



Janet T. Mills
Governor

STATE OF MAINE
Maine State Police Crime Laboratory
26 Hospital Street
133 State House Station
Augusta, Maine
04333-0133

A Nationally Accredited Laboratory



Lt. Michael Zabarsky
Director

Evidence Packaging and Submission Guidelines

General Guidelines:

- Investigating officer must fully complete the required Evidence Submission Form prior to submission.
- Packaging material should protect the evidence from contamination, alteration, or tampering.
- Evidence must be air dried prior to submission (except for fire debris evidence and firearms located in water).
- All evidence being submitted must be clearly identified and inventoried prior to submission.
- If there is a safety concern regarding an item of evidence, the submitting officer may be required to repackage these items prior to submission.
- Known reference samples should be submitted for comparison to DNA and Latent Print evidence (e.g. elimination oral swabs or fingerprints from victims and homeowners). For all property crimes, known references are expected at the time of submission when the evidence has been handled by the victim/homeowner.
- Submit only the comparison quality photographs of impressions you wish to be examined by Latent Prints, and not all crime scene photographs.

Packaging Material:

- Paper - used to package biological materials (e.g. paper bags and envelopes).
- Firearms and Knife boxes – tape seal all seams. All holes must also be covered with tape.
- Paint cans and Mason Jars – used to package items submitted for Fire Debris analysis.
- Plastic bags – only used for evidence that is to be frozen or cannot be dried.

Sealing Evidence:

- All evidence being submitted must be sealed and properly labeled prior to submission.
- All seals must be initialed and dated by the person sealing the evidence. These markings should cross from the tape to the packaging.
- Staples are not allowed.

Inventory of Evidence:

- All items being submitted must be inventoried on the Evidence Submission Form. The agency is responsible for the proper identification of each piece of evidence submitted.
- The item description should contain the location of where the item was found or whom the item came from (e.g. “swab-bottle from suspect”).

Separation of Items:

- The agency is responsible for ensuring that items collected from different locations and/or people are packaged in separate containers.
- Fingerprint lifts/shoe prints from the same case can be packaged together if each is clearly labeled.

Important Safety Information:

- All firearms must be unloaded and secured in a Firearms box with zip ties (unless approved by a Firearms examiner).
- All knives and sharp objects must be secured in a Knife box with zip ties.
- Do not submit items that contain drug evidence.
- Notify the ER technician when submitting the following: flammables, firearms, knives, sharps, glass, liquids, drug packaging/paraphernalia, currency, wet/damp items, decomposition, or hazardous materials.



**Maine State Police Crime Laboratory
Evidence Submission Form**

Agency

Agency
Case #

Lab Case #
(if known)

Investigating Officer

Name	Phone	Email

Incident Details (Specific facts of the case)

Type of Offense (Burglary, Murder, GSA, etc.)	Offense Date (mm/dd/yyyy)	Town of Occurrence	County

Person(s) Involved	Gender	Date of Birth (mm/dd/yyyy)	Relation to Case (Suspect, Victim, Reference, etc.)

Description of Events (Details of incident as they pertain to evidence being submitted)

Evidence

Agency Item #	Item Description (Include identifiers, eg. from victim/suspect, serial number, etc.)	General Examination Requested (DNA/Chemistry, Latent Prints, Firearms, Trace)

Is there a different <i>INCIDENT</i> to which this submission should be compared?	If Yes, provide Incident or Lab #

MSPCL USE ONLY

Received by:	Date/Time Received:	How Received:
Submitted by:	Agency:	Agency #/Lab #: