



# **SUBMISSION OF EVIDENCE FROM LRN LABORATORIES TO FBI: PACKAGING AND TRANSPORT OF SAMPLES**

## ***LRN EVIDENCE HANDLING GUIDELINES***

- Avoid opening evidence through contributor seals, when possible.
- Retain all evidence packaging.
- Only open and examine evidence from one scene at a time.
- Clean workspace and change gloves prior to opening evidence from another scene.
- Preserve documentary evidence in the condition received – do not unnecessarily fold, tear, or write on the evidence.
- If possible, avoid refrigerating latent print evidence.
- Handle items carefully to prevent the destruction of latent prints – prints on non-porous items are very fragile.
- Wear gloves.
- If an item is inadvertently handled without gloves, document name of individual who handled the item and specimen received.
- Re-package evidence as initially received – Do not package evidence together unless it was received together.
- If possible, package powder from threat letters in separate container (vial or pillbox), seal, and label accordingly.
- Do not package LRN non-evidentiary items (e.g., swabs, paper towels, gloves, etc.) with the evidence; or, if packaged with the evidence, identify as being from LRN and not evidence.
- Properly seal all layers of packaging prior to return to FBI Field Office – prevents contamination and ensures the safety of FBI employees.
- Ensure liquids are in leak-proof packaging.

## ***LRN CASE DOCUMENTATION GUIDELINES***

- Include FBI numbers (case numbers, specimen numbers, etc.) from evidence packaging.
- List inventory of evidence received.
- Note if unknown substance entirely consumed during testing or if no substance present.

## ***REFERENCES***

Federal Bureau of Investigation  
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Handbook of Forensic Services. 2007. FBI Laboratory.  
<http://www.fbi.gov/hq/lab/handbook/forensics.pdf>