

Office of Forensic Sciences - Evidence Submission Drug Evidence Checklist



The Office of Forensic Sciences strives to provide timely, accurate, and quality services to our agencies.

The following information is needed for the laboratory to process your case and determine the appropriate analysis.
Please contact the laboratory with any questions.

Case Information

- Is the Offense Date and Offense Type provided? (Distribution, Possession, Ongoing Investigation, etc.)
Is the Drug Charge listed for DWI and DUI cases?
- Is the included **Investigator's contact information** correct?
Is the Agency's phone number and address confirmed to be correct?
- Does the Comments/Brief History contain information linking the evidence to a specific suspect(s) or scene(s)?
- Include if suspect(s) were in possession of the item or if it was recovered from another scene.
If recovered from another scene (e.g.: residence, physical address, vehicle) is that scene listed?
- When submitting additional evidence, the evidence must be submitted under the same Laboratory Number.
If the evidence is from a different date, scene, or suspect, is it noted as such?
- If the evidence is part of a controlled buy(s), is it clearly indicated, along with the date(s) and suspect(s) listed?

Name Information

- Are the names of all Suspect(s)/Victim(s) provided? Are they listed correctly as (S) or (V)?
Are their names spelled correctly and consistently throughout the Evidence Receipt?
- Is the Suspect a Juvenile? If yes, indicate on submission.

Item Information

- Is there a count for all items listed in the evidence description? (e.g.: 5 bags, 10 glassines, 50 tablets, 20 bricks, etc.) Each item must be counted.
- Are Probable Cause items noted along with a brief description? (paraphernalia, observed in plain sight, etc.)
- Is there anything unusual about the item or is the item a potential biohazard? (suspected to be contaminated by blood or body fluids, broken glass, recovered from body cavity, etc.)
If the case is a biohazard, are there BIOHAZARD labels on the evidence bag?
- Is a Source Code (i.e.: suspect 1, suspect 2, scene, victim, etc.) correctly attributed to each item of evidence?
If multiple Scenes or Suspects, are they clearly defined and correctly attributed?
- Are the Item Descriptions sufficient enough to distinguish items? (bag type, color, stamps, logos, etc.)
- Is the collection location included in the Item Description or Brief History?
- Is the correct Item Type selected?

Evidence Packaging

- Is the evidence properly packaged (i.e. plants in bags, liquids in leak-proof containers, battery separated from device, etc.) and sealed so its contents cannot escape?
- Is each Item packaged individually and not co-mingled?
Is each Item separated by type (if all from the same Suspect/Scene, keep glassines with glassines, pills with pills, powders with powders)?
- Are there initials or a unique identifier across the seal or tape and onto the package?
- Does the Agency Number on the Evidence Receipt match the Agency Number on the evidence?

Evidence Field Manual Location: <https://www.njsp.org/division/investigations/forensic-sciences.shtml>