



EVIDENCE FIELD MANUAL
NEW JERSEY STATE POLICE
INVESTIGATIONS BRANCH
FORENSIC AND TECHNICAL SERVICES SECTION
OFFICE OF FORENSIC SCIENCES

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I. INTRODUCTION

This manual has been written by personnel from the Office of Forensic Sciences, Ballistics, and Crime Scene Investigations Units of the Forensic and Technical Services Section, Investigative Branch of the New Jersey State Police with the following objectives:

- To provide law enforcement agencies investigating matters within the State of New Jersey with an overview of forensic services offered by the New Jersey State Police.
- To offer guidelines for collecting, preserving, and submitting physical evidence to the laboratory for examination.

The importance of physical evidence in a case cannot be underestimated. The credibility and integrity of the evidence are directly predicated upon the proper handling of the evidence from its initial observance through presentation in court.

The evidence procedures in this manual have been developed for the purpose of providing the investigator with a working knowledge of physical evidence handling. As such, this manual should be considered as a guideline of procedures relative to the handling of physical evidence.

It is not feasible to outline procedures for every scenario involving physical evidence. Specific information relating to the handling of evidence should be directed to the laboratory serving the submitting agency.

II. FUNCTIONS OF THE OFFICE OF FORENSIC SCIENCES

The Office of Forensic Sciences (OFS) is an entity of the New Jersey State Police Forensic and Technical Services Section and part of the Investigations Branch of the organization. Each of the five (5) laboratories within the OFS achieved accreditation from the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD/LAB) in October of 2003. In 2008, the laboratories attained more stringent accreditation under the ASCLD/LAB ISO 17025 International Standards and, as of 2019, is accredited by American National Standards Institute (ANSI) National Accreditation Board (ANAB) under ISO/IEC 17025 International Standards.

A. Regional Forensic Science Laboratories

The laboratory system offers forensic analyses and subsequent expert testimony on matters relative to criminal statutes. These services are available to Federal, State, County, and Local Law Enforcement Agencies investigating matters within the State of New Jersey. Scientific examinations in areas of Drugs and Toxicology evidence are provided by each laboratory in the regional laboratory system. Fire Debris Analysis is provided at the East, Central, and South Regional Laboratories. Contact the regional laboratory that services your agency at the following regional locations:

East Regional Laboratory

Sea Girt Avenue

Sea Girt, NJ 08750

Phone: (732) 449-0303

Fax: (732) 974-8928

Counties Served:

Hudson, Middlesex, Monmouth,
Union, and Northern Ocean

South Regional Laboratory

3434 South Whitehorse Pike

Hammonton, NJ 08037

Phone: (609) 561-2060

Fax: (609) 561-5708

Counties Served:

Atlantic, Camden, Cape May,
Cumberland, Gloucester, Salem,
Southern Burlington, and Southern Ocean

Central Regional Laboratory

New Jersey State Police

NJ Forensic Technology Center

1200 Negron Drive – Horizon Center

Hamilton, NJ 08691

Phone: (609) 584-5054

Fax: (609) 587-8451

Counties Served:

Hunterdon, Mercer, Somerset, Northern
Burlington, and Southern Warren

North Regional Laboratory

70 Jackson Street

Little Falls, NJ 07424

Phone: (973) 256-7790

Fax: (973) 256-0621

Counties Served:

Bergen, Essex, Morris, Passaic, Sussex,
and Northern Warren

B. Centralized Services (DNA, Forensic Serology, and Trace Evidence)

Scientific analysis for the entire state in the areas of Trace Evidence Examination and Biological Stain Identification (Forensic Serology) are conducted at the Central Regional Laboratory. Contact Central Laboratory at the address listed above. Scientific examinations in

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the area of DNA, including nuclear DNA and DNA Databasing (CODIS) are conducted at the DNA Laboratory. Contact the DNA Laboratory at the address listed below:

DNA Laboratory
New Jersey State Police
NJ Forensic Technology Center
1200 Negron Drive – Horizon Center
Hamilton, NJ 08691
Phone: (609) 584-5054
Fax: (609) 587-8828

C. Forensic Anthropology Unit

The Forensic Anthropology Unit (FAU) of the Office of Forensic Sciences provides statewide forensic anthropological analysis and documentation of human skeletal remains recovered in New Jersey, serving as consultant in Forensic Anthropology to all county medical examiners and law enforcement. This analysis involves, but is not limited to: the identification and separation of human and non-human remains, reconstruction of fragmented bones, estimation of age, determination of sex, race, stature, and other information which may contribute to cause of death and identification. Additional assistance can include initial assessment of presumptive identification on the basis of medical and dental records, completion of N.C.I.C. reports, and entry of pertinent information of all New Jersey unidentified persons into the National Missing and Unidentified Persons System (NamUS). The FAU also serves as a central repository for all dental records of New Jersey's missing and unidentified persons and serves as a repository for unidentified human remains.

The FAU coordinates the submission of unidentified human remains to the University of North Texas (UNT) for DNA Analysis and entry into CODIS. They also provide human vs. non-human consults.

The Unit also works with the Forensic Imaging Unit to provide facial reconstruction of unidentified remains, forensic computerized age progression images of missing children and adults, photographic/image enhancement, and assistance in reconstruction composite drawings of skeletal remains based upon analysis of the skull.

In addition, the Forensic Anthropologist can provide on-scene assistance in the search and identification of buried, hidden, or scattered remains or other evidence. The FAU also provides training to law enforcement agencies throughout New Jersey.

The Forensic Anthropology Unit is located at the NJ Forensic Technology Center and can be contacted at (609) 584-5054 x5656.

D. Breath Testing Unit

The Breath Testing Unit (BTU) of the Office of Forensic Sciences provides scientific oversight and support for the more than 575 authorized breath testing instruments utilized by Local and State Law Enforcement Agencies throughout the State of New Jersey. These instruments are used to test over 25,000 individuals each year who are suspected of driving under the influence of alcohol. The BTU certifies the concentration of ethanol present in breath alcohol standard reference solutions for simulators used by the qualified operators to assure that the instruments are working within specified tolerances and that the results generated from each instrument are accurate and reliable. In addition, the BTU manages and monitors the upload of the data from each instrument to the public accessible Alcotest Inquiry Database website (<https://www.njportal.com/NJSP/Alcotest/>) insuring that the data is accurate, complete, and timely.

The Breath Testing Unit is located at the NJ Forensic Technology Center and can be contacted at (609) 584-5054.

III. FUNCTIONS OF THE FORENSIC SERVICES BUREAU, FORENSIC AND TECHNICAL SERVICES SECTION

The Forensic Services Bureau consists of the following individual units, which provide complete scientific and field services to law enforcement and other governmental agencies within the State of New Jersey.

A. Forensic Imaging Unit

The Forensic Imaging Unit maintains a complete photography laboratory. Black and white, color, ultraviolet, and infrared photography are utilized in conjunction with requests submitted to the regional laboratories. The Unit now also offers video enhancement services for law enforcement partners.

The Forensic Imaging Unit assists in the preparation of exhibits for courtroom presentation. Typical requests include, but are not limited to: microscopic particles, documents, latent fingerprints, and ballistics evidence. The Forensic Imaging Unit also handles field photographic assignments that are non-criminal in nature.

The services of the Forensic Imaging Unit to conduct composite/forensic sketches are available to all law enforcement agencies. Unit members are skilled interviewers and testify as expert witnesses in all aspects concerning the preparation of a composite sketch, as well as memory and perception.

A composite/forensic sketch is a drawing approximating a suspect's/person's facial appearance. In order to enhance accuracy, the Unit's artist should be contacted to render a sketch within several days of the incident while the memory of the victim and/or witness(es) is fresh. Multiple eyewitnesses that are used in describing the suspect's appearance should be questioned separately and their initial descriptions filed for future reference. In addition to

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drawing composite/forensic sketches, this Unit also completes image enhancements for facial recognition purposes, age enhancement, and age regression sketches.

The Forensic Imaging Unit is located at the NJ Forensic Technology Center at 1200 Negron Drive, Hamilton, NJ 08691. They can be contacted at: (609) 584-5051 x5801, x5809, or x5796.

B. Ballistics Unit

The Ballistics Unit conducts the examination of firearms, discharged bullets, cartridge cases, shotgun shells, and ammunition of all types. The Unit also performs shooting scene reconstructions utilizing various techniques to include bullet trajectory analysis and examination of bullet strikes to objects (i.e., vehicles, windows, buildings, etc.). The Unit will respond to these scenes at the request of law enforcement agencies. Additionally, the Unit performs toolmark examinations and comparisons. All firearms submitted to the Unit will be processed for latent prints and swabbed to preserve DNA, unless the submitting agency requests that these services not be performed.

The Unit also conducts examinations of clothing in conjunction with the Regional Laboratory System, with reference to powder residues approximating the distance from which a shot was fired. The clothing is submitted to the regional laboratory as specified in Table 16 of this document. Once a bullet hole and the presence of gunpowder residue has been established, the Unit will work with Trace Evidence Examiners to calculate distance determination. **OFS will not conduct gunshot residue testing on alleged shooter hands or clothing.** Obliterated serial numbers of weapons are restored by the Ballistics Unit. The responsibility for destruction of weaponry falls under the “Evidence Management Unit”.

The Ballistics Unit is located at the NJ Forensic Technology Center and can be contacted at (609) 584-5051 x5819.

C. Crime Scene Investigations Unit

The Crime Scene Investigations Unit is available at all times to provide crime scene investigation services within the State of New Jersey. Services are offered to requesting agencies in three categories, in accordance with their needs:

- **Full Service** – Provides the complete handling and processing of primary and secondary crime scenes. Services include: crime scene documentation with still photography, videography, 3-D laser scanning and diagramming; latent fingerprint examination and comparison; recognition, documentation, collection, packaging, handling, preservation, transfer, and submission of evidence according to the rules of evidence. The Unit members also provide expert testimony in court.
- **Partial Service** – The State Police Crime Scene Investigator can provide whatever services are necessary to meet the needs of the requesting agency by working with the Crime Scene Investigator of that agency.
- **Consultant Services** – The State Police Crime Scene Investigator can serve as a consultant to the Crime Scene Investigators of the requesting agencies either on-

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scene or by telephone. The Investigator will advise on all matters dealing with the processing of the crime scene and the subsequent submission of evidence to the laboratory.

In connection with the services listed above, the State Police Crime Scene Investigator can arrange for other specialists (i.e., chemists, blood spatter experts, ballistics unit personnel, etc.) to respond to the scene if needed.

The Unit also routinely offers the **NJSP Crime Scene Investigation Course**, for more information contact the Crime Scene Investigations Central Unit at (609) 584-5000 x5255.

The following information is provided as contact numbers for the services of the Crime Scene Investigations Units:

Crime Scene Investigations North Unit
N.J.S.P. Troop "B" Headquarters, Totowa
(973) 785-9412 x4321

Crime Scene Investigations Central Unit
N.J.S.P. Troop "C" Headquarters, Hamilton
(609) 584-5000 x5255

Crime Scene Investigations South Unit
N.J.S.P. Troop "A" Headquarters, Buena Vista
(609) 561-1800 x3361

D. Evidence Management Unit

The Evidence Management Unit, part of the Investigations Branch, provides for the handling, storing, security, maintenance, and ultimate destruction, through prosecutorial authorization, of evidence and property generated by the New Jersey State Police. Additionally, they are responsible in providing assistance to the regional laboratories with the evidence intake and distribution of submissions from the laboratory evidence vault.

The Evidence Management Unit has three regional storage sites which can be contacted through the unit's administrative offices located at Division Headquarters in West Trenton at (609) 882-2000 x2510.

IV. COURT MATTERS

Due to the extremely high number of court appearance requests, subpoenas for laboratory personnel must be received at least **FIVE WORKING DAYS** prior to a scheduled court appearance. It is presupposed that laboratory documents for that particular case have been proffered in accordance with 2C:35-19.

All subpoenas and laboratory correspondence must include the **LABORATORY CASE NUMBER** in order to be processed.

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Prosecuting agencies are encouraged to discuss the case with the subpoenaed individual prior to court appearance. Appointments must be made to schedule pre-trial preparation meetings.

V. REPORT DISTRIBUTION

Copies of laboratory reports will be released to authorized personnel only. All other requests for documents must be approved by the respective Laboratory Director or designee. Completed reports are available online via the LIMS portal at <https://vmlimsweb.dsp.lps.state.nj.us:8001/NJSPPROD/LIMSPrelog/> (for NJSP Users) or <https://limsportal.njsp.org/NJSPPROD/LIMSPrelog/> (for non-NJSP Users). Reports prior to 2018 can be requested from the issuing laboratory.

VI. DISCOVERY REQUESTS

A request for discovery documents will be sent, via a formal letter, from the prosecutor's office that has case jurisdiction to the respective Laboratory Director. A list of documents required must be delineated and included in this correspondence. As discoveries are handled in the normal course of business, please allow a minimum of two weeks for this request to be completed. Request for items not issued in a standard discovery will require additional processing time.

VII. PROCEDURE FOR SUBMITTING EVIDENCE TO THE LABORATORY

A. General Information

1. Evidence for Drug and Toxicology Cases should be delivered to the appropriate regional laboratory (see page 5).
2. Evidence for Fire Debris Analysis for counties served by the North Regional Laboratory should be delivered to the East Regional Laboratory. All other fire debris evidence should be delivered to the appropriate regional laboratory.
3. Evidence for DNA, Forensic Serology, and Trace Examination can either be delivered directly to Central Laboratory or to East or South Regional Laboratories. If evidence is delivered to East or South Regional Laboratories, turnaround time may be increased by up to a week.
4. Anthropology Evidence should be delivered to the Anthropology Unit.
5. Please contact the laboratory that services your area with any questions you may have prior to submitting your evidence. This can often alleviate difficulties you may encounter and expedite the evidence reception process. It is requested that the

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Evidence Submission Review Forms for Serology and Trace Cases be faxed to (609) 584-9976 for approval prior to submission to the laboratory.

6. Only submit items that need analysis.
7. To avoid cross-contamination, items from different sources must be placed in separate sealed containers, i.e., items from the victim, suspect, or different scenes. Failure to take this precaution may lead to the evidence not being accepted or examined.
8. All potential biohazard items must be plainly marked with biohazard stickers. This is in accordance with directives set forth by PEOSH/OSHA concerning Blood Borne Pathogens. These stickers are available from supply companies such as Sirchie, Lightning Powder Company, Inc., VWR, etc.
 - If evidence is suspected of being contaminated with Hepatitis B, HIV, or other contagious viruses, it must be noted on the Request for Examination.
9. The laboratory will not re-analyze evidence previously analyzed by an outside laboratory for the same type of examination or re-examine evidence previously submitted to OFS for the same examination. Under extraordinary circumstances, a request can be made to the Director of the Office of Forensic Sciences or the Chief Forensic Scientist who, upon review, may approve the request.
10. Please be aware that the entire evidence may be consumed for analysis.

B. Paperwork

1. Law enforcement agencies that have purchased the Porter Lee Inc. Police Evidence Tracking System can use two dimensional evidence submission bar codes. New Jersey State Police Stations/Units and all other law enforcement agencies must use the LIMSWEB Web Page to pre-log the case information. A computer with the LIMSWEB Web Page is available in the lobby of each of the Regional Forensic Laboratories.
2. Once the evidence is pre-logged, proceed to the laboratory, ballistics unit, or repository, depending on the type of evidence being submitted. Upon delivery of the evidence an "Evidence Receipt" will be printed.
3. Evidence that is being submitted to different laboratories or units should be pre-logged separately.
4. The "Evidence Receipt" printed at the laboratory will be electronically signed by the person delivering the evidence.

For an overview of the Laboratory Information Management System (LIMS), please refer to page 13.

C. Evidence Packaging, Marking, and Sealing

1. Refer to the specific areas of evidence collection in this manual for guidance on properly packaging particular evidence. Contact the Regional Laboratory Director for any questions.
2. Acceptable Packaging (depending on the type of evidence) include:
 - a. Paper Bags
 - b. Plastic Bags (clear plastic is preferred for drug cases)
 - c. Boxes (sturdy cardboard)
 - d. Manila Envelopes
 - e. Small Glass Vials (typically fire debris and liquid drugs)
 - f. Metal Cans (typically fire debris)
 - g. Fire Debris Bags
3. Acceptable Seals:
 - a. Tamper-Proof Evidence Tape
 - b. Reinforced Packaging Tape
 - c. Heat Seal
 - d. Evidence Sealing Tags

A package is considered sealed if the contents cannot readily escape and the seal/container has not been tampered with.
Staples should never be used to seal evidence.

MANILA ENVELOPE CLASPS and ZIPLOCK BAGS DO NOT CONSTITUTE AN ACCEPTABLE SEAL.

4. The individual sealing the evidence will place their initials or individual identifier across the seal or tape onto the package itself.
5. Information on each package should *minimally* include:
 - a. Name of the Agency
 - b. Agency Case Number
 - c. Item Number
 - d. Date
 - e. The Investigator's Identifier
6. Additionally, packaging of *Criminal Cases* should include:
 - a. Where the Item was Found
 - b. By Whom
 - c. Date and Time Found
 - d. Description of Item
7. For cases containing biological evidence that have the potential to be processed for DNA, the following information is required for the evidence to be accepted and to

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have any subsequent DNA profiles from the forensic unknowns uploaded to the CODIS Database:

- a. The crime must be listed on the Evidence Receipt.
- b. There must be a brief history, which includes all pertinent information.
- c. Information must be provided describing the association of any forensic unknown to the crime scene.
- d. If there is a named suspect listed in the case, was the item requiring DNA testing taken from the suspect's person, residence, or in his/her possession at time of collection by law enforcement agency?
- e. If samples were collected from a vehicle, the owner or primary driver of said vehicle must be clearly delineated.

Failure to provide the above listed information may jeopardize the acceptance of this evidence at the evidence reception area.

8. **Blood and Urine** samples must also include:
 - a. Name of Individual From Whom Sample was Collected
 - b. Date and Time Sample was Collected

D. Return of Evidence

1. All State Police Evidence submitted to the laboratory will be turned over to the Evidence Management Unit upon completion of analysis.
2. Evidence submitted to the laboratory by Non-State Police Agencies will be returned to the submitting agency upon completion of analysis.
3. All urine and blood specimens submitted to the Toxicology Unit for Drug Facilitated Sexual Assault (DFSA) or Drug Facilitated Crime (DFC) Analysis will be destroyed one (1) year after the final report is issued. All other urine and blood specimens submitted to Toxicology for analysis will be destroyed ninety (90) days after the final report is issued. See Note on page 21 for further details.
4. Liquid blood reference samples submitted for DNA Analysis will be destroyed after preparing a suitable stain.

VIII. LABORATORY INFORMATION MANAGEMENT SYSTEM (LIMS)

The New Jersey State Police Office of Forensic Sciences and the Evidence Management Unit use a barcode-based Laboratory Information Management System (LIMS) that is designed to track every item of evidence in the custody of the New Jersey State Police Laboratory System, whether it is collected by the New Jersey State Police or submitted to the forensic laboratories by other law enforcement agencies. LIMS is operational in each of the Regional Forensic Laboratories, the three Evidence Management Unit Repositories, the Ballistics Unit, the Forensic Anthropology Unit, and the Cyber Crimes Unit.

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Case information about evidence that will be turned over to one of the LIMS locations will be pre-logged into the LIMS by one of two methods:

1. Law enforcement agencies that have purchased the Porter Lee Inc. Police Evidence Tracking System can use two dimensional evidence submission bar codes.
2. New Jersey State Police Stations/Units and all other law enforcement agencies will use the LIMSWEB Web Page to pre-log the case information. A computer with the LIMSWEB Web Page is available in the lobby of each of the Regional Forensic Laboratories.

For security reasons the LIMSWEB Web Page is only available on the New Jersey State Police Intranet and the Garden State Network. All CJIS and NCIC computers are connected to the Garden State Network. If a law enforcement agency is having difficulty connecting to the LIMSWEB Web Page they should contact one of the Regional Forensic Laboratories. The LIMSWEB Web Page is accessed by entering the address <https://vm-limsweb.dsp.lps.state.nj.us:8001/NJSPPROD/LIMSPrelog/> (for NJSP Users) or <https://limsportal.njsp.org/NJSPPROD/LIMSPrelog/> (for non-NJSP Users). This will bring up the LIMS Logon Screen where the LIMS user name and password are entered to access the LIMS System. The LIMS user name and password can be obtained from any of the Regional Forensic Laboratories.

Evidence that is being submitted to different laboratories or units should be pre-logged separately.

IX. LATENT PRINTS

A. Examination:

1. Latent print examinations will be conducted on evidence submitted to the regional laboratories when submitted in conjunction with other laboratory examinations.
2. Evidence being submitted for latent print examinations ONLY must be submitted directly to one of the Regional Crime Scene Investigations Units.

B. Submission:

1. Evidence submitted directly to the regional laboratories for latent print examination in addition to other laboratory analysis must specifically state the request for latent examination on the LIMS pre-log and indicate which items are to be examined for prints.
2. Evidence submitted directly to the Regional Crime Scene Investigations Units must be accompanied by a copy of the Investigation Report associated with the items for latent print analysis.

C. Preservation:

1. Evidence should be submitted for latent print examination as soon as possible after its discovery.
2. The primary precaution in all cases is the prevention of adding prints to evidence or of destroying those already present.
3. All articles submitted should be packaged in such a way as to eliminate or minimize the surfaces of the article from contacting the packaging material.
4. Protect latent print evidence from careless and improper handling and packaging, which can damage any latent prints which may be present and render them useless.

D. Materials and Surfaces:

1. Non-Porous/Hard Surface Items (e.g., metal, glass, plastic, etc.)
 - Package in paper bags, cardboard boxes to avoid movement (no plastic bags).
2. Porous/Absorbent Items (e.g., paper, cardboard, currency, checks, etc.)
 - Package in manila envelopes, paper, and/or plastic bags.
3. Soft/Pliable Items (e.g., vinyl, leather, rubber, wax, caulk, putty, etc.)
 - Package secured to a fixed surface to avoid movement, crinkling, or folding (no plastic bags).
4. Visible Print Items (e.g., blood, dust, adhesive-coated surfaces, etc.)
 - Package secured to a fixed surface to avoid movement, crinkling, folding, or adhesion to packaging (no plastic bags).

Note: Any print in blood or the like needs to be air dried before packaging and submission. In addition, visible prints should be documented and photographed prior to submission.

5. Special Surfaces/Conditions
 - Contact your Regional Crime Scene Investigations Unit for instructions on submissions and preservation.

E. Comparison:

1. Comparison examinations between any latent prints obtained and suspect and/or elimination prints will be conducted by detectives from the Regional Crime Scene Investigations Units.

2. Elimination and/or suspect prints, or suspect names with an S.B.I. number, should be submitted with the case. When applicable, prints from the deceased should also be submitted for comparison.
3. All supplied print cards or inked impressions should be treated as items of evidence and contain all of the descriptive information of the subjects to be compared.
4. Any prints obtained which remain unidentified will be forwarded to the New Jersey State Police Automated Fingerprint Identification System (AFIS), where a search against a fingerprint database will be conducted in an attempt to identify a potential candidate.

X. GENERAL INFORMATION FOR SUBMITTING NARCOTICS AND OTHER DANGEROUS DRUGS

- A. The request should indicate which specimen was in the possession of a specific individual and specify the collection date(s) of the specimen.
- B. Different bags containing a number of specimens of the same type, found in the same place, or on the same person, should be packaged together.
- C. Separate items by type. Do not mix specimens with other unlike drugs. Each item submitted must list the count of the samples (i.e., 50 glassines, 5 bundles, 20 decks, or 25 red tablets - not just “multiple glassines”, “multiple bundles”, “multiple decks”, or “numerous tablets”).
- D. Be sure to distinguish between ‘Possession’, ‘Possession with Intent to Distribute’, and ‘Distribution’ charges on the LIMS submission.
 1. Pursuant to N.J.S.A. 2C:35-5(b)(12)(b), only submissions for distribution of more than 1 oz. of marijuana, or more than 5 g. of hashish, will be accepted. Second or subsequent offenses need to be indicated on the request for examination portion of the Evidence Receipt.
- E. List what you believe the CDS is suspected of being. However do not place weights in the description.
- F. In order to facilitate pre-trial disposition of cases involving non-critical weights:
 1. For single defendant cases, only one sample from one specimen will be analyzed.
 2. For multiple defendant cases, only one sample from one specimen per defendant will be analyzed. All defendants must be listed in LIMS.

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- G. Specimens that are only partially analyzed will have the testing procedures identified on the report and the box stating no further analysis will be checked.

Note: If needed for trial, additional samples selected at random and consisting of a representative sampling will be analyzed upon written request (email or fax).

- H. The agency may request that a specific item be tested (e.g., probable cause). Note the item and reason(s) for analysis on the LIMS submission.

- I. Re-Submissions:

****Note: Telephone the laboratory before re-submitting the evidence.****

1. Evidence will not be re-analyzed for the same tests. Unexamined evidence which needs to be analyzed will be at the written request of the Prosecutor. In the request, identify which items are to be analyzed using the item numbers assigned by the laboratory personnel on the original LIMS submission.
 2. Evidence re-submitted for additional analysis needs to be brought to the laboratory with original seals intact, as it was returned to the agency from the laboratory. Unsealed evidence will not be accepted for analysis.
- J. **SYRINGES and GAS CYLINDERS** – Syringes and gas cylinders will not be analyzed by the Office of Forensic Sciences. Please call the Laboratory Director if there is a special circumstance.
- K. Pursuant to N.J.S.A. 2C:35-10(a)(3)(b), only submissions of more than 6 oz. of marijuana, or more than 17 g. of hashish, will be accepted.
- L. Estimated weights of drugs should not be documented on the LIMS submission.
- M. Field tests should not be submitted with the evidence.

XI. UNCERTAINTY OF MEASUREMENT

All quantitative scientific tests have a degree of uncertainty. In most cases the uncertainty is small. To maintain ANAB Accreditation, steps have been taken to calculate the degree of uncertainty regarding quantitative testing (i.e., blood alcohol level and drug weights) performed at the laboratories within the Office of Forensic Sciences. Statements are provided on the reports reflecting the uncertainty of relevant quantitative measurements.

Blood Alcohol Level

The expanded uncertainty of measurement will be reported along with the blood alcohol concentration. The reporting format is blood alcohol concentration \pm (plus or minus) the uncertainty of measurement.

Drug Weights

The expanded uncertainty of measurement will be reported along with the measured weight when the measured weight is equal to or greater than a critical weight according to New Jersey Statutes. The reporting format is weight \pm (plus or minus) the uncertainty of measurement. When a conclusion about a population of samples is made, a statement reflecting that conclusion will be included on the laboratory report.

XII. THE COLLECTION, PACKAGING, AND SUBMISSION OF EVIDENCE

The following tables detail, by item type, how to properly collect and package items of evidence for submission to the New Jersey State Police Office of Forensic Sciences Laboratory System.

- Table 1: Narcotics and Dangerous Drugs**
Powders, Tablets and Capsules, Liquids, Vegetation, Vape Cartridges, Plants, Bulk Seizures, Hypodermic Syringes, and Gas Cylinders
- Table 2: Toxicology (Only Living Suspects and/or Victims)**
Urine, Blood, Alcoholic Beverages
- Table 3: Biological Evidence**
Blood
- Table 4: Biological Evidence**
Semen Stains, Condoms
- Table 5: Biological Evidence**
Saliva Stains, Sexual Assault Evidence Collection Kits, Fingernail Swabs
- Table 6: Biological Evidence**
Known Reference Samples
- Table 7: Biological Evidence**
Criminal Paternity Cases
- Table 8: Biological Evidence**
Swabs of Firearms, Magazines, and Cartridges
- Table 9: Trace Evidence**
Hairs

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- Table 10: Trace Evidence**
Fibers, Glass
- Table 11: Trace Evidence**
Impressions, Cords/Rope/Wires, etc., Knives
- Table 12: Trace Evidence**
Paint, Vehicle Bulbs
- Table 13: Trace Evidence**
Tape, Explosives
- Table 14: Trace Evidence**
Fire Debris
- Table 15: Trace Evidence**
Tear Gas/Pepper Spray
- Table 16: Trace Evidence**
Bullet Holes and Gunshot Residue
- Table 17: Ballistics Evidence**
Ammunition, Pellets, Wadding
- Table 18: Ballistics Evidence**
Firearms, Toolmarks
- Table 19: Computer Crimes and Other Technological Evidence**
Hard Drives, Video, Computers, Cell Phones, PDA, Peripheral Devices

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Table 1: Narcotics and Dangerous Drugs

ITEM TYPE	PACKAGING	AMOUNT	COLLECTION
<i>Powders</i>	Sealed clear plastic bags, druggist folds, sealed pill box or vial, glassine, or foil envelopes	All	Separate by suspect to include type of drug, appearance, and different locations where the items were found and package each individually.
<i>Tablets and Capsules</i>	Sealed clear plastic bag or original containers	All	Do not write on tablets or capsules. Separate by suspect to include type of drug, appearance, and different locations where the items were found and package each individually.
<i>Liquids</i>	Leak-proof containers	All	Refrigerate beverages or any liquids that may spoil. PCP should be stored in clean, unused, air-tight container, such as a metal can, or a fire debris-approved heat-sealable plastic bag.
<i>Vegetation</i>	Sealed clear plastic or paper bag	All	Must be AIR DRIED prior to placing in sealed bags. Submit used bowls only from pipes and package separately. Submit entire pipe. If Khat plant, freeze and submit to laboratory immediately.
<i>Vape Cartridges</i>	Sealed clear plastic bag	All	Submit the cartridges only. Do not submit the smoking device.
<i>Plants</i>	Sealed paper bags or cardboard boxes <u>NO PLASTIC</u>	Intact Plant(s) including roots and stems or If identification as a plant is not needed, then air dry leaves stripped from the plants	If identification of the actual plant is needed, submit up to 15 intact plants, otherwise submit dried leaves from plants. If there are greater than 15 plants, contact the local laboratory for clarification on how many to submit. Photograph or video the plants at the scene. Remove all loose dirt from roots and allow to air dry.
<i>Bulk Seizures</i>	Call the laboratory for specific information prior to submission	* Call Laboratory *	Photograph at the scene and contact laboratory prior to submission.
<i>Hypodermic Syringes and Gas Cylinders</i>	Not accepted	* Call Laboratory *	Refer to page 17; Section X; J.

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Table 2: Toxicology (Only Living Suspects and/or Victims)

ITEM TYPE	PACKAGING	AMOUNT	COLLECTION
Urine Urine is not tested for alcohol content.	<p>Clean, plastic, leak-proof containers <i>sealed around the lid</i> in sealed plastic bags.</p> <p>Leaking containers will be refused at time of submission and returned to agency for proper packaging.</p> <p>For DFSA or DFC Testing, submit the entire sealed collection kit. <u>Do not separate the samples</u> and keep the entire kit refrigerated.</p>	<p>Two (2) ounces or 50 mL</p> <p>For DFSA or DFC Cases: 100 mL</p>	<p>Urine samples should be refrigerated as soon as possible and may be frozen prior to submission.</p> <p>The container must be labeled with subject's name and date/time sample was collected.</p>
Blood	<p>Vials, <i>sealed across the stopper</i>, containing an anticoagulant such as EDTA or potassium oxalate (Kox) and a preservative such as sodium fluoride (NaF). These are generally grey top vials.</p> <p>For DWI Testing, submit only the blood vials packed in plastic bags to prevent glass to glass contact. Any packaging containing chain of custody information will be returned to submitting agency upon submission.</p> <p>For DFSA or DFC Testing, submit the entire sealed collection kit. <u>Do not separate the samples</u> and keep the entire kit refrigerated.</p>	<p>Two (2) 10 mL vials (grey top preferred) needed for drug as well as alcohol analysis</p> <p>DFSA or DFC Cases: Three (3) 10 mL vials (grey top preferred)</p>	<p>Gently mix the sample to preserve.</p> <p>Properly label vials with subject's name, medical personnel name, and date/time sample was drawn.</p> <p>Refrigerate the sample and deliver as soon as possible.</p>
Alcoholic Beverages (Drinks)	<p>New re-sealable airtight containers, such as specimen cups, amber glass bottles, or original liquor bottles.</p> <p>Submit drinking glass and contents separately for DFSA or DFC Cases.</p>	<p>½ ounce to 3 ounces for alcohol content</p>	<p>Remove any solid materials or ice from the sample.</p> <p>Refrigerate any mixed beverage samples to avoid spoilage.</p> <p>No reference sample is needed for alcohol content.</p>

NOTE: **DFSA** = Drug Facilitated Sexual Assault **DFC** = Drug Facilitated Crime

For Toxicology Cases: Ninety (90) days after final report has been issued, the urine and blood specimens and their containers are DESTROYED.

For DFSA or DFC Toxicology Cases: One (1) year after final report has been issued, the urine and blood specimens and their containers are DESTROYED. It is incumbent upon the submitting agency to notify the laboratory if a "HOLD" on that destruction is necessary.

It is also necessary for the submitting agency to retain all records necessary to show chain of custody and specimen identification.

****For Drug Testing, both blood and urine samples are preferred.****

****For Fatal Motor Vehicle Accidents, must obtain both blood and urine samples.****

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Table 3: Biological Evidence

ITEM TYPE	COLLECTION	PACKAGING
<p>Blood</p> <p><i>** Disposable latex gloves and masks must be worn when handling biological evidence! **</i></p>	<p>Dried Stains: <u>Submit stains only if the entire article cannot be submitted.</u> Collect onto cotton swabs moistened with a minimal amount of distilled or deionized water, air dry, package, label, and submit to the lab.</p> <p>Bloodstained Clothing: Thoroughly air dry clothing over clean paper, out of direct sunlight and heat sources, package, label, and submit to the lab. To preserve any potential trace evidence, collect, package, and label paper which clothing was dried over and submit to the lab.</p> <p>Other Stained Objects: Submit the entire item to the laboratory. If not possible to submit entire item, isolate stained area, remove (cut out or swab), package, label, document (photos or drawings), and submit to the lab.</p> <p>Liquid Sample: Collect onto sterile cotton swab(s), air dry, package, label, and submit to the lab.</p>	<p>Thoroughly air dry stains and package in a sealed paper envelope, paper bag, or clean paper wrapping.</p> <p style="text-align: center;"><u>NOTE:</u> No Plastic Bags and No Staples</p> <p>All clothing should be individually packaged and labeled.</p> <p>** Be sure to separate victim and suspect items to avoid cross-contamination. **</p> <p><u>Sharp Objects:</u> Must be placed and secured in an individual puncture-proof container.</p> <p>Multiple swabbings from the same location (i.e., pool of blood) should be packaged in same envelope or container.</p> <p>Biohazard labels must be affixed to package.</p>
<p>NOTE: Photograph bloodstains and liquid blood samples before collecting. Blood spatter interpretation, if warranted, must be performed prior to removing any bloodstains.</p> <p>** Disposable latex gloves and masks must be worn and changed when handling biological evidence! **</p>		

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Table 4: Biological Evidence

ITEM TYPE	COLLECTION	PACKAGING
<p align="center">Semen Stains ** Disposable latex gloves and masks must be worn when handling biological evidence! **</p>	<p>Dried Stains: Submit stains only if the entire article cannot be submitted. Collect onto cotton swabs moistened with a minimal amount of distilled or deionized water, air dry, package, label, and submit to the lab.</p> <p>Clothing, Bedding, etc.: Submit the entire item to the laboratory. If not possible to submit the entire item, isolate stained area and remove (cut out or swab), package, label, and submit to the lab.</p> <p>Liquid Sample: Collect onto at least two (2) sterile cotton swabs, air dry, package together, label, and submit to the lab.</p>	<p>Thoroughly air dry stains and package in a sealed paper envelope, paper bag, or in clean paper wrapping.</p> <p align="center"><u>NOTE:</u> No Plastic Bags and No Staples</p> <p>All clothing should be individually packaged and labeled.</p> <p align="center">** Be sure to separate victim and suspect items to avoid cross-contamination. **</p>
<p align="center">Condoms ** Disposable latex gloves and masks must be worn when handling biological evidence! **</p>	<p>Dry Condom: Collect condom, package, label, and submit to the lab. If there are any issues with drying please contact the laboratory.</p> <p>Condom with Liquid: Collect the condom, place into a clean, plastic, leak-proof container, and seal the container around the lid.</p>	<p>Biohazard labels must be affixed to package.</p>

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Table 5: Biological Evidence

ITEM TYPE	COLLECTION	PACKAGING
<p align="center">Saliva Stains <i>** Disposable latex gloves and masks must be worn when handling biological evidence! **</i> **Empty all liquids from bottles prior to submitting.**</p>	<p>Dried Stains: <u>Submit stains only if the entire article cannot be submitted.</u> Collect onto cotton swabs moistened with a minimal amount of distilled or deionized water, air dry, package, label, and submit to the lab.</p> <p>Cigarette Butts, Clothing, Chewing Gum, etc.: Allow to air dry, package, label, and submit to the lab.</p> <p>Liquid Sample: Collect onto at least two (2) sterile cotton swabs, air dry, package, label, and submit to the lab.</p>	<p>Thoroughly air dry stains and package in a sealed paper envelope, paper bag, or in clean paper wrapping.</p> <p align="center"><u>NOTE:</u> No Plastic Bags and No Staples</p> <p>All clothing should be individually packaged and labeled.</p> <p align="center">** Be sure to separate victim and suspect items to avoid cross-contamination. **</p> <p>Biohazard labels must be affixed to package.</p>
<p align="center">Sexual Assault Evidence Collection Kits <i>** Disposable latex gloves and masks must be worn when handling biological evidence! **</i></p>	<p>Sexual Assault Victim:</p> <ol style="list-style-type: none"> 1) The victim should be transported to the hospital as soon as possible. 2) Examination should be conducted by medical personnel trained in sexual assault evidence collection utilizing the sexual assault protocol present in kit. 3) Label, seal, and submit kit to the lab. 4) List the entire kit as a single item in LIMS. 	<p>Do not package liquid blood and/or urine samples in Sexual Assault Evidence Kits.</p>
<p align="center">Fingernail Swabs <i>** Disposable latex gloves and masks must be worn when handling biological evidence! **</i></p>	<p>Moisten a sterile cotton swab with distilled or deionized water and swab under fingernails (one swab per hand). Allow to air dry, package, label, and submit to the lab.</p> <p>During an autopsy of a homicide victim the medical examiner may find it advantageous to cut the fingernails. Nails should be segregated by each hand, packaged, labeled, and submitted to the lab.</p>	

Table 6: Biological Evidence

ITEM TYPE	COLLECTION	PACKAGING
<p>Known Reference Samples</p> <p><i>** Disposable latex gloves and masks must be worn when handling biological evidence! **</i></p> <p>**CODIS Compliance Collection Kits can not be used as Known Reference Samples. These kits are ONLY to be used for convicted offenders and arrestees of qualifying criminal offences for their profile to be placed in CODIS.**</p>	<p>Living Subjects and Deceased Subjects (without blood in the oral cavity):</p> <p>Buccal Swabs: Prior to collecting, rinse the mouth with water. Utilizing two (2) sterile cotton swabs, rub the inside cheek area of the mouth at least twelve times. Allow swabs to air dry, package, label, and submit to the lab. No medical personnel are needed for this collection.</p> <p>Deceased Subjects who have not had a transfusion:</p> <ol style="list-style-type: none"> 1) FTA Card: Liquid blood sample removed from body at time of autopsy must be spotted onto FTA Card. Allow card to air dry, package, label, and submit to the lab. 2) If no blood sample is available, collect at least 50 head or pubic hairs (PULLED, NOT CUT), package, label, and submit to the lab. 3) If no hair sample is available, collect an approximate ½ inch square piece of the least degraded tissue sample available (muscle is preferred, brain, pink tissue), package, label, and submit to the lab. <p>Deceased Subjects who have had a transfusion:</p> <ol style="list-style-type: none"> 1) If available, procure the pre-transfusion sample taken at the hospital, package, label, and submit to lab. 2) If pre-transfusion sample is unavailable, a buccal swab control may be taken if there is no bleeding in or around the mouth region. Dry swabs, package, label, and submit to lab. 3) If no buccal swab is available, collect at least 50 head or pubic hairs (PULLED, NOT CUT), package, label, and submit to lab. 	<p>Thoroughly air dry and package swabs together in a sealed paper envelope or paper bag.</p> <p>Biohazard labels must be affixed to package.</p> <p>FTA Cards should be packaged, after drying, in the barrier envelope available through the manufacturer of the FTA Card.</p> <p>Hairs should be packaged in druggist folds.</p> <p>Place the tissue specimen in a leak-proof container and keep frozen prior to submission to the lab.</p>
<p>NOTE: Certain medical procedures may affect the DNA profile generated; please provide the laboratory with any information available. Please provide the laboratory with the gender of the subject at birth.</p>		
<p>** Disposable latex gloves and masks must be worn and changed when handling biological evidence! **</p>		

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Table 7: Biological Evidence

ITEM TYPE	COLLECTION	PACKAGING
<p>Criminal Paternity Cases <i>** Disposable latex gloves and masks must be worn when handling biological evidence! **</i></p> <p>**CODIS Compliance Collection Kits can not be used as Known Reference Samples. These kits are ONLY to be used for convicted offenders and arrestees of qualifying criminal offences for their profile to be placed in CODIS.**</p>	<p>Known samples from child, mother, and suspected father are required.</p> <p>Buccal Swabs: Prior to collecting, rinse the mouth with water. Utilizing two (2) sterile cotton swabs, rub the inside cheek area of the mouth at least twelve times. Allow swabs to air dry, package, label, and submit to the lab. No medical personnel are needed for this collection.</p> <p>If Submitting Fetal Tissue: Must be collected after approximately 8 weeks of gestation. Package in a leak-proof container, label, and submit to the lab.</p>	<p>Thoroughly air dry and package swabs together in a sealed paper envelope or paper bag.</p> <p align="center">** Be sure to separate child, mother, and suspected father swabs to avoid cross-contamination. **</p> <p>Fetal tissue should be in a leak-proof container and kept frozen prior to submission to the lab.</p> <p>Biohazard labels must be affixed to package.</p>

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Table 8: Biological Evidence

ITEM TYPE	COLLECTION	PACKAGING
<p align="center">Swabs of Firearms, Magazines, and Cartridges</p> <p align="center">**Please contact the laboratory for approval of swabs prior to submitting.**</p> <p align="center">** Disposable latex gloves and masks must be worn when handling biological evidence! **</p>	<p><u>Examine for Blood:</u> Blood Swab: Collect onto cotton swabs moistened with a minimal amount of distilled or deionized water, air dry, package, label, and submit to the lab.</p> <p><u>Examine for Hairs and Fibers:</u> Hairs and Fibers: Collect into small pill boxes or druggist folds; try not to bend samples. Place druggist folds into a separate envelope and seal all edges with evidence tape.</p> <p>Firearm Swab: Utilizing one (1) swab, rub the grip, slide, and trigger areas. Collect onto cotton swabs moistened with a minimal amount of distilled or deionized water, air dry, package, label, and submit to the lab. For long guns use an additional swab of the fore end.</p> <p>Magazine Swab: Using one (1) swab per magazine, collect onto cotton swabs moistened with a minimal amount of distilled or deionized water, air dry, package, label, and submit to the lab.</p> <p>Cartridge Swab: Using one (1) swab for all cartridges of the same caliber found at the same scene, collect onto cotton swabs moistened with a minimal amount of distilled or deionized water, air dry, package, label, and submit to the lab. NOTE: The laboratory will not routinely process cartridge or shell swabings. Please call the laboratory if a special circumstance exists.</p>	<p>Thoroughly air dry and package swabs together in a sealed paper envelope or paper bag.</p> <p align="center">Biohazard labels must be affixed to package.</p>
<p>Note: If items were handled by LEO without the use of gloves, a buccal swab of the LEO will be required at the time of submission.</p>		
<p align="center">** Disposable latex gloves and masks must be worn and changed when handling biological evidence! **</p>		

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Table 9: Trace Evidence

ITEM TYPE	PACKAGING	AMOUNT	COLLECTION
<p align="center"><i>Hairs (Questioned) {Found at a Scene}</i></p>	<p>Small pill boxes or druggist folds; try not to bend samples. Place druggist folds into a separate envelope and seal all edges with evidence tape.</p> <p>Be sure to keep each article separate from each other.</p> <p>Prior to packaging, air dry if wet.</p>	<p align="center">All from the scene that have possible evidential value</p>	<p>Leave attached to object and submit intact, if possible. Note position of hairs.</p> <p>Use clean forceps or gloves to collect.</p> <p>Clear tape or a forensic filter vacuum can be used.</p> <p>Avoid damaging the root of the hair.</p>
<p align="center"><i>Hairs (Questioned) {Combings}</i></p>	<p>Small pill boxes or druggist folds; try not to bend samples. Place druggist folds into a separate envelope and seal all edges with evidence tape.</p>	<p align="center">All</p>	<p>Over clean exam paper, thoroughly and vigorously comb questioned region (head/pubic) and collect all hairs recovered.</p>

Note: The OFS will not conduct the comparison of questioned hair samples to known reference samples.

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Table 10: Trace Evidence

ITEM TYPE	PACKAGING	AMOUNT	COLLECTION
Fibers (Questioned)	<p>Small pill boxes or druggist folds; try not to bend samples. Place druggist folds into a separate envelope and seal all edges with evidence tape.</p> <p>Be sure to keep each article separate from each other.</p> <p>Prior to packaging, air dry if wet.</p>	All from the scene that have possible evidential value	<p>Leave attached to object and submit intact, if possible. Note position of fibers.</p> <p>Use clean forceps or gloves to collect.</p> <p>Clear tape or a forensic filter vacuum can be used.</p>
Fibers (Reference Sample)	<p>Brown Paper Bag or Manila Envelope</p> <p>Seal all edges with evidence tape.</p> <p>Be sure to keep each article separate from each other.</p>	Entire garment or adequate sample of textile that specimen could have originated from	Prior to packaging, air dry if wet.
Glass (Questioned)	<p>Preserve in order to avoid further breakage. Use druggist folds or cushioned pill boxes. Place druggist folds into a separate envelope and seal all edges with evidence tape.</p>	<p>All from hit and run scenes</p> <p>Submit both sections of glass for matching edges and breaks</p>	Shoes and clothing containing glass fragments should be submitted intact.
Glass (Reference Sample)	<p>Preserve in order to avoid further breakage. Use druggist folds or cushioned pill boxes. Place druggist folds into a separate envelope and seal all edges with evidence tape.</p> <p>Secure large pieces of glass between layers of cardboard.</p> <p>Use tape labels showing inside/outside surfaces and list the area where sample was taken from.</p>	<p>Obtain samples from all areas which glass fragments may have originated from</p> <p>Note: Automobile windshields are double-layered and, as such, a Reference Sample should be taken from both the outside and inside layers.</p>	Submit object intact, if possible. If not, then obtain at least a one square inch specimen as a Reference Sample.

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Table 11: Trace Evidence

ITEM TYPE	PACKAGING	AMOUNT	COLLECTION
<p align="center">Impressions (Footwear, Tires, and Fabric)</p> <p align="center">**NEVER PLACE ITEM ONTO IMPRESSION FOR FIT!**</p>	<p>Sturdy cardboard boxes, if practical.</p> <p>Package the questioned impressions separately and carefully, so as not to distort evidence.</p>	<p align="center">All</p> <p>Submit the entire article with the impression intact, if practical.</p> <p align="center">Remember to photograph the impression before attempting any recovery method!</p>	<p>Photograph (with scale) at the scene, with and without oblique lighting.</p> <p>Photographs should be taken perpendicular to the impression with the scale at the same level as the impression.</p> <p>A tape or gel lift may be made of impressions on smooth surfaces.</p> <p>An electrostatic lift should be made of impressions on carpet or fabric.</p> <p>A dental stone cast should be made of impressions in soil and snow.</p> <p>Leave any debris or dirt left on the surface of the impression or cast intact.</p>
<p align="center">Cords, Ropes, Wires, etc.</p>	<p>Preserve cut / broken ends. Label questioned cut ends.</p> <p>Separate items and package in sealed plastic or paper bags, plastic containers, or cardboard boxes.</p>	<p>Submit entire length of line, both questioned and known, if practical.</p>	<p>Attempt to leave in its current state (knots tied, tape wrapped around an object, etc.).</p>
<p align="center">Knives</p>	<p>Package in individual puncture-proof container.</p>	<p align="center">All</p>	<p>Attempt to leave in its current state, if possible. If there is risk of losing any trace evidence, collect it separately.</p>

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Table 12: Trace Evidence

ITEM TYPE	PACKAGING	AMOUNT	COLLECTION
<p align="center">Paint (Questioned)</p>	<p><i>Do not use envelopes.</i> Small chips and scrapings should be packaged in druggist folds, pill boxes, etc. and secured to prevent further breakage. For clothing, use brown paper bags.</p> <p>Place druggist folds into a separate envelope and seal all edges with evidence tape.</p> <p>Package entire items or materials submitted for transfer examination separately.</p>	<p>All chips present at the scene</p> <p>All outer layers of clothing</p> <p>Entire area where transfer occurred from both surfaces, if practical.</p>	<p>Submit the entire item to the laboratory. If this is not possible, cut out the area without damaging the smear.</p> <p>Obtain chips of paint down to the bare surface level.</p> <p>Alternatively, flake off chips into druggist fold or cut out a one square inch portion of the surface.</p>
<p align="center">Paint (Reference Sample)</p>	<p><i>Do not use envelopes.</i> Small chips and scrapings should be packaged in druggist folds, pill boxes, etc. and secured to prevent further breakage.</p> <p>Place druggist folds into a separate envelope and seal all edges with evidence tape.</p>	<p>Reference Samples must include all layers of paint present, down to the substrate.</p> <p>Sample should be from at least 1 square inch area.</p> <p>The entire piece can be submitted if unable to cut a section.</p>	<p>Vehicles may have different paints on different parts of the vehicle (repaints/repairs).</p> <p>Obtain samples from areas as close to damaged and/or contacted areas adjacent to where paint may have originally come from, not to include the damaged area itself.</p>
<p align="center">Vehicle Bulbs</p>	<p>Preserve in order to avoid damage by using cushioned containers (i.e., styrofoam coffee cups).</p>	<p>All</p> <p>Collect any glass fragments from a lens housing or from the scene</p> <p>If possible, submit an identical undamaged bulb from the vehicle.</p>	<p>Mark top or bottom of bulb.</p> <p>Attempt to recover filament at scene if bulb is broken.</p>

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Table 13: Trace Evidence

ITEM TYPE	PACKAGING	AMOUNT	COLLECTION
<p style="text-align: center;">Tape <i>(Adhesive, Duct, Masking, etc.)</i></p>	<p>Place on transparency sheet or clean glass.</p>	<p style="text-align: center;">All</p> <p>Recover any roll of tape that may have been the source of pieces collected as evidence</p>	<p>Do not cut, wad, distort, or separate tapes that are stuck together.</p> <p>Handle with gloves.</p>
<p style="text-align: center;">Explosives</p> <p>* The Central Laboratory will only accept evidence involving low explosives. The Laboratory will not examine firecrackers, commercial pyrotechnics, or chemical reaction bomb cases without a suspect.</p> <p>All explosive cases must be determined to be, or have been, a “<u>Destructive Device</u>” by the NJSP Bomb Unit or a Certified Member of the NJ Render Safe Task Force, prior to submission to the Laboratory.</p>	<p>All explosive evidence should be examined, identified, and rendered safe by a Hazardous Devices/Bomb Technician from either the NJSP Bomb Unit or a Certified Member of the NJ Render Safe Task Force.</p> <p>Evidence should be packaged as directed by the Hazardous Devices/Bomb Technician. Please utilize static-reducing containers (e.g. glass vials or anti-static plastic bags).</p> <p><i>The name and contact information of the Hazardous Devices/Bomb Technician who rendered the device safe and the date it was completed must be included in the Request for Examination.</i></p>	<p>As directed by the NJSP Bomb Unit or the NJ Render Safe Task Force</p> <p>If a Reference Sample of identical material to suspect specimen is submitted, ensure it is uncontaminated.</p>	<p>Care must be taken not to damage evidence further and hand protection (double gloves) should always be utilized during collection.</p>

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Table 14: Trace Evidence

ITEM TYPE	PACKAGING	AMOUNT	COLLECTION
<p align="center">Fire Debris (Questioned/Unkown)</p> <p>*Contact the NJSP Bomb Unit before attempting to submit any explosive and/or bomb residue evidence so that it can be rendered safe.</p>	<p>Fire debris evidence is very volatile, therefore package each sample in its own clean, unused, air-tight container, such as a metal can, glass jar, or a fire debris-approved heat-sealable bag.</p> <p>Clearly label complete location information.</p> <p>Avoid ANY contamination.</p> <p>Do not package collection gloves inside the same container as the evidence.</p>	<p>1 ounce of suspect liquid in sealed glass container</p> <p>Can ½ filled with debris</p>	<p>Transfer 1 oz sample of volatile liquids into clean, sealed, glass containers.</p> <p>Retain original containers for possible latent print analysis.</p> <p>Collect specimens identified by vapor detector, accelerant canine, or personal observation.</p> <p>Clean all tools used in collection of fire debris (using water and dish detergent) between different points of origin.</p> <p>Soil containing suspected volatile liquids should be frozen until submission to the laboratory.</p>
<p align="center">Fire Debris (Reference Sample/ Known)</p> <p>*Contact the NJSP Bomb Unit before attempting to submit any explosive and/or bomb residue evidence so that it can be rendered safe.</p>	<p>Fire debris evidence is very volatile, therefore package each sample in its own clean, unused, air-tight container, such as a metal can, glass jar, or a fire debris-approved heat-sealable bag.</p> <p>Clearly label complete location information.</p> <p>Avoid ANY contamination.</p> <p>Do not package collection gloves inside the same container as the evidence.</p>	<p>1 ounce of liquid in sealed glass container</p> <p>Material identical to suspect specimen, but ensure it is uncontaminated</p>	<p>Transfer 1 oz sample of volatile liquids into clean, sealed, glass containers.</p> <p>Clean all tools used in collection of fire debris (using water and dish detergent) between different points of origin.</p>

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Table 15: Trace Evidence

ITEM TYPE	PACKAGING	AMOUNT	COLLECTION
<p align="center"><i>Tear Gas/Pepper Spray (Questioned/Unknown)</i></p>	<p>Tear gas evidence is very volatile, therefore package each sample in its own clean, unused, air-tight container, such as a metal can or a fire debris-approved heat-sealable bag.</p> <p>Clearly label complete location information.</p> <p>Avoid ANY contamination.</p>	<p align="center">Entire item to be examined</p>	<p>Do not fill can more than ½ with material, if possible.</p> <p>Do not package collection gloves inside the same container as the evidence.</p> <p>Clean all tools used in evidence collection (using water and dish detergent) between samples.</p>
<p align="center"><i>Tear Gas/Pepper Spray (Reference Sample/ Known)</i></p>	<p>Tear gas evidence is very volatile, therefore package each sample in its own clean, unused, air-tight container, such as a metal can or a fire debris-approved heat-sealable bag.</p> <p>Clearly label complete location information.</p> <p>Avoid ANY contamination.</p>	<p align="center">Submit the entire canister to be examined</p>	<p>If the Reference Sample of tear gas is to be compared to a questioned specimen, please ensure that both are properly identified and that they are packaged separately.</p>

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Table 16: Trace Evidence

ITEM TYPE	PACKAGING	AMOUNT	COLLECTION
<i>Bullet Holes and Gunshot Residue</i>	<p>Clothing or other biological fluid-stained objects should be submitted dry in separate (individual) paper bags.</p> <p>Call the laboratory for information on submitting other types of items with suspected bullet holes.</p>	<p>Entire article should be submitted</p>	<p>Do not cut through suspected bullet holes.</p> <p>Handle carefully to ensure the gunpowder is not disturbed.</p>
<p>NOTE: The OFS will not conduct gunshot residue testing on alleged shooter hands or clothing.</p>			

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Table 17: Ballistics Evidence

ITEM TYPE	PACKAGING	AMOUNT	COLLECTION
<i>Ammunition (Discharged Bullets and Shells)</i>	Separate, sealed envelope for each specimen found. Label packaging completely. Protect items from damage which may occur during handling.	All found	Do not mark bullets, as they will be marked at the lab during examination. Mark each envelope with full information at time of collection. Submit items found in the gun separately from other items located.
<i>Ammunition (Unfired Cartridges and Shells)</i>	Separate, sealed envelope for each specimen found. Label packaging completely. Protect items from damage which may occur during handling.	One Hollow Point	
<i>Pellets</i>	Submit pellets together and mark envelope as one item.	Buckshot All Birdshot Random sampling of good specimens	
<i>Wadding</i>	Separate envelope for each specimen. Air dry before packaging, if taken from body.	All found	Mark each envelope with full information at time of collection.

Note: If processed by NJSP CSI to preserve potential DNA, submitting agency will need to contact the DNA Laboratory for approval for analysis.

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Table 18: Ballistics Evidence

ITEM TYPE	PACKAGING	AMOUNT	COLLECTION
<p style="text-align: center;">Firearms</p> <p style="text-align: center;">Revolvers, Automatic Pistols, Rifles, Shotguns, etc.</p> <p style="text-align: center;">Including all magazines</p>	<p style="text-align: center;"><u>UNLOAD THE WEAPON!</u></p> <p><u>If it is not feasible to unload the weapon, note it on the packaging and Evidence Receipt, and notify Evidence Receiving when submitting.</u></p> <p>Indicate on packaging if weapon is loaded or unloaded.</p> <p>If presence of other evidence (i.e., blood, latent prints, hairs, etc.) prohibit unloading, contact the Crime Scene Investigations Unit, Ballistics Unit, or Central Laboratory for information on how to proceed.</p> <p>Carefully package the item in a cardboard box in order to preserve the evidence.</p> <p>Weapons not involving other types of physical evidence may be placed in a cardboard carrier, heavy-duty envelope, or carried by hand.</p>	All	<p>Do not mark firearms that have the complete manufacturer's serial number. Mark those items using an evidence tag securely attached to the weapon.</p> <p>Physically mark the container in which the firearm is stored or mark the tag attached to the firearm for items with serial numbers that have been removed or defaced, or for older firearms manufactured without a serial number.</p> <p>Special care should be exercised to preserve other evidence on the weapon at the time of collection. The Request for Examination should specify if the weapon needs to be examined for other types of evidence (i.e., blood, hairs, latent prints, etc.).</p> <p>If found in water, please keep submerged in the water found in using a plastic container or, if unable to keep in the water, place in motor oil.</p>
<p style="text-align: center;">Toolmarks</p> <p style="text-align: center;">**NEVER INSERT ITEM INTO TOOLMARK FOR FIT!**</p>	<p>Sturdy cardboard boxes, if practical.</p> <p>Package tool and impressions separately and carefully so as not to distort evidence.</p>	<p style="text-align: center;">All</p> <p>Submit the entire article with the toolmark intact, if practical.</p> <p>Include keys with any lock evidence, if available.</p>	<p>Photograph (with scale) at the scene.</p> <p>Otherwise, make a mold or cast of the impression with Mikrosil or dental stone.</p> <p>Refer to Paint Reference Samples for transfer evidence.</p>
<p>Note: If processed by NJSP CSI to preserve potential DNA, submitting agency will need to contact the DNA Laboratory for approval for analysis.</p>			

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Table 19: Computer Crimes and Other Technological Evidence

ITEM TYPE	PACKAGING	AMOUNT	COLLECTION
Hard Drives Zip Drives Jazz Drives Removable Media Flash Media Memory Modules	Use bubble wrap or clamshell containers to secure each hard drive. Groups of like media should be banded together and stored in heat-sealed anti-static bags. Protect items from damage which may occur from handling.	All	Mark each envelope with full information at time of collection. Note make, model, and serial number.
Video Re-Writable Compact Discs DVD-ROMs	Use clamshell containers for CD/DVDs. Use bubble wrap to secure video hard drives. Secure media in heat-sealed anti-static bags. Protect items from damage which may occur from handling.	All	Mark each envelope with full information at time of collection. Note make, model, and serial number.
Computers Cell Phones Personal Data Assistants (PDA) Peripheral Devices and Components	Tag large devices, such as computers. Place evidence tape over the power supply or place the entire device in a sealed container. Use bubble wrap for cellular phones, PDAs, and similar handheld computing devices. Place in an anti-static or Faraday Bag. Power off device, however, ensure the device is charged while in evidence storage. Tag small peripheral devices and bag separately. Seize all cell phone and PDA wiring harnesses, synchronization cradles, and power cords.	All	Mark each envelope with full information at time of collection. Note make, model, and serial number.
NOTE: Computers that are running should be photographed when possible and then placed through the normal shutdown process for that operating system. If in doubt as to proper procedures for collecting computer evidence at a scene, contact the New Jersey Regional Computer Forensic Laboratory (NJRCFL) at (609) 631-8777.			