EVIDENCE FIELD MANUAL

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

FEBRUARY 2025

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I. INTRODUCTION

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

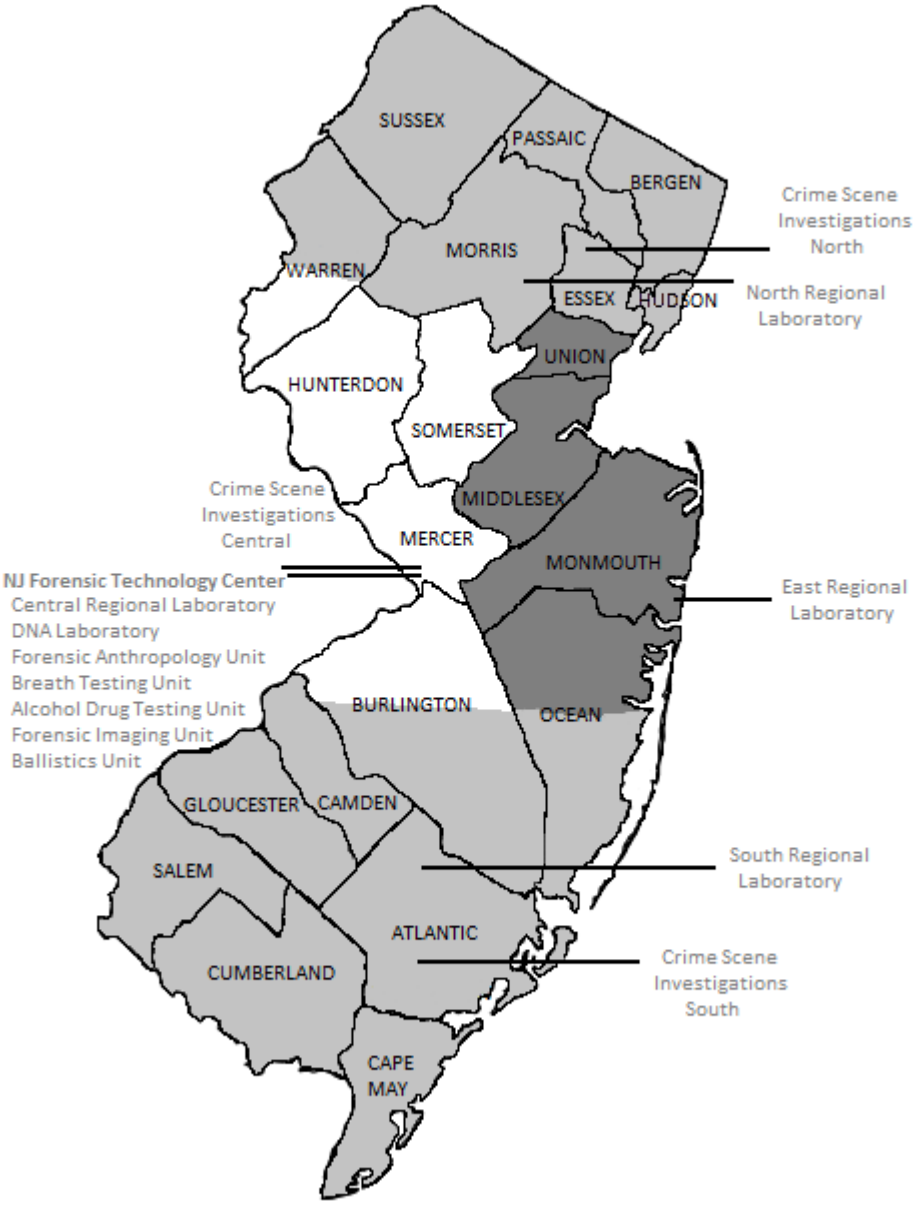
- To provide law enforcement agencies investigating matters within the State of New Jersey with an overview of forensic services offered by the New Jersey State Police.
- To offer guidelines for collecting, preserving, and submitting physical evidence to the laboratory for examination.

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. For additional guidance, Submission Checklist documents are referenced throughout this manual. They can be found on the New Jersey State Police Office of Forensic Sciences website and on the LIMS Pre-Log page.

Location of the Laboratories and Units of the Forensic and Technical Services Section:



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. The current Certificate and Scope of Accreditation for the OFS can be viewed on the OFS website via "Accreditation Documentation" at: https://www.nj.gov/njsp/division/investigations/forensic-sciences.shtml.

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 and Central Regional Laboratories. Contact the regional laboratory that services your agency at the following regional locations:

East Regional Laboratory
500 Sea Girt Avenue
Sea Girt, NJ 08750
Phone: (732) 449-0303
Fax: (732) 974-8928
Counties Served:
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
44 Deforest Avenue
East Hanover, NJ 07936
Phone: (973) 826-6916
Fax: (973) 739-0135
Counties Served:
Bergen, Essex, Hudson, 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 Regional Laboratory at the address listed above. Scientific examinations in 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 that 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 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 in the NJ Forensic Technology Center at 1200 Negron Drive – Horizon Center in Hamilton, NJ 08691and 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 overseen by the Alcohol Drug Testing Unit (ADTU) and 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/) ensuring that the data is accurate, complete, and timely.

The Breath Testing and Alcohol Drug Testing Units are both located in the NJ Forensic Technology Center at 1200 Negron Drive – Horizon Center in Hamilton, NJ 08691 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 Forensic Imaging 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 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 in the NJ Forensic Technology Center at 1200 Negron Drive – Horizon Center in Hamilton, NJ 08691. They can be contacted at: (609) 584-5051 x5801, x5809, or x5796.

B. Ballistics Unit

The NJSP Ballistics Unit is an American Association for Laboratory Accreditation (A2LA) accredited forensic laboratory. Firearm and Toolmark examiners assigned to the Ballistics Unit are responsible for conducting microscopic comparisons of discharged projectiles, cartridge cases, and other ammunition components, as well as performing toolmark examinations.

Examiners routinely conduct operability testing on all types of firearms, perform serial number restoration on obliterated firearm serial numbers, and provide expert witness testimony in court proceedings.

Additionally, in conjunction with forensic scientists from the Regional Laboratory, examiners can assist with approximating distance determination of fired weapons at the request of a submitting agency.

The Ballistics Unit is responsible for intaking and securing firearm-related evidence submitted for examination by law enforcement agencies throughout the state, as well as federal agencies. All evidence submitted for examination is returned to the respective agency once the analysis of evidence and laboratory report is complete. The Ballistics Unit is not responsible for the storage or destruction of firearm-related evidence.

The NJSP Ballistics Unit abides by authorized guidelines through standard operating procedures, the Unit's Quality Assurance Manual, and the Crime Gun Protocol.

The Crime Gun Protocol requires certain semiautomatic weapons and appropriate discharged cartridge cases to be accessed and entered into the National Integrated Ballistic Information Network (NIBIN) within a 48-hour time frame. Additionally, at the request of an agency, weapons may be fingerprinted and swabbed for DNA Analysis. Please see the Firearm and DNA Swab Submission Guidelines [OFS(Admin)042] for further guidance.

The Ballistics Unit is located in the NJ Forensic Technology Center at 1200 Negron Drive – Horizon Center in Hamilton, NJ 08691 and can be contacted at (609) 584-5051 x5819.

C. Crime Scene Investigation Units

The Crime Scene Investigation Units are available at all times to provide crime scene investigation services within the State of New Jersey. Services are offered to requesting agencies in four 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 diagraming; 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 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.
- **Rapid DNA** – The State Police Crime Scene Investigation Units offer Rapid DNA services to state, county, and local police departments. Rapid DNA technology has significantly decreased the time it takes to get DNA results. When using this technology, a DNA profile can be generated within 90 minutes, but may be used only to generate potential investigative leads. For Rapid DNA samples to be searched, they must be single source profiles; touch DNA is not suitable for Rapid DNA. Refer to the Rapid DNA Case Submission Checklist [OFS(Admin)053] for further guidance. If you are considering Rapid DNA Analysis, please contact the Crime Scene Investigation Units prior to collection of any samples.

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

The Unit also offers the **NJSP Crime Scene Investigation Course** in the spring and fall. This is a full comprehensive seven-week course in crime scene investigation. For more information, contact the Crime Scene Investigation Central Unit at (609) 584-5000 x5255.

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

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

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

Crime Scene Investigation 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.

The Evidence Management Unit has three regional storage sites that 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.

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, which can be held in-person, virtually, or via telephone.

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://vm-limsweb.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

All discovery requests will be processed through the prosecutor's office having case jurisdiction. An official request from the prosecutor's office for discovery documents can be sent via mail, email, or FAX. A standard discovery will consist of the final approved case file, entire communication log, chain of custody (Evidence Submission Receipt and Evidence Return Receipt), and the scientist's curriculum vitae (CV). In cases involving DNA Analysis, the scientist's proficiency test summary will also be included. Requests for items not listed above should be delineated in the request correspondence. Requests for discovery from defense attorneys must be made through the prosecutor having jurisdiction in the case. Discovery material will be forwarded to the prosecutor for dissemination. As discoveries are handled in the normal course of business, please allow a minimum of two weeks for completion. Requests 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. An appointment must be made to deliver evidence. 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.

2. Evidence for Drug and Toxicology Cases should be delivered to the assigned Regional Laboratory (see page 6 for county assignments).

3. Evidence for Fire Debris Analysis for counties served by the North Regional Laboratory should be delivered to the East Regional Laboratory. Evidence for Fire Debris Analysis for counties served by the South Regional Laboratory should be delivered to Central Regional Laboratory. Evidence for Central and East Regional Laboratories should be delivered to the appropriate laboratory. Pre-approval for fire debris cases is required. Evidence Submission Review Forms for agencies serviced by Central and South Regional Laboratories should be emailed to OFSForensicBiology@njsp.gov for review and approval prior to scheduling submission to Central Regional Laboratory. Evidence Submission Review Forms for agencies serviced by East and North Regional Laboratories should be emailed to OFSEastFireDebris@njsp.gov for review and approval prior to scheduling submission to the East Regional Laboratory.

4. Evidence for DNA, Forensic Serology, and Trace Examination can be delivered either directly to Central Regional Laboratory or to the assigned Regional Laboratory (see page 6 for county assignments), with the exception of evidence that has been processed for Rapid DNA and biological evidence containing possible controlled dangerous substances, which must be submitted to Central Regional Laboratory. Pre-approval for all of these types of cases is required. Evidence Submission Review Forms for these cases should be emailed to OFSForensicBiology@njsp.gov for review and approval prior to scheduling submission to the laboratory. If evidence is delivered to East, North, or South Regional Laboratories, turnaround time may be increased by up to a week or more.

5. Anthropology Evidence should be delivered to the Anthropology Unit.

6. Only submit items that need analysis or have been preapproved.

7. To avoid cross-contamination, items from different sources must be placed in separate sealed containers (e.g., items from the victim, suspect, different scenes, knowns, and unknowns). 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 Bloodborne 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 Deputy Director 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 (BEAST) can use two-dimensional evidence submission barcodes. 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. Evidence that is being submitted to Forensic Serology, Trace Evidence, and/or DNA must be pre-logged and pre-approved prior to submission. The Evidence Submission Review Form should be emailed to OFSForensicBiology@njsp.gov for review and approval. Please refer to the Biological Evidence Submission Checklist [OFS(Admin)038] for further guidance. Evidence that is being submitted for Fire Debris Analysis must be pre-logged and pre-approved prior to submission. Refer to section VII. A. 3. on page 12 for where to email the Evidence Submission Review Form for review and approval. All other types of evidence only need to be pre-logged. Please refer to the Drug Evidence Submission Checklist [OFS(Admin)039] for guidance on Drug submissions.

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

4. Upon submission of the evidence, an "Evidence Receipt" will be printed once electronically signed by the person delivering the evidence.

For an overview of the Laboratory Information Management System (LIMS), please refer to page 15.

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

    NOTE: Any biological evidence must be submitted in breathable packaging, e.g., paper bags, manilla envelopes, NO PLASTIC.
    Exceptions: vape pens with non-removable batteries (metal cans), condoms filled with liquid (leak proof container), and organic tissue (leak proof container). If unsure, please contact the Central Regional Laboratory.

3. Acceptable Seals:
    a. Tamper-Proof Evidence Tape
    b. Reinforced Packaging Tape
    c. Heat Seal

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. Cases containing biological evidence that may potentially be processed for DNA must be pre-approved prior to submission to the laboratory. Additionally, the following information is required for the evidence to be accepted and to evaluate the eligibility of any subsequent DNA profiles to be 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? If so, the item's source code must clearly indicate such.
   e. If samples were collected from a vehicle, the owner and primary driver of said vehicle must be clearly delineated. If steering wheel swabs are submitted, elimination reference sample(s) from the primary driver(s) of the vehicle must also be submitted.
   f. For cases involving related individuals, especially cases involving physical contact with a juvenile victim, references from all family members who live with and/or are regularly in physical contact with the victim, including biological parents and siblings, should be submitted to the laboratory.

   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 Crimes (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 23 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.

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 (BEAST) can use two-dimensional evidence submission barcodes.

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 (e.g., Trace Evidence and Forensic Serology submissions).

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 Investigation 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 in the comments/remarks.

2. Evidence submitted directly to the Regional Crime Scene Investigation 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 that 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 and/or paper 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 other wet substance 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 Investigation 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 Investigation 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 that 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, the specific location, and the collection date(s) of the specimen. Please see the Drug Evidence Submission Checklist [OFS(Admin)039] for further requirements.

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 will be accepted. Second or subsequent offenses need to be indicated on the request for examination portion of the Evidence Receipt.

2. Pursuant to N.J.S.A. 2C:35-10(a)(3)(b), only submissions for possession of more than 6 oz. of marijuana will be accepted. However, do not place weights in the description.

E. 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.

F. Specimens that are only partially analyzed will have the testing procedures identified on the report, and no further analysis will be reported.

G. 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.

H. Resubmissions and Additional Requests for Analysis:

****Please contact the laboratory for approval prior to resubmitting evidence.** (see page 6)**

1. Evidence will not be reanalyzed for the same tests. Resubmissions and additional requests for analysis (including previously unexamined evidence) will be at the written request of the Prosecutor and approved by the Laboratory Director, or designee. In the request, identify which items are to be analyzed using the item numbers assigned by the laboratory personnel on the original LIMS submission, as well as why the additional analysis is being requested.

2. Evidence resubmitted 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.

3. An appointment is required for resubmissions and additional requests.

I. **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.

J. Estimated weights of drugs should not be documented on the LIMS submission.

K. 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 ± (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 ± (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: **Toxicological Evidence (Antemortem Samples Only)**
Urine, Blood, Alcoholic Beverages or Other Drinks

Table 3: **Biological Evidence**
Blood

Table 4: **Biological Evidence**
Semen Stains, Condoms, Saliva Stains

Table 5: **Biological Evidence**
Sexual Assault Evidence Collection Kits, Strangulation Evidence Collection Kits, Fingernail Swabs

Table 1: Narcotics and Dangerous Drugs

Powders, Tablets and Capsules, Liquids, Vegetation, Vape Cartridges, Plants, Bulk Seizures, Hypodermic Syringes, and Gas Cylinders

ITEM TYPE	PACKAGING	AMOUNT	COLLECTION
Powders	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.
Tablets and Capsules	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.
Liquids	Leak-proof containers	All	Refrigerate beverages or any liquids that may spoil. PCP must be stored in a clean, unused, air-tight container, such as a metal can, or a fire debris-approved heat-sealed plastic bag. Please contact the laboratory if further guidance is needed.
Vegetation	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 needed to substantiate a DUI charge. If **Khat** plant, freeze and submit to laboratory immediately. Hand-rolled cigarettes requiring DNA Testing must be submitted directly to the Central Regional Laboratory.
Vape Cartridges	Sealed clear plastic bag	All	Submit the cartridges only. Do not submit smoking device. If it is not possible to separate the cartridge from the smoking device, the entire item must be submitted in a clean, unused, air-tight metal can. If DNA Testing is needed, contact the laboratory prior to submission. Once approved, this evidence must be submitted directly to the Central Regional Laboratory.
Plants	Sealed paper bags or cardboard boxes **NO PLASTIC**	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.
Bulk Seizures	Call the laboratory for specific information prior to submission	****Call Laboratory****	Photograph at the scene and contact laboratory prior to submission.
Hypodermic Syringes and Gas Cylinders	Not accepted	****Call Laboratory****	Refer to page 19; Section X; I.

Table 2: Toxicological Evidence (Antemortem Samples Only)

Urine, Blood, Alcoholic Beverages or Other Drinks

ITEM TYPE	PACKAGING	AMOUNT	COLLECTION
Urine Urine is not tested for alcohol content.	Clean, plastic, leak-proof containers ***sealed around the lid*** in sealed plastic bags. Leaking containers will be refused at time of submission and returned to agency for proper packaging. For DFSA or DFC Testing, submit the entire sealed collection kit. Do not separate the samples and keep the entire kit refrigerated.	One (1) ounce or 30 mL For DFSA or DFC Cases: 50 mL	Urine samples should be refrigerated as soon as possible and may be frozen prior to submission. The container must be labeled with the subject's name and date/time sample was collected.
Blood	Vials, ***sealed across the stopper***, containing an anticoagulant such as EDTA or potassium oxalate (KOx) and a preservative such as sodium fluoride (NaF). These are generally grey top vials. 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. For DFSA or DFC Testing, submit the entire sealed collection kit. Do not separate the samples and keep the entire kit refrigerated.	Two (2) 10 mL vials (grey top preferred) needed for drug as well as alcohol analysis DFSA or DFC Cases: Three (3) 10 mL vials (grey top preferred)	Gently mix the sample to preserve. Properly label vials with subject's name, medical personnel name, and date/time sample was drawn. Refrigerate the sample and deliver as soon as possible.
Alcoholic Beverages or Other Drinks	New re-sealable airtight containers, such as specimen cups, amber glass bottles, or original liquor bottles. Submit drinking glass and contents separately for DFSA or DFC Cases. Containers and glasses shall be **submitted** in sealed plastic bags.	½ ounce (15 mL) to 3 ounces (90 mL) for alcohol content	Remove any solid materials or ice from the sample. Refrigerate any mixed beverage samples to avoid spoilage. No reference sample is needed for alcohol content.

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

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.****

Table 3: Biological Evidence

Blood

ITEM TYPE	COLLECTION	PACKAGING
Blood *** Disposable examination gloves (e.g., latex/nitrile) and masks must be worn when handling biological evidence! ***	**Dried Stains:** Submit stains only if the entire article cannot be submitted. Collect onto sterile cotton swabs moistened with a minimal amount of distilled or deionized water, air dry, package, label, and submit to the laboratory. **Bloodstained Clothing:** Thoroughly air dry clothing over clean paper, out of direct sunlight and heat sources, package, label, and submit to the laboratory. To preserve any potential trace evidence, collect, package, and label paper which clothing was dried over and submit to the laboratory. **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 laboratory. **Liquid Sample:** Collect onto sterile cotton swab(s), air dry, package, label, and submit to the laboratory. **Possible Organic Tissue:** Collect the possible tissue, place into a clean, plastic leak-proof container, and seal the container around the lid.	Thoroughly air dry stains and package in a sealed paper envelope, paper bag, or clean paper wrapping. **NOTE:** ***No Plastic Bags and No Staples*** All clothing should be **individually** packaged and labeled. ***** Be sure to separate victim, suspect, and scene items to avoid cross-contamination. ***** **Sharp Objects:** Must be placed and secured in an individual puncture-proof container. Multiple swabbings from the same location (i.e., pool of blood) should be packaged in same envelope or container. **Biohazard labels must be affixed to package.**

NOTE: Photograph bloodstains and liquid blood samples before collecting.
Blood spatter interpretation, if warranted, must be performed prior to removing any bloodstains.
**** Disposable examination gloves (e.g., latex/nitrile) and masks must be worn and changed when handling biological evidence! ****

Table 4: Biological Evidence

Semen Stains, Condoms, Saliva Stains

ITEM TYPE	COLLECTION	PACKAGING
Semen Stains *** Disposable examination gloves (e.g., latex/nitrile) and masks must be worn when handling biological evidence! **	**Dried Stains:** <u>Submit stains only if the entire article cannot be submitted.</u> Collect onto sterile cotton swabs moistened with a minimal amount of distilled or deionized water, air dry, package, label, and submit to the laboratory. **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 laboratory. **Liquid Sample:** Collect onto at least two (2) sterile cotton swabs, air dry, package together, label, and submit to the laboratory.	Thoroughly air dry stains and package in a sealed paper envelope, paper bag, or in clean paper wrapping. **<u>NOTE</u>: *No Plastic Bags and No Staples*** All clothing should be **<u>individually</u>** packaged and labeled. ***** Be sure to separate victim, suspect, and scene items to avoid cross-contamination. ***** **Biohazard labels must be affixed to package.**
Condoms *** Disposable examination gloves (e.g., latex/nitrile) and masks must be worn when handling biological evidence! **	**Dry Condom:** Collect condom, package, label, and submit to the laboratory. If there are any issues with drying, please contact the laboratory. **Condom with Liquid:** Collect the condom, place into a clean, plastic, leak-proof container, and seal the container around the lid.	
Saliva Stains *** Disposable examination gloves (e.g., latex/nitrile) and masks must be worn when handling biological evidence! **	**Dried Stains:** <u>Submit stains only if the entire article cannot be submitted.</u> Collect onto sterile cotton swabs moistened with a minimal amount of distilled or deionized water, air dry, package, label, and submit to the laboratory. **Vape Cartridges:** Refer to Table 1 for packaging and submission guidance. **Liquid Sample:** Collect onto at least two (2) sterile cotton swabs, air dry, package, label, and submit to the laboratory.	Thoroughly air dry stains and package in a sealed paper envelope, paper bag, or in clean paper wrapping. **<u>NOTE</u>: *No Plastic Bags and No Staples*** All clothing should be **<u>individually</u>** packaged and labeled. ***** Be sure to separate victim, suspect, and scene items to avoid cross-contamination. ***** **Biohazard labels must be affixed to package.**

Table 5: Biological Evidence

Sexual Assault Evidence Collection Kits, Strangulation Evidence Collection Kits, Fingernail Swabs

ITEM TYPE	COLLECTION	PACKAGING
Sexual Assault Evidence Collection Kits *** Disposable examination gloves (e.g., latex/nitrile) and masks must be worn when handling biological evidence! ***	**Sexual Assault Victim:** 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 the kit box completely along all four bottom seams, initial seals, and submit kit to the laboratory. 4) List the entire kit as a single item in LIMS and select Victim as the Source Code.	Do not package liquid blood and/or urine samples in Sexual Assault Evidence Kits. **NOTE*: No Plastic Bags and No Staples***
Strangulation Evidence Collection Kits *** Disposable examination gloves (e.g., latex/nitrile) and masks must be worn when handling biological evidence! ***	**Strangulation Victim:** 1) The victim should be transported to the hospital as soon as possible. 2) Examination should be conducted by medical personnel trained in strangulation evidence collection utilizing the strangulation protocol present in kit. 3) Label, seal, and submit kit to the laboratory, including copy of examination notes. 4) List the entire kit as a single item in LIMS and select Victim as the Source Code.	Package as per Kit instructions. **NOTE*: No Plastic Bags and No Staples***
Fingernail Swabs *** Disposable examination gloves (e.g., latex/nitrile) and masks must be worn when handling biological evidence! ***	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 laboratory. **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 laboratory.**	Thoroughly air dry swabs, package left hand separately from right hand in a sealed paper envelope, paper bag, or cardboard box. Use a paper fold if submitting fingernails (separate fold for each hand) and place into a sealed paper envelope or paper bag. **NOTE*: No Plastic Bags and No Staples*** Fingernail swabs and/or nails will be consumed in analysis by the DNA Laboratory.

Table 6: Biological Evidence

Epithelial Cell Collection and Submission for M-Vac Epithelial Cell Collection

ITEM TYPE	COLLECTION	PACKAGING
Epithelial Cell Collection *** Disposable examination gloves (e.g., latex/nitrile) and masks must be worn when handling biological evidence! **** ****DO NOT SWAB ITEMS THAT ARE EASILY PORTABLE, SUBMIT ENITRE ITEM TO THE LABORATORY.**** ****Empty all liquids from plastic bottles/cans prior to submitting.****	**Submit the entire article:** Bottles, cans, clothing, cigarettes, cigars, gum, straws, hats, gloves, airbags, vape pens (see Table 1 for submission guidance), weapons (hammer, knife, etc.), tools (crowbar, screwdriver, etc.), e.g., ANYTHING EASILY PORTABLE. Plastic bottles/cans can be emptied by piercing a hole in the bottom and letting the liquid drain. If it is not possible to submit the entire item (too big or too heavy), swab the areas of the item that would potentially have the most skin contact with sterile cotton swab(s) moistened with a minimal amount of deionized or distilled water. Air dry, package, label, and submit to the laboratory. Glass bottle(s) filled with liquid: DO NOT EMPTY. Swab only the inside and outside mouth area(s) with sterile cotton swab(s) moistened with a minimal amount of deionized or distilled water. Air dry, package, label, and submit to the laboratory. Contact the laboratory if any other areas of the bottle(s) need to be swabbed for epithelial cell collection.	Thoroughly air dry items and/or swabs, package in a sealed paper envelope, paper bag, cardboard box(es), or in clean paper wrapping. **NOTE*: No Plastic Bags and No Staples*** Vape pens with non-removable batteries should be placed in a clean, unused, air-tight metal can, sealed, and labeled. ****Be sure to separate victim, suspect, and scene items to avoid cross-contamination.******
Submission for M-Vac Epithelial Cell Collection *** Disposable examination gloves (e.g., latex/nitrile) and masks must be worn when handling biological evidence! **** ****Do Not M-Vac Items**** Submit the entire item to the laboratory for M-Vac Processing.	**Submission of Evidence:** Laboratory approval required prior to submission. Please contact the laboratory for consideration and packaging guidelines.	Thoroughly air dry items and package in a sealed paper envelope, paper bag, or in clean paper wrapping. **NOTE*: No Plastic Bags and No Staples*** All clothing should be **individually** packaged and labeled. ****Be sure to separate victim, suspect, and scene items to avoid cross-contamination.****** **Biohazard labels must be affixed to package when potential biological material may be present.**

Table 7: Biological Evidence

Known Reference Samples

ITEM TYPE	COLLECTION	PACKAGING
Known Reference Samples *** Disposable examination gloves (e.g., latex/nitrile) and masks must be worn when handling biological evidence! *** **DNA profiles from known reference samples are used for direct comparison to profiles from items of evidence. Reference DNA profiles are not entered into any database searchable by any other agency.** **CODIS Compliance Collection Kits cannot 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.** **Convicted offender/arrestee profiles in CODIS cannot substitute for collection of a known reference sample.**	**Living Subjects and Deceased Subjects (without blood in the oral cavity):** **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 laboratory. No medical personnel are needed for this collection. CODIS Compliance Collection Kits **will not** be accepted in lieu of buccal swabs. **Deceased Subjects who have not had a transfusion:** 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 laboratory. 2) If no blood sample is available, collect at least 50 head or pubic hairs **(PULLED, NOT CUT)**, package, label, and submit to the laboratory. 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 laboratory. **Deceased Subjects who have had a transfusion:** 1) If available, procure the pre-transfusion sample taken at the hospital, package, label, and submit to the laboratory. 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 the laboratory. 3) If no buccal swab is available, collect at least 50 head or pubic hairs **(PULLED, NOT CUT)**, package, label, and submit to the laboratory.	Thoroughly air dry and package swabs together in a sealed paper envelope or paper bag. **Biohazard labels must be affixed to package.** FTA Cards should be packaged, after drying, in the barrier envelope available through the manufacturer of the FTA Card. Hairs should be packaged in druggist folds. Place the tissue specimen in a leak-proof container and keep frozen prior to submission to the laboratory.

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.

** **Disposable** examination gloves (e.g., latex/nitrile) **and masks must be worn and changed when handling biological evidence!** **

Table 8: Biological Evidence

Criminal Paternity Cases

ITEM TYPE	COLLECTION	PACKAGING
Criminal Paternity Cases *** Disposable examination gloves (e.g., latex/nitrile) and masks must be worn when handling biological evidence! *** **CODIS Compliance Collection Kits cannot 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.**	**Known samples from child, mother, and suspected father are required.** **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 laboratory. No medical personnel are needed for this collection. **If Submitting Fetal Tissue:** Must be collected after approximately 8 weeks of gestation. Package in a leak-proof container, then into a paper bag, label, and submit to the laboratory.	Thoroughly air dry and package swabs together in a sealed paper envelope or paper bag. ***** Be sure to separate child, mother, and suspected father swabs to avoid cross-contamination. ***** Fetal tissue should be in a leak-proof container and kept frozen prior to submission to the laboratory. **Biohazard labels must be affixed to package.**

Table 9: Biological Evidence

Swabs of Firearms, Magazines, and Shotgun Shell Cases

ITEM TYPE	COLLECTION	PACKAGING
Swabs of Firearms, Magazines, and Shotgun Shell Cases **Please contact the laboratory for approval of swabs prior to submitting.** ** *Disposable examination gloves (e.g., latex/nitrile) and masks must be worn when handling biological evidence!* **	**Examine for Blood:** **Blood Swab:** Collect onto cotton swabs moistened with a minimal amount of distilled or deionized water, air dry, package, label, and submit to the laboratory. **Examine for Hairs and Fibers:** **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. **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 laboratory. For long guns, use an additional swab of the fore end. **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 laboratory. **Cartridge/Shell Cases:** The laboratory will not routinely process cartridge or shell cases/swabbings. Exceptions may be made for non-metal shotgun shell cases; use one (1) swab for all shotgun shells thought to have been fired from the same weapon; collect onto cotton swabs moistened with a minimal amount of distilled or deionized water, air dry, package, label, and submit to the laboratory.	Thoroughly air dry and package swab(s) from each area separately in a sealed paper envelope or paper bag. **Biohazard labels must be affixed to package.**

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.

** **Disposable** examination gloves (e.g., latex/nitrile) **and masks must be worn and changed when handling biological evidence!** **

Table 10: Trace Evidence Hairs (not for comparison)			
ITEM TYPE	**PACKAGING**	**AMOUNT**	**COLLECTION**
Hairs (Unknown) {Found at a Scene}	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. Be sure to keep each article separate from each other. Prior to packaging, air dry if wet.	All from the scene that have possible evidential value	Leave attached to object and submit intact, if possible. Note position of hairs. Use clean forceps or gloves to collect. Forensic filter vacuum can be used. Avoid damaging the root of the hair.
Hairs (Unknown) {Combings}	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.	All	Over clean exam paper, thoroughly and vigorously comb questioned region (head/pubic) and collect all hairs recovered.
Note: The OFS will not conduct the comparison of unknown hair samples to known reference samples.			

Table 11: Trace Evidence

Fibers, Glass

ITEM TYPE	PACKAGING	AMOUNT	COLLECTION
Fibers (Unknown)	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. Be sure to keep each article separate from each other. Prior to packaging, air dry if wet.	All from the scene that have possible evidential value	Leave attached to object and submit intact, if possible. Note position of fibers. Use clean forceps or gloves to collect. Clear tape or a forensic filter vacuum can be used.
Fibers (Known Reference Sample)	Brown Paper Bag or Manila Envelope Seal all edges with evidence tape. Be sure to keep each article separate from each other.	Entire garment or adequate sample of textile that specimen could have originated from	Prior to packaging, air dry if wet.
Glass (Unknown)	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.	All from hit and run scenes For matching edges and breaks, submit multiple pieces of recovered glass.	Shoes and clothing containing glass fragments should be submitted intact.
Glass (Known Reference Sample)	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. Secure large pieces of glass between layers of cardboard. Use tape labels showing inside/outside surfaces and list the area where sample was taken from.	Obtain samples from all areas which glass fragments may have originated from **Note:** Automobile windshields are double-paned and, as such, a Known Reference Sample should be taken from both sides of the windshield.	Submit entire object, when possible. If not, then obtain at least a one square inch specimen as a Known Reference Sample.

Table 12: Trace Evidence

Impressions, Cords/Ropes/Wires, etc., Knives

ITEM TYPE	PACKAGING	AMOUNT	COLLECTION
Impressions (Unknown) (Footwear, Tires, Fabric, and Other)	Package all unknown impressions separately and in such a way as to not distort the evidence. A sturdy cardboard box should be used. For casts, include appropriate padding material to prevent damage. For lifts, tape the corners of the lift to the bottom of the box. Digital photographs should be submitted on CDs or DVDs.	Submit all impressions and digital photographs of the impressions. Submit the entire article with the impression intact. When the entire item cannot be submitted, a lift or cast of the impression should be collected.	All impressions should be documented with multiple examination quality photographs. Examination quality photographs are RAW photographs taken perpendicular to the surface with an ABFO L-shaped scale at the same level (e.g., pushed into sand/snow). Multiple photographs with different types of lighting (direct and oblique) should be taken. Gel or adhesive lifts should be collected of impressions on smooth surfaces. Electrostatic lifts should be used to collect impressions on carpet or fabric. Dental stone casts should be made of 3D impressions in soil, sand, and snow. Leave all debris or dirt left on the surface of the impression.
Impressions (Known) (Footwear, Tires, Fabric, and Other)	Package footwear/clothing in a brown paper bag or a sturdy cardboard box. Large items may be wrapped in clean paper (such as butcher paper) and tape-sealed. Digital photographs may be submitted on CDs or DVDs.	Submit all known items. If the known items cannot be submitted, examination quality photographs of the known items and their associated test impressions should be submitted.	All items must be dried before packaging. Examination quality photographs are RAW photographs taken perpendicular to the surface with an ABFO L-shaped scale at the same level (e.g., pushed into sand/snow). Multiple photographs with different types of lighting (direct and oblique) should be taken. Test impressions must include the entire item (i.e., whole tire). Test impressions may be made using powder, ink, or inkless pads. Whenever possible, include at least one test impression on paper/cardboard and one on a clear film.
Cords/Ropes/Wires, etc.	Preserve cut / broken ends. Label unknown cut ends. Separate items and package in sealed plastic or paper bags, plastic containers, or cardboard boxes.	Submit entire length of line, both unknown and known, if practical.	Attempt to leave in its current state (knots tied, tape wrapped around an object, etc.).
Knives	Package in individual puncture-proof container.	All	Attempt to leave in its current state, if possible. If there is risk of losing any trace evidence, collect it separately.

Table 13: Trace Evidence
Paint, Vehicle Bulbs

ITEM TYPE	PACKAGING	AMOUNT	COLLECTION
Paint (Unknown)	***Do not scrape unknown paint smears or place unknown paint chips loosely into an envelope.*** 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. Place druggist folds into a separate envelope and seal all edges with evidence tape. Package entire items or materials submitted for transfer examination separately.	All chips present at the scene All outer layers of clothing Entire area where transfer occurred from both surfaces, if practical.	Submit the entire item to the laboratory. If this is not possible, cut out the area without damaging the smear. Obtain chips of paint down to the bare surface level. Alternatively, flake off chips into druggist fold or cut out a one square inch portion of the surface. Do not scrape unknown paint from an item or vehicle.
Paint (Known Reference Sample)	***Do not scrape paint or place paint chips loosely into an envelope.*** Small chips and scrapings should be packaged in druggist folds, pill boxes, etc. and secured to prevent further breakage. Place druggist folds into a separate envelope and seal all edges with evidence tape.	Known Reference Samples must include all layers of paint present down to, and including, the substrate. Sample should be from at least 1 square inch area. The entire piece can be submitted if unable to cut a section.	As vehicles may have different paints on different parts/panels of a vehicle (refinishes and metal versus plastic panels), known references should be taken from all damaged panels. 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.
Vehicle Bulbs	Preserve in order to avoid damage by using cushioned containers (i.e., styrofoam coffee cups).	All Collect any glass fragments from a lens housing or from the scene If possible, submit an identical undamaged bulb from the vehicle.	Mark top and bottom of bulb to indicate orientation of how it was installed on the vehicle. Attempt to recover filament at scene if bulb is broken.

Table 14: Trace Evidence

Tape, Explosives

ITEM TYPE	PACKAGING	AMOUNT	COLLECTION
Tape (Adhesive, Duct, Masking, etc.)	Place on transparency sheet or clean glass.	All Recover any roll of tape that may have been the source of pieces collected as evidence	Do not cut, wad, distort, or separate tapes that are stuck together. Handle with gloves.
Explosives * The Central Regional Laboratory will only accept evidence involving low explosives. The Laboratory will not examine firecrackers, commercial pyrotechnics, or chemical reaction bomb cases without a suspect. All explosive cases must be determined to be, or have been, a "Destructive Device" by the NJSP Bomb Unit or a Certified Member of the NJ Render Safe Task Force, prior to submission to the Laboratory.	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. 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). ***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.***	As directed by the NJSP Bomb Unit or the NJ Render Safe Task Force If a Known Reference Sample of identical material to suspect specimen is submitted, ensure it is uncontaminated.	Care must be taken not to damage evidence further and hand protection (double gloves) should always be utilized during collection.

Table 15: Trace Evidence Fire Debris			
ITEM TYPE	**PACKAGING**	**AMOUNT**	**COLLECTION**
Fire Debris (Unknown) *Contact the NJSP Bomb Unit before attempting to submit any explosive and/or bomb residue evidence so that it can be rendered safe.	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. Clearly label complete location information. Avoid ANY contamination. Do not package collection gloves inside the same container as the evidence.	1 ounce of suspect liquid in sealed glass container Can ½ filled with debris	Transfer 1 oz. sample of volatile liquids into clean, sealed, glass containers. Retain original containers for possible latent print analysis. Collect specimens identified by vapor detector, accelerant canine, or personal observation. Clean all tools used in collection of fire debris (using water and dish detergent) between different points of origin. **Soil containing suspected volatile liquids should be frozen until submission to the laboratory.**
Fire Debris (Known Reference Sample) *Contact the NJSP Bomb Unit before attempting to submit any explosive and/or bomb residue evidence so that it can be rendered safe.	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. Clearly label complete location information. Avoid ANY contamination. Do not package collection gloves inside the same container as the evidence.	1 ounce of liquid in sealed glass container Material identical to suspect specimen, but ensure it is uncontaminated	Transfer 1 oz. sample of volatile liquids into clean, sealed, glass containers. Clean all tools used in collection of fire debris (using water and dish detergent) between different points of origin.

Table 16: Trace Evidence Bullet Holes and Gunshot Residue			
ITEM TYPE	**PACKAGING**	**AMOUNT**	**COLLECTION**
Bullet Holes and Gunshot Residue	Clothing or other biological fluid-stained objects should be submitted dry in separate (individual) paper bags. Call the laboratory for information on submitting other types of items with suspected bullet holes.	Entire article should be submitted	Do not cut through suspected bullet holes. Handle carefully to ensure the gunpowder is not disturbed.
NOTE: The OFS will not conduct gunshot residue testing on alleged shooter hands or clothing.			

Table 17: Ballistics Evidence

Ammunition

ITEM TYPE	PACKAGING	AMOUNT	COLLECTION
Ammunition *Includes, but is not limited to, the following: projectiles, cartridge cases, unfired cartridges, hollow point ammunition, lead/metal fragments, shot pellets, and wadding.*	All specimens are individually separated and entered into the Laboratory Information Management System (LIMS). Appropriate precautions should be taken when handling specimens believed to be contaminated and/or hazardous to handle. Unfired cartridges (ball ammunition) are not routinely submitted for examination and will be returned to the respective agency at intake. The exception would be for the identification of a hollow point cartridge. Specimens that are damaged and/or separated during packaging must be noted prior to submission.	All found	Be cautious when handing hazardous material. Firearm-related specimens collected at a crime scene must be handled with care. Ensure that specimens are not damaged or permanently marked. Do not remove potential trace material affixed to any specimen. Specimens will be secured in the appropriate packaging and labeled. Descriptions can be limited to the following: bullet specimens, cartridge case, ammunition, and/or unknown specimens. Ammunition found inside a firearm or ammunition magazine should be removed, separated, and itemized prior to submission. It should also be noted where the ammunition was located.
Note: If processed by NJSP CSI to preserve potential DNA, submitting agency will need to contact the DNA Laboratory for approval for analysis.			

Table 18: Ballistics Evidence

Firearms, Tools

ITEM TYPE	PACKAGING	AMOUNT	COLLECTION
Firearms Includes, but is not limited to, the following: automatic/semiautomatic handguns and rifles, shotguns, revolvers, derringer pistols, and BB-type firearms. Submit ammunition magazines with all firearms. Additional ammunition magazines should be separated and individualized prior to submission.	Ensure that all firearms are unloaded - initial and date the packaging confirming the firearm is unloaded. Firearms should be secured in appropriate packaging of suitable size for the firearm, ideally a cardboard evidence box. If unable to secure an evidence box, contact the Ballistics Unit. If unsure of how to safely unload ANY firearm, do not attempt to handle. Secure the weapon in the appropriate packaging. Note on the packaging and LIMS submission that the firearm could be loaded, and notify NJSP Evidence Receiving when submitting. If the possible presence of other evidence exists (e.g., blood, latent prints, hairs, etc.) appropriate handling of the firearm must be considered (mask/examination gloves). Contact the Ballistics Unit if unsure how to proceed.	All	Once the firearm is rendered safe DO NOT attempt to manipulate or further handle the firearm. Never place an item down and/or through the barrel or chamber of a firearm. Evidence boxes should be marked with the following: caliber, make, model, and serial number of the firearm. If unsure, mark as unknown. If the serial number cannot be located, or is obliterated, mark box as unknown. Special care should be taken to preserve other evidence believed to be present on the firearm at the time of collection. Upon submission, indicate if the weapon needs to be examined for other types of evidence. If the firearm is found in water, secure it in a plastic container submerged in water and submit for examination.
Tools Includes, but is not limited to: cutting/prying tools such as plyers, crowbars, screwdrivers, and bolt cutters.	Tools should be packaged in an appropriate cardboard evidence box of suitable size. Ensure the cutting edge of the tool is not damaged. Proper caution must be taken to ensure that any trace evidence is not lost or damaged. Separate the evidence tool from any items that contacted the tool. DO NOT attempt to insert the cutting edge of the tool into any observable toolmarks for comparison purposes.	All When possible, submit the entire piece surrounding the observed toolmark. The toolmark and immediate area surrounding the toolmark should not be compromised. Include keys with any lock evidence, if applicable.	Contact the Crime Scene Investigation Unit for information on how to proceed.

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

Table 19: Computer Crimes and Other Technological Evidence

Hard Drives, Video, Computers, Cell Phones, PDA, Peripheral Devices and Components

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 that 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 that 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.

For Computer-Related Crimes, please contact the Units below for assistance:

Forensic Imaging Unit – (609) 584-5051 x5801 (video enhancement)

Cyber Crimes Unit – (609) 584-5051 x5664

Internet Crimes Against Children Unit – (609) 584-5051 x5624 (child exploitation matters facilitated through the internet)

or

New Jersey Regional Computer Forensic Laboratory (NJRCFL) – (609) 631-8777