



EVIDENCE HANDLING GUIDELINES

****Restricted Items*:*** Please be aware that Bode Technology does not accept firearms (including air guns), drugs (excluding drug paraphernalia), large sums of cash, or excessive amounts live ammunition (ex: an entire ammo can) for case submission. Swabbings of these items may be submitted for testing. Drug paraphernalia **must** be emptied prior to submission

Evidence should be packaged and shipped by someone professionally trained in evidence handling and Chain of Custody. The following are intended as guidelines only.

SHIPPING ADDRESS:

Bode Technology
Attn: Evidence Department
10430 Furnace Rd., Suite 107
Lorton, VA 22079
703.646.9740

All cases must be accompanied by a Case Submission Form. Evidence should be shipped for overnight delivery using a traceable courier (FedEx, UPS, etc) with a tracking number and signature required. This will maintain Chain of Custody for the evidence. Evidence must be scheduled to arrive Monday-Friday only, excluding federal holidays. Do not ship to a specific person as this may compromise Chain of Custody. For hand deliveries, you must contact the Technical Services Team at 866-263-3443 to setup an appointment for the delivery at least 24hrs prior to the expected arrival.

Packaging

Always wear gloves and other appropriate personal protective equipment when handling evidence.

The individual packaging the items must initial and date the edge of the evidence tape seal with half of the initial/date on the tape and half on the package itself. Bode's evidence department will ensure that the seals have not been tampered with when the evidence arrives. Please see pages 3 and 4 for photos of proper evidence seals.

All items should be individually packaged, sealed, and identified but can be shipped in the same outer shipping container such as a sturdy box or shipping envelope.

It is best to store and ship each item individually in paper packaging, such as a paper bag or envelope.

If the sample is stored at room temperature and has the potential to leak, i.e. a collected soda can, it can be sent in a plastic Ziploc bag. Ensure the Ziploc is not only zipped closed, but also properly sealed with evidence tape/clear tape with date and initials across the seal as previously instructed. Please see page 4 for photo examples.

Items that are stored at room temperature such as a dried stain, clothing with potential touch DNA, buccal collectors, dried blood cards or dried DNA extracts can be mailed at room temperature.

Samples that have been stored in the refrigerator (i.e. DNA extracts, tissue samples) should be shipped in an insulated container with ice packs. Please do not include any paperwork inside the cooler. Please seal the cooler with evidence tape and initial/date as previously instructed. Make sure the outer packaging is clearly labeled that the contents are on ice and contact the Technical Services Team at 866-263-3443 to advise tracking number and expected arrival date.

Samples that have been stored frozen should be sent in an insulated container on dry ice. If dry ice is not available, the samples can be sent in an insulated container with frozen ice packs. Please do not include any paperwork inside the cooler. Please seal the cooler with evidence tape and initial/date as previously instructed. Make sure the outer packaging is clearly labeled that the contents are on ice and contact the Technical Services Team at 866-263-3443 to advise tracking number and expected arrival date.

Frozen or refrigerated evidence shipped on ice packs/dry ice should be shipped for Priority Overnight delivery and should be shipped out Monday-Wednesday to allow for adequate time to arrive at the laboratory.

Guidelines for a Proper Evidence Seal

Seals must cover all openings in their entirety such that there is no risk of sample tampering or loss through an exposed opening.

The date and initials of the individual packaging the evidence should be written with a portion of the writing on the seal and a portion of the writing on the evidence packaging on each piece of evidence tape on the item.

When possible, seals and date and initials should not cover writing or other documentation on the packaging.

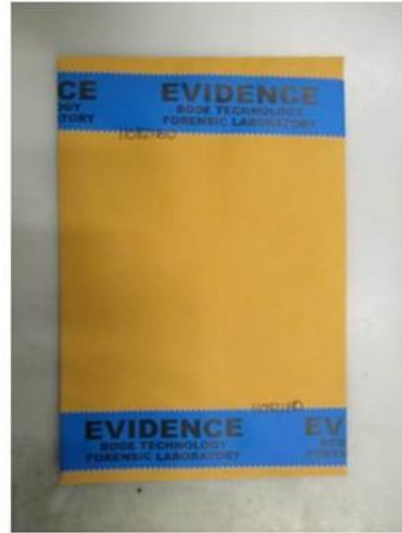
Clear tape (e.g. packing tape) may be used to reinforce an evidence tape seal by either fully covering the evidence tape or placing the clear tape perpendicular to the evidence tape to reinforce it, ensuring the entire evidence tape seal will remain intact. In this case, each piece of clear tape must also be dated and initialed.

Example: Proper Evidence Seal - Envelope

Before:



After:



Example: Proper Evidence Seal – Box

Before:



After:



Example: Proper Evidence Seal – Ziploc Bag

Before:



After:

