# 1.6 Evidence Destruction

- Evidence is maintained no less than two years from date of receipt.
- Every quarter (or as needed), the technician, or their designee, will notify the unit that they are preparing for evidence destruction. Ensure that there are grey biohazard bins available. If more are needed, they should be ordered prior to beginning evidence destruction.
- Grey biohazard bins and red biohazard bags are located in the loading dock area of the laboratory in the chemical storage room, (137).
- Fit as many biohazard bins as needed with red biohazard bags. Empty as many as five cardboard blood boxes into each bin, any more than that and they become too heavy to safely move. Tie each bag, seal the bin and place them in the hallway for collection by Peckham staff.
- The steps below detail how to document the destruction in Forensic Advantage.
    - Open FA.
    - Click on “Evidence” in the lower right hand corner.
    - Click on the “+” next to “Lansing Laboratory (Primary)” in the upper left hand corner.
    - Click on “Section: Toxicology Unit (Primary)”.
    - Highlight the cases for destruction by clicking on the first case, pressing the [Shift] key and clicking on the last case. Note: Do this in batches of ~200 cases at a time to ensure that FA doesn’t freeze/lock up.
    - Click “Transfer Evidence” on the right hand side of the screen.
    - Select “Destroyed” from the “Transfer Type” drop-down menu.
    - The software will automatically use the current date and time for the transfer.
    - Click “OK” and when prompted for your password, enter it, and click “OK”.
    - Repeat as many times as necessary until all the relevant evidence has been destroyed.