

	LOM 4.3 Marking and Sealing of Evidence and Containers	
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4.3 Marking and Sealing of Evidence and Containers

4.3.1 Marking of Evidence and Containers

Upon receipt of any evidence by the laboratory, all external containers shall be marked, at a minimum, with the Laboratory Number, Submission Number, and the Container Number or Item Number.

4.3.1.1 Evidence Label

An evidence label should be affixed to each external container.

4.3.1.2

At a minimum, each item of evidence analyzed shall be marked with the laboratory number and the analyst's initials. If the evidence will not be analyzed, or does not lend itself to marking, or when marking could interfere with an examination, its proximal container or identifying tag shall be marked with the lab number and initials.

4.3.1.3

Upon completion of analysis, the analyst shall ensure the following information is on all external evidence containers:

- Laboratory number
- Submission number
- Container number
- Agency name
- Agency complaint number
- Examiner's signed name or initials

4.3.2 Sealing of Evidence

All external evidence containers shall be properly sealed as defined in LOM - 4.1.1 General Evidence Submission.

4.3.2.1

The submitting agency's seal should be left intact when opening the evidence, when practical.

4.3.2.2

Chemically-treated papers, or other items which could constitute a hazard to those who handle these items, shall be packaged and labeled with the appropriate warning label.

4.3.2.3

Evidence in the process of examination may be stored unsealed in a secured location that has limited access as long as the evidence is protected from loss, cross-transfer, contamination and/or deleterious change. The maximum length of time that evidence may be considered "in the process of examination" is 90 days with the following exceptions:

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- Open shooting file has a maximum of 2 years
- Specimens submitted to the Toxicology/Blood Alcohol Unit have a maximum of 1 year