bag or cardboard box • Vape Pens / Liquids– Remove battery / Seal in a plastic bucket • Clan Lab – *Indicate if items are from the same source <ul style="list-style-type: none"> ○ Packaging: 1ounce glass vials w/ screw cap & Teflon liner, store in a Nalgene over-pack bottle. Place in a leak-proof container with absorbent.
<p>DNA Databank (convicted offender & subject DNA samples for the State CODIS database ONLY)</p> <p>Website w/ Fact Sheet links</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) <p>*DO NOT SUBMIT VIA EVIDENCE RECEIVING</p> <ul style="list-style-type: none"> • Use white mailing envelopes pre-addressed to the DNA Databank; include submission form for each offender sample card
<p>Serology/DNA (casework)</p> <p>Website w/ Fact Sheet links</p>	<ul style="list-style-type: none"> ❖ See <i>item limit numbers</i> for different offenses & touch DNA on Lab 5 ❖ All items must be completely dry and without mold ❖ Package in paper or cardboard – NOT PLASTIC (some exceptions) ❖ Storage – Freeze (except Sex Assault kits & liquids/blood – refrigerate) <p><i>*Videos on collecting and packaging evidence are available at eJusticeNY-Resources – Reference Library – Crime Lab Evidence Submission Information - Informational videos at the bottom of page</i></p>
<p>Firearms</p> <p>Website w/ Fact Sheet links</p> <p><i>Guns that do NOT meet the definition of a “Firearm” per Section 265 of NYS Penal Law are NOT accepted in the lab system for ANY testing (e.g. BB, pellet, air soft, paint, etc.)</i></p>	<ul style="list-style-type: none"> ❖ Guns must be: <ul style="list-style-type: none"> • In a safe and unloaded condition (will be checked during submission) • Secured in a box/case (e.g. w/ zip ties and the action open) • Firearms found in water, submit in source water • Ammunition packaged separately ❖ NIBIN – Test Fires – <u>include</u> the gun make/model/caliber/serial number <ul style="list-style-type: none"> • Revolvers and single shot firearms are not accepted for NIBIN ❖ Guns requesting Latent & DNA requests - Consider Troop FIU’s first
<p>FIU LP processing & examination / automated search [AS/FBI-NGI]</p> <p>Website w/ Fact Sheet links</p>	<p>Troop FIU’s are available and highly recommended for latent examinations for any NYS Law Enforcement Agency and 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.</p>
<p>Toxicology (Highway Safety Only)</p> <p>Website w/ Fact Sheet links</p>	<ul style="list-style-type: none"> ❖ Refrigerate all items ❖ Accepted items – Blood, Oral Fluid and Urine Tox kits ❖ NOT Accepted: Drug facilitated sex kits; cause of death determinations
<p>Fire Debris</p> <p>Website w/ Fact Sheet links</p>	<p>Items MUST be package in one of the below:</p> <ul style="list-style-type: none"> • nylon type fire debris bag • sterile unused paint can (preferably lined) • glass mason-type jar <p>❖ Freeze soil and clothing items</p>
<p>CFL (Computer Forensic Lab)</p>	<ul style="list-style-type: none"> ❖ Troop CCU’s are available and highly recommended for examinations ❖ Seal in plastic/waterproof packaging ❖ Phones – keep on and in airplane mode, turn off blue tooth and Wi-Fi ❖ If found in water, submit in source water ❖ Include search warrant with submission forms
<p>Forensic Multimedia (Video/Audio/Imaging)</p>	<ul style="list-style-type: none"> ❖ Email FVMSU@troopers.ny.gov for information ❖ Seal in plastic/waterproof packaging