

KERN REGIONAL CRIME LABORATORY
Laboratory Services Section, Evidence Control Unit



Policy on the Submission of Evidence for Drug Analysis

QT41339

Creation Date: 09/19/2012

The purpose of this document is to provide law enforcement and criminal justice officials with guidance regarding the submission of physical evidence for examination/analysis by the Kern Regional Crime Laboratory Drug Testing Unit (DTU).

Evidence type

Suspected controlled substance – Service offered in Portal:

Discipline	Service type
Drug Testing	Drug Analysis Examination

The laboratory conducts qualitative testing of submitted exhibits for the presence of substances controlled by the State of California, some of which are:

- Stimulants; e.g.,
 - ◆ Amphetamine
 - ◆ Cocaine
 - ◆ Methamphetamine
- Narcotics; e.g.,
 - ◆ Heroin
 - ◆ Fentanyl
 - ◆ Morphine
- Hallucinogens; e.g.,
 - ◆ Marijuana (Tetrahydrocannabinol)
 - ◆ Phencyclidine (PCP)
 - ◆ Psilocin
 - ◆ 3,4-methylenedioxy-methamphetamine (Ecstasy,MDMA)
- Pharmaceuticals (pills, capsules, etc.); e.g.,
 - ◆ Alprazolam (Xanax)
 - ◆ Clonazepam (Klonopin)
 - ◆ Hydrocodone (Vicodin)
 - ◆ Hydromorphone (Dilaudid)
 - ◆ Ketamine
 - ◆ Methadone
 - ◆ Oxycodone (Oxycontin)
 - ◆ Phentermine
 - ◆ Zolpidem (Ambien)
- Steroids; e.g.,
 - ◆ Testosterone
 - ◆ Nandrolone
 - ◆ Stanozolol

The laboratory supplies drug evidence envelopes free of charge that are available for pick up, Monday – Friday 8 AM to 5 PM. The laboratory will not deliver these envelopes.

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Restrictions

1. Requests for drug residue examinations (e.g. paraphernalia, syringes, needles, etc.) are generally not accepted. NOTE: Contents of paraphernalia may be removed (e.g. loaded syringe) placed in proper packaging, and submitted for analysis.
2. The laboratory does not accept syringes. Rather, remove the syringe contents into a small, capped vial (not supplied by the laboratory) and submit that item to the laboratory for analysis.
3. The laboratory will not pick up evidence samples to be analyzed. Agencies are responsible for transporting samples to and from the laboratory. Suspected drug samples shall not be mailed to the laboratory.
4. The Kern Regional Crime Laboratory does not limit the quantity of bulk drugs that it will accept.
5. Reanalysis of drug evidence or analysis of additional items in a case already analyzed requires approval which may be obtained by emailing Supervising Criminalist Alison Kennedy (AKennedy@KernDA.org).

Agency Responsibilities

1. Process all evidence through your agency prior to submission;
 - a. Any request for testing of additional items in a drug case requires approval from Supervising Criminalist Alison Kennedy. Any resubmission of evidence that is not due to the absence (retirement, prolonged leave, etc.) of an analyst requires a hardcopy of Supervising Criminalist Alison Kennedy's approval email at the time of resubmission.
2. Accurately and neatly fill out the evidence envelope;
3. Properly package and seal evidence:
 - a. Place evidence (except marijuana) in a properly sealed inner package (e.g. heat-sealed kapak or equivalent). Loose material in evidence envelope or other outer container (e.g. box, brown paper bag, plastic tub) can lead to sample loss and should be avoided;
 - Package suspected marijuana or other plant material in properly sealed breathable materials (e.g. paper bag or box);
 - b. Sharps (e.g. glass, knives, etc.) must be packaged in a puncture resistant container;
 - c. Place inner package in properly sealed outer package (e.g. evidence envelope). If item(s) are too large for an envelope(s) then it should be placed in a properly sealed larger container (e.g. evidence bag) with an evidence envelope attached; and

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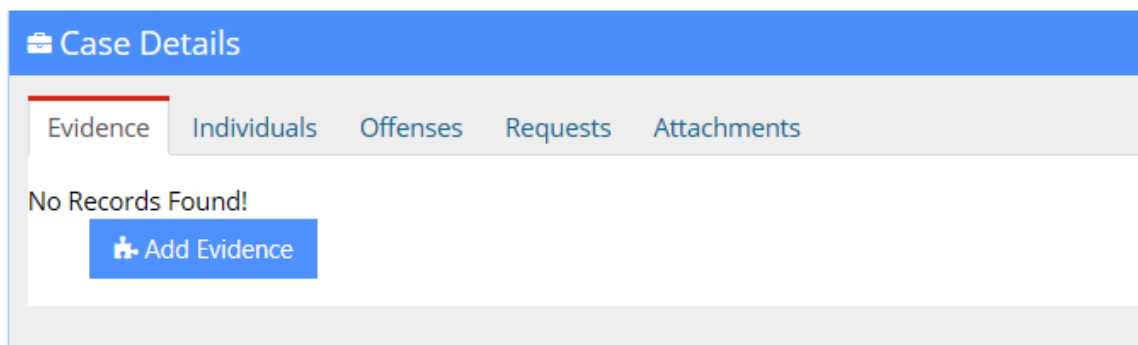
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- d. Evidence from different subjects should be packaged in different envelopes.
4. Latent print development is a separate request for analysis and must be made at/before time of drug submission;
5. Clearly mark the outer package of any specific safety warnings; e.g.,
 - a. Affix a biohazard label if any of the evidence has had contact with biological fluids or materials;
 - b. If applicable, label as "Suspected Fentanyl";
6. Do not submit used drug field-test kits with evidence;
7. Enter the case, individual information, offense(s), evidence item(s) and evidence analysis request into Portal; and
8. Track the progress and final report completion in Portal.

Note: Instructions for the use of Portal is available on the laboratory's website, www.co.kern.ca.us/daCrimeLab. Click on the link "Getting started with Portal" and there you will find basic instructions for use with a link to in-depth instructions by clicking on "Instructions for using Portal."

Submitting Evidence in Portal

1. Agency personnel shall use the following example when submitting evidence. Please see "Instructions for Using Portal" for instruction on tabs other than *Evidence*;
2. Access the *Add Evidence* tab in Portal;
3. Select the dropdown menu for *Evidence Type* and choose **Required**;
 - a. *Envelope (drug envelope)*;
 - b. *Bag with attached envelope*;
 - c. *Bag*; or
 - d. *Box (other box)*.



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Add/Edit Evidence

Evidence Type

- Select...
- Envelope (other envelope)
- Vehicle
- Call Out to Crime Scene
- Call Out to Autopsy
- Bag
- DNA collection kit - Known (Reference) Sample
- DNA collection kit - Questioned (Unknown) Sample
- Blood kit
- Urine kit
- Bag with attached envelope
- Box (gun box)
- Box (other box)
- Envelope (drug envelope)
- Envelope (urine envelope)
- Envelope (blood envelope)
- DNA - Sexual Assault kit (Victim)
- DNA - Sexual Assault kit (subject)

Submitting Rep

▼

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- 4. The agency shall use the following *Description* format when submitting drug evidence for analysis **Required**;
 - a. *Evidence Type* – Envelope (drug envelope)
 - *Description* - Sealed drug envelope;
 - b. *Evidence Type* – Bag with attached envelope
 - *Description* – Sealed bag with attached envelope;
 - c. *Evidence Type* – Bag
 - *Description* - Sealed bag; or
 - d. *Evidence Type* – Box (other box)
 - *Description* – Sealed box.

The image displays two side-by-side screenshots of a web form titled "Add/Edit Evidence".

Left Screenshot:

- Evidence Type:** A dropdown menu with "Envelope (drug envelope)" selected.
- Description:** A text input field containing "Sealed drug envelope".
- Note:** An empty text area.
- Submitting Rep:** A dropdown menu.
- Buttons:** "Save", "Save & Add Another", and "Cancel".

Right Screenshot:

- Evidence Type:** A dropdown menu with "Bag with attached envelope" selected.
- Description:** A text input field containing "Sealed bag with attached envelope".
- Note:** An empty text area.
- Submitting Rep:** A dropdown menu.
- Buttons:** "Save", "Save & Add Another", and "Cancel".

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The image displays two side-by-side screenshots of a web form titled "Add/Edit Evidence".

Left Screenshot:

- Evidence Type:** A dropdown menu with "Bag" selected.
- Description:** A text input field containing "Sealed bag".
- Note:** An empty text area.
- Submitting Rep:** A dropdown menu.
- Buttons:** "Save", "Save & Add Another", and "Cancel".

Right Screenshot:

- Evidence Type:** A dropdown menu with "Box (other box)" selected.
- Description:** A text input field containing "Sealed box".
- Note:** An empty text area.
- Submitting Rep:** A dropdown menu.
- Buttons:** "Save", "Save & Add Another", and "Cancel".

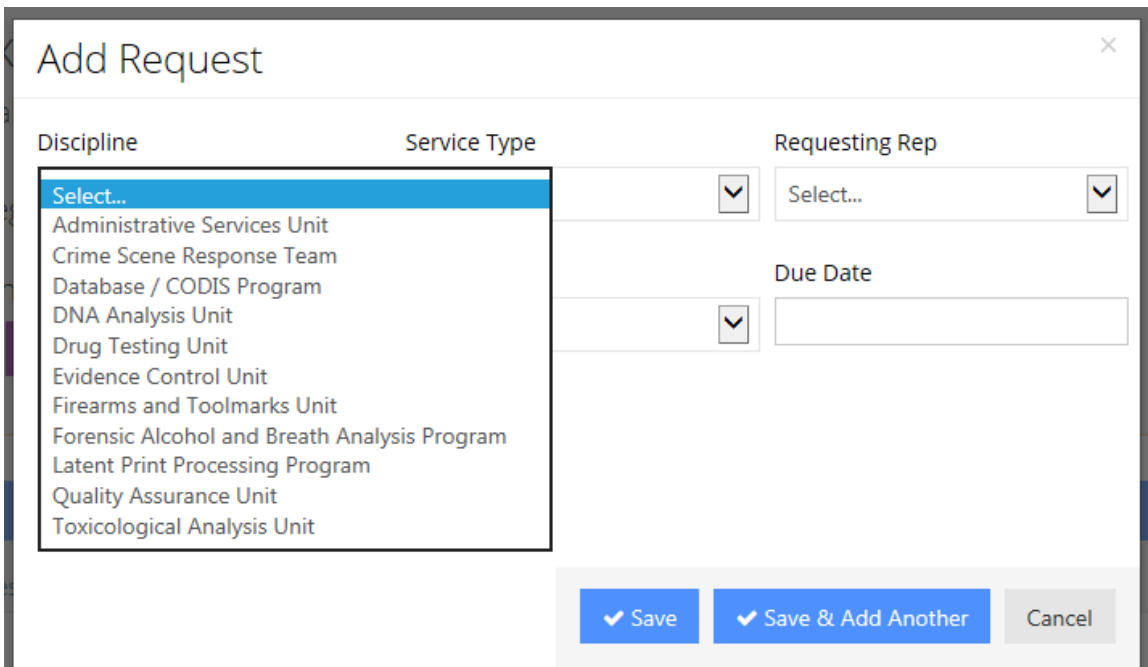
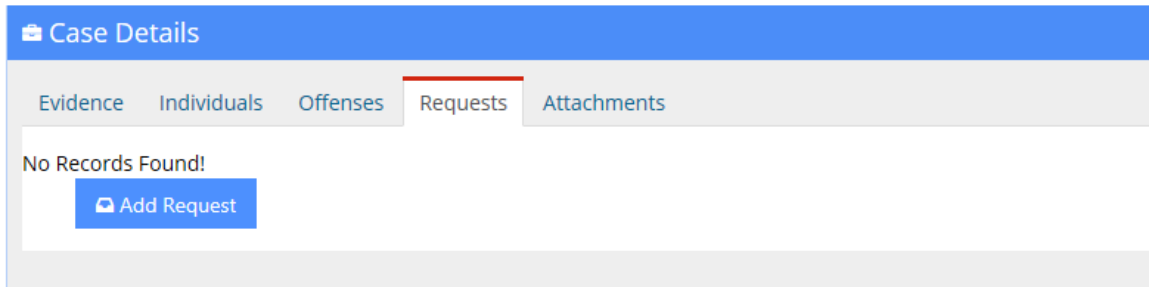
5. The agency shall use the dropdown menu for *Submitting Rep* to select the agency representative listed on the evidence **Required**;
6. The agency shall choose *Save* to add the drug evidence to the Portal submission; and
7. The agency may add additional items of evidence by selecting *Add Evidence*.

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Submitting a Request in Portal

- 1. Agency personnel shall use the following *Discipline* and *Service Type* when submitting a request. Please see "Instructions for Using Portal" for instruction on tabs other than Request;
- 2. Access the *Add Request* tab in Portal;
- 3. Select the dropdown menu for *Discipline* and choose *Drug Testing Unit Required*;



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- 4. Select the dropdown menu for *Service Type* and choose **only Drug Analysis Examination Required**;

The screenshot shows the 'Add Request' form with the 'Service Type' dropdown menu open. The form includes fields for Discipline (Drug Testing Unit), Complexity (Select...), Notes, and buttons for Save, Save & Add Another, and Cancel. The dropdown menu for Service Type is open, showing the following options: Select..., Drug Analysis - Physical Examination, Drug Analysis Examination, and Subcontracting Request.

The screenshot shows the 'Add Request' form with 'Drug Analysis Examination' selected in the 'Service Type' dropdown and 'Case Work' selected in the 'Complexity' dropdown. The form also includes fields for Reason (Standard), Due Date, and buttons for Save, Save & Add Another, and Cancel.

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5. Select the dropdown menu for *Submitting Rep* and choose the agency representative listed on the evidence **Required**;
6. Select the dropdown menu for *Complexity* and select *Case Work*. (Complexity will **always** be Case Work) **Required**;
7. Select the dropdown menu for *Reason* and select *Standard*. (Reason will **always** be Standard) **Required**;
8. Add any additional notes regarding the request in the *Notes* field; and
9. The agency shall choose *Save* to add the request to the Portal submission.

***NOTE: For rush cases, email DALab@KernDA.org with the due date, agency case number, and individual names associated with the case.**

Please see "Instructions for Using Portal" to complete your submission.

Please print the Evidence List and submit along with your evidence to the Evidence Control Unit of the Laboratory.

Evidence submitted without a printout may not be accepted.

Laboratory Responsibilities

In order to accept suspected controlled substances (drug) evidence from law enforcement officials, a member of the Kern Regional Crime Laboratory's Evidence Control Unit (ECU) shall:

1. Ensure that the evidence envelope is properly filled out. The following categories are **required** for acceptance;
 - a. Agency;
 - b. Date seized (offense date);
 - c. Requesting officer;
 - d. Agency case number;
 - e. Offense;
 - f. Subject name (first and last);
 - g. Type of analysis requested (Drug Analysis Examination); and
 - h. Inventory of item(s) submitted.
2. Ensure that outer packaging of evidence is properly sealed;
3. Record the time, date, received from and by into the Laboratory Information Management System (LIMS) within the chain of custody; and

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4. In cases of resubmission for testing of additional items, ECU personnel must verify that an approval email from the Supervising Criminalist is provided by the agency at the time of resubmission.

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