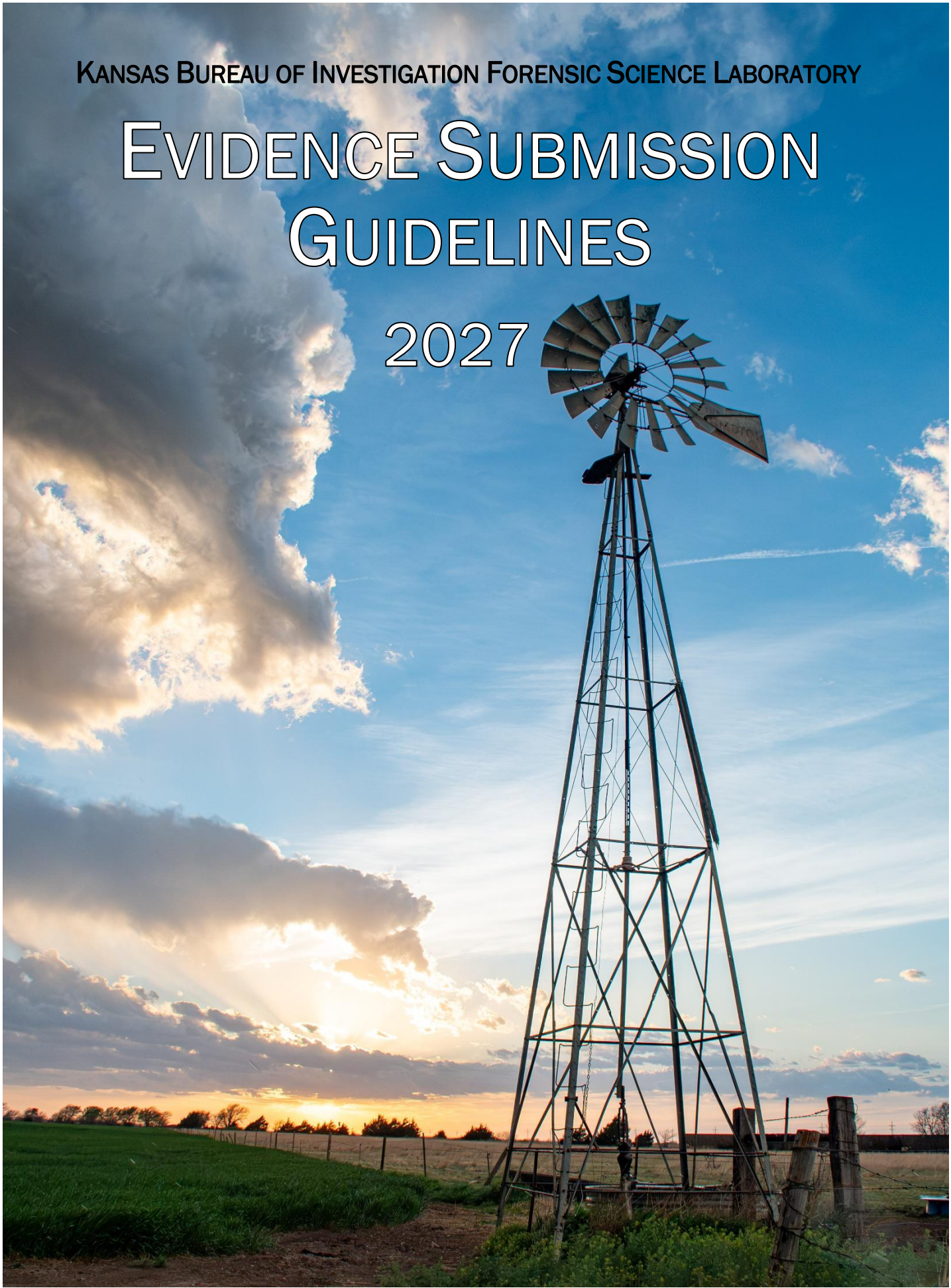
KANSAS BUREAU OF INVESTIGATION FORENSIC SCIENCE LABORATORY

EVIDENCE SUBMISSION GUIDELINES

2027



Cover Photo:
James Newman – Forensic Scientist
Biology – Great Bend Regional Laboratory
Windmill in Rural Barton County as thunderstorms are moving,
Barton County

NOTICE OF REVISIONS

The KBI Forensic Science Laboratory strives to provide our customers with the most up to date requirements, guidelines, and best practices for the handling, packaging, and submission of evidence. The laboratory reviews and revises the Evidence Submission Guidelines on an annual basis. All customers are strongly encouraged to review the Evidence Submission Guidelines in their entirety. Significant revisions to this version are noted below:

- **Section 1.7.1** – Evidence can be submitted at any laboratory location
- **Section 2.6** – Added information regarding submission of suspicious/threating mail and packages
- **Section 6.6** – Cellebrite kiosk has been removed
- **Hyperlinks to forms and websites added throughout (digital version only)**

KBI FORENSIC SCIENCE LABORATORY CONTACT INFORMATION	
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Pittsburg Regional Laboratory 1204 Research Road Pittsburg, Kansas 66762 **(In-person submissions only)* (620) 308-3347	**Kansas City Regional Laboratory** 7250 State Avenue Kansas City, Kansas 66112 **(In-person submissions only)* (913) 942-3000
KBI Forensic Science Laboratory Website: www.kansas.gov/kbi/about/forensicsciencelab.shtml	

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* Evidence submissions should **NOT** be mailed to this address. Please mail directly to the Topeka Forensic Science Center location.

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1 GENERAL INFORMATION AND SUBMISSION GUIDELINES

1.1 KBI FORENSIC SCIENCE LABORATORY OVERVIEW

1.1.1 The KBI Forensic Science Laboratory is committed to providing timely forensic science services to the Kansas criminal justice community. The Laboratory system consists of four laboratories located in Topeka, Great Bend, Kansas City, and Pittsburg. Each laboratory has been accredited in the field of Forensic Testing by ANAB to ISO/IEC 17025:2017 International Standard and ANAB Accreditation Requirements for Forensic Testing and Calibration.

1.1.2 This document describes the general requirements for submitting evidence to the laboratory. Refer to discipline specific guidelines for additional instructions and limitations regarding evidence submission for specific testing.

1.1.3 Updated guidelines, notices, forms, and other information can be found on the KBI Forensic Science Laboratory website.

1.1.4 A Quick Reference Guide can be found in Section 12 of this document.

1.2 EVIDENCE ACCEPTANCE

1.2.1 The KBI Forensic Science Laboratory accepts and examines evidence at no cost to authorized customers.

1.2.2 The laboratory will accept evidence submitted by law enforcement agencies and other criminal justice partners when criminal prosecution is intended or as required by statute.

1.2.2.1 Evidence may also be accepted to assist partner agencies or as part of public safety initiatives.

1.2.3 Only items which will be examined by the laboratory will be accepted.

1.2.3.1 Unless impractical, dangerous, impossible, or when doing so may cause deleterious changes to the evidence, any items not to be tested should be removed from the evidence packaging prior to submission.

1.2.4 The laboratory will not routinely conduct reanalysis of evidence which has been previously examined.

1.2.4.1 Field conducted screening/spot testing does not constitute a previous examination.

1.3 EVIDENCE PACKAGING AND LABELING

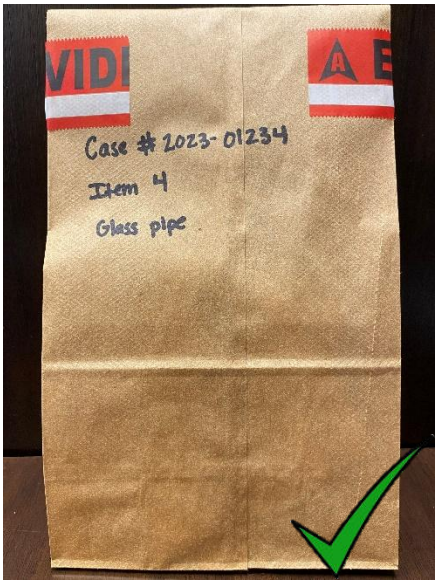
1.3.1 All evidence must be packaged to maintain the integrity of the evidence, chain of custody, and safety of future handlers.

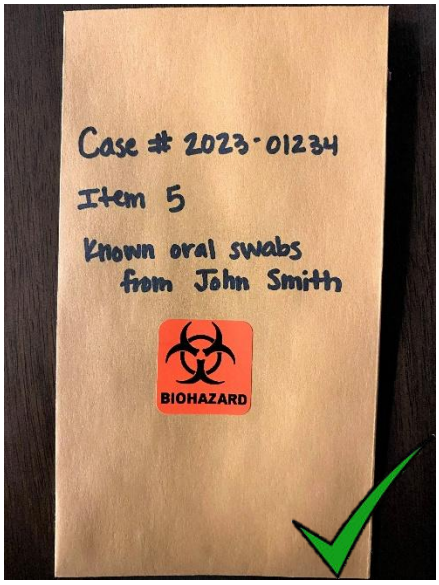
1.3.2 Each evidence item should be individually packaged.

1.3.2.1 Exceptions to this include latent print lifts and cartridge cases collected from a single item or in the same general area.

1.3.3 Each package should be clearly marked and labeled for identification purposes. This should include the contributing agency case number, item number, and any other relevant identifying information.

1.3.3.1 Examples of evidence properly marked by the customer are below:





1.3.4 Evidence should not be packaged in containers which have remnants of evidence tape, markings, or unique identifiers from submissions in other unrelated cases.

1.3.5 Item packaging materials should be appropriate for the type of evidence and examination request (e.g., biology evidence cannot be in plastic, liquid evidence should be in leak-proof containers).

1.3.6 Item packaging materials should be sufficiently large enough to allow room for laboratory labels and markings.

1.3.7 Item packaging materials should be sufficiently larger than the evidence they contain to allow analysts room to access the evidence and to reseal the evidence after examinations are complete.

1.3.8 Examples of inappropriately packaged evidence are below:

Packaging needs to be large enough to allow for both agency and laboratory markings and labels. The above evidence packaging does not have sufficient space for the laboratory's required markings or labels. Additionally, this packaging will require the analyst to break the agency's seal and may obliterate the markings or labels when resealed.

Packaging needs to be sufficiently larger than the evidence it contains to allow analyst(s) room to access the evidence and reseal it after examinations are completed. This is especially important if more than one examination will occur. The above manner of folding the packaging over tightly against the contents limits how the analyst(s) can access the evidence and prevents resealing of the original packaging.

1.4 EVIDENCE SEALING

1.4.1 All evidence must be properly sealed to maintain the integrity of the evidence and chain of custody.

1.4.2 A container is properly sealed only if its contents cannot readily escape and only if entering the container results in obvious damage/alteration to the container or its seal.

1.4.3 Seals may be made using tamper indicating evidence tape, heat sealing of plastic bags, or tamper resistant adhesive seals (e.g., manufacturer sealed flaps and joints of envelopes, bags, and boxes).

1.4.3.1 Packing tape may be used to reinforce the closure of packaging. Evidence tape must either be placed next to the packing tape or significantly extend past the packing tape on both sides.

1.4.4 All evidence seals must have, at a minimum, the initials or identifying mark of the individual making the seal.

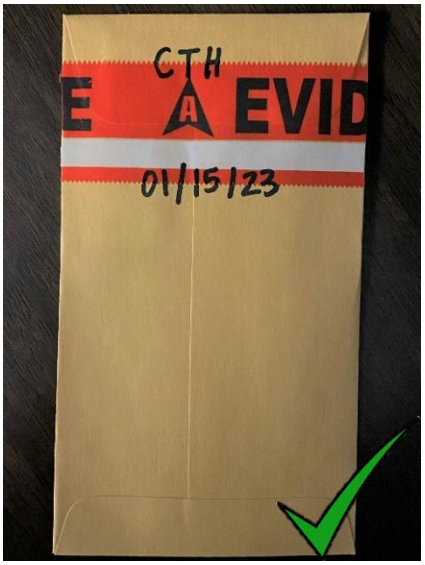
1.4.4.1 An identifying mark may be the initials, signature, badge number, etc. of the individual making the seal.

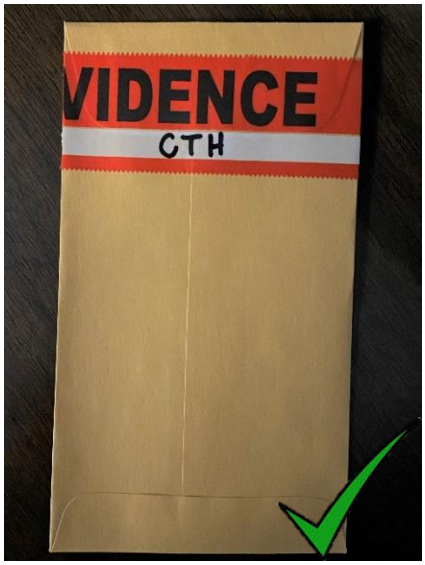
1.4.4.1.1 Case numbers, item numbers, agency names, dates, etc. on their own do not constitute an identifying mark.

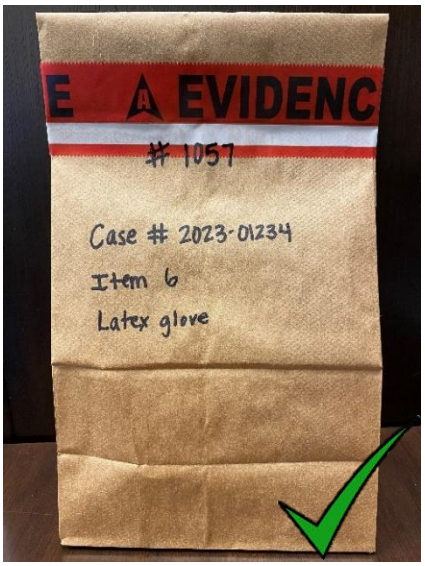
1.4.4.2 The markings must be at least partially on the seal.

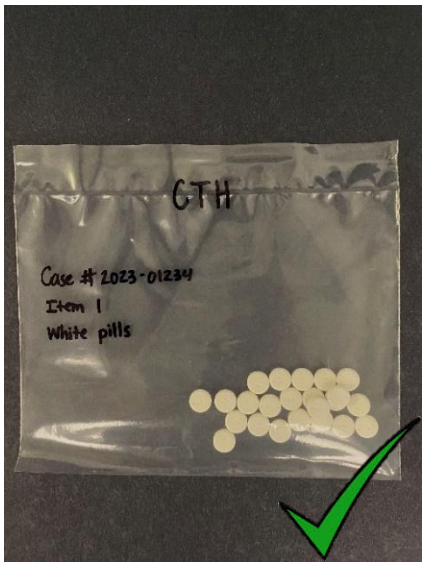
1.4.4.3 It is recommended that the markings on the seal traverse the boundary between the seal (e.g., the tamper indicating tape or heat-sealed plastic) and the packaging.

1.4.5 Examples of evidence properly sealed by the customer are shown below:









1.5 CASE INFORMATION

1.5.1 The KBI Forensic Science Laboratory requires critical agency and case information before it can accept any evidence for analysis. This information may be entered by the contributing agency utilizing the Laboratory Information Management System (LIMS) Prelog System or it may be entered into LIMS by a KBI Evidence Control Center (ECC) Evidence Control Specialist.

1.5.1.1 The Evidence Prelog system may be accessed through the KBI Forensic Science Laboratory website. See Section 1.8 for more information.

1.5.2 An Evidence Custody Receipt (ECR) or other appropriate document must accompany evidence at submission.

1.5.2.1 Some examination requests may require additional forms or documents. See Section 3.2 regarding biology submissions and Section 6.2 regarding digital evidence submissions.

1.5.2.2 All documents should be accessible WITHOUT entering sealed evidence packaging.

1.5.2.3 The following information is REQUIRED for submission:

- Contributing agency name and originating agency identifier (ORI)
- Contributing agency case number (in the agency's preferred format)
- County of offense
- Date of offense and/or date items were collected
- Investigator name and contact information to include phone number and email address
- Available victim name(s), suspect name(s), and elimination name(s) to include identifying information for the individuals such as date of birth or social security number
- Attention name destination for the Forensic Laboratory Report
- A list of each individual item submitted including a description of the item, the item's relationship to victims/suspects/elimination (if applicable), and the requested examinations

1.6 EXAMINATION REQUESTS

1.6.1 The laboratory utilizes analytical methods that are generally accepted in the forensic science community and that have been verified by laboratory personnel and documented in written procedures. Unless an alternative method is requested, the laboratory will determine the most appropriate method(s) for analysis based on information and input provided by the customer.

1.6.1.1 Accurate case information and evidence descriptions are critical to ensure the proper testing is performed.

1.6.2 If examinations are requested for more than one discipline, all requests should be made at submission. Methods and techniques used by one discipline may limit the testing that can be performed by others. A consultation with the laboratory is recommended.

1.6.3 **For rush cases, provide at least one month's notice. All rush requests must be submitted to the Section Supervisor for approval and requests cannot be guaranteed.**

1.6.4 Notify the laboratory of known court dates either upon submission of the evidence or as soon as possible.

1.6.5 The submitting agency or prosecuting attorney's office should notify the laboratory if and when they become aware that a case has been disposed and no longer needs to be tested.

1.7 EVIDENCE SUBMISSION METHODS

1.7.1 Evidence can be submitted at any laboratory location, even if the subsequent testing will occur at another laboratory facility.

1.7.2 The laboratory accepts hand delivered evidence submissions at the Evidence Control Centers in the Topeka, Great Bend, Kansas City, and Pittsburg locations.

1.7.2.1 Submission reservations are **HIGHLY** recommended at Great Bend, Kansas City, and Pittsburg locations to ensure that Evidence Control Center staff members are available.

1.7.3 The laboratory accepts evidence sent via common carrier (e.g., United States Postal Service, FedEx, etc.).

1.7.3.1 The laboratory is not responsible for evidence submissions lost or damaged in the mail.

1.7.3.2 Evidence submissions through common carriers should **NOT** be sent directly to the Pittsburg or Kansas City laboratory locations. Submissions should be mailed to the Topeka laboratory location instead.

1.7.3.2.1 It is highly recommended that a trackable shipping method with delivery confirmation be used for mailed submissions.

1.7.3.2.2 Suspected dangerous or hazardous items should be hand delivered and **NOT** shipped.

1.7.3.2.3 A single shipping container may be utilized to hold multiple cases provided all individual items are properly packaged, sealed, and labeled.

1.7.4 All acceptance and submission requirements in this document apply to both hand delivered and mailed submissions.

1.8 CASE INQUIRY AND EVIDENCE PRELOG SYSTEM

1.8.1 The Case Inquiry and Evidence Prelog System can be accessed through the KBI Forensic Science Laboratory website: www.kansas.gov/kbi/about/about_lab_caseinquiryprelog.shtml.

1.8.2 The Case Inquiry System provides customers access to specific information about the status of evidence submitted to the KBI Forensic Science Laboratory for analysis.

1.8.2.1 Customers can download copies of their submission receipts after evidence has been submitted.

1.8.2.2 Customers can download released reports for their cases.

1.8.3 The Evidence Prelog System is a web-based system designed to expedite the evidence submission process.

1.8.3.1 Law enforcement agencies can “prelog” evidence submission information prior to delivery to a KBI Forensic Science Laboratory.

1.8.4 Applications for the Case Inquiry and Evidence Prelog System can be accessed on the KBI Forensic Science Laboratory website. Questions can be directed to the LIMS Administrator at (785) 230-3916.

1.9 EVIDENCE DISPOSITION

1.9.1 Evidence accepted by the laboratory shall be returned to the customer upon the completion of examinations or when it is determined there are no applicable examinations.

1.9.2 If the circumstance or nature of evidence precludes any evidence item(s) from being returned, the customer shall be notified.

1.9.3 Any item(s) that has a confirmed hazard or is dangerous in small quantities will not be returned via common carrier and must be collected from the laboratory in-person.

1.10 FORENSIC COLLECTION KITS

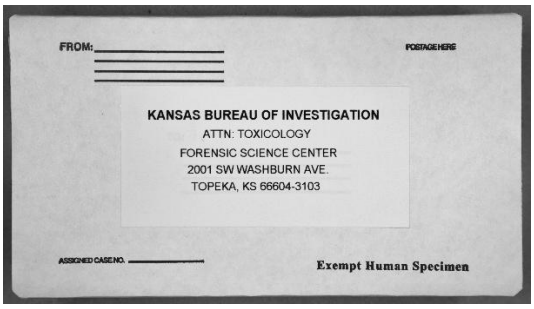
1.10.1 The KBI Forensic Science Laboratory will provide forensic collection kits to customers upon request.

1.10.2 The following collection kits are available:

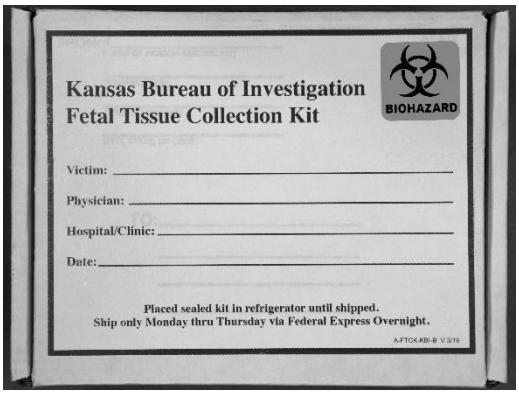
- Blood Alcohol Collection Kit
- Fetal Tissue Collection Kit
- Offender DNA Collection Kit

(Used only for persons upon arrest, conviction, or offender registration)

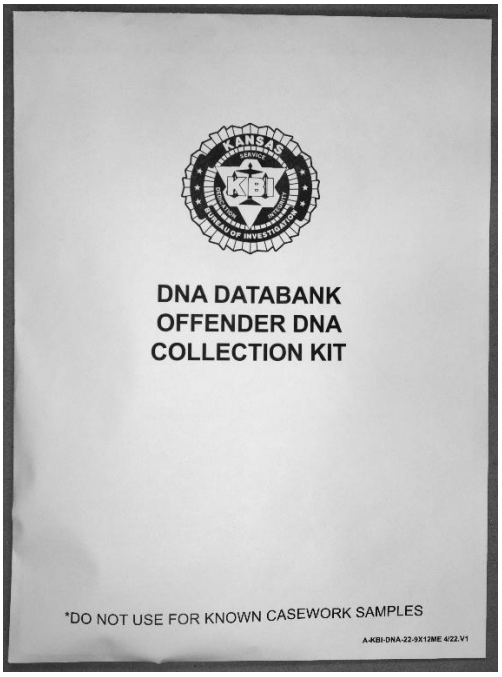
- Primer Gunshot Residue Collection Kit
- Sexual Assault Evidence Collection Kit
  (Sent directly to medical care facilities)
- Suspect Evidence Collection Kit
  (Used for collection of biological evidence from a suspect's person)



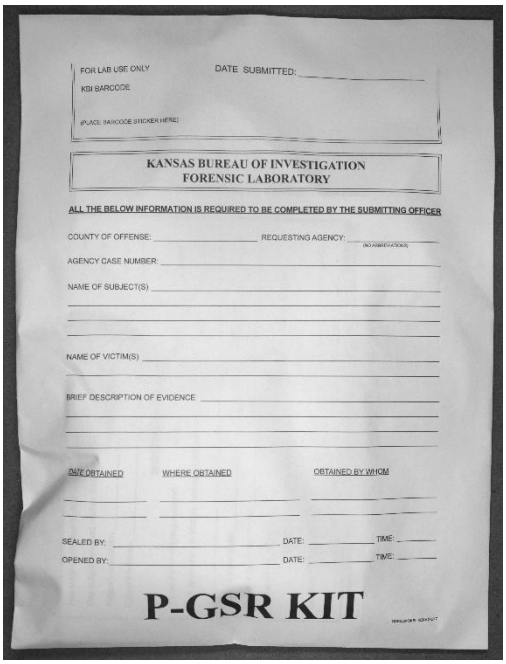
Blood Alcohol Collection Kit



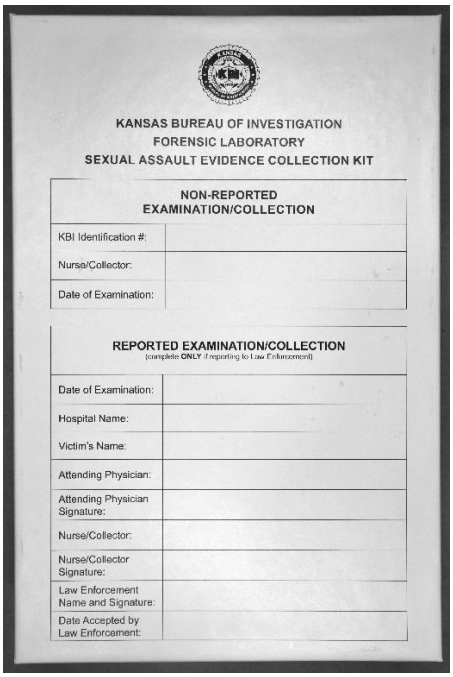
Fetal Tissue Collection Kit



Offender DNA Collection Kit



Primer Gunshot Residue Kit

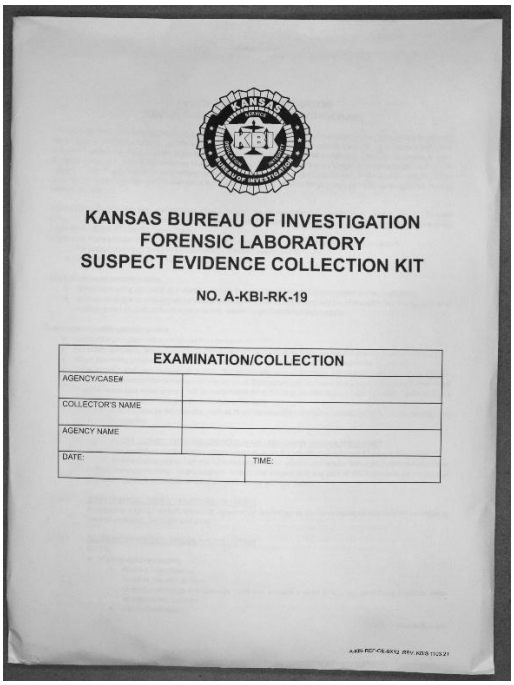


KANSAS BUREAU OF INVESTIGATION
FORENSIC LABORATORY
SEXUAL ASSAULT EVIDENCE COLLECTION KIT

NON-REPORTED EXAMINATION/COLLECTION	
KBI Identification #:	
Nurse/Collector:	
Date of Examination:	

REPORTED EXAMINATION/COLLECTION (complete ONLY if reporting to Law Enforcement)	
Date of Examination:	
Hospital Name:	
Victim's Name:	
Attending Physician:	
Attending Physician Signature:	
Nurse/Collector:	
Nurse/Collector Signature:	
Law Enforcement Name and Signature:	
Date Accepted by Law Enforcement:	

Sexual Assault Evidence Collection Kit



KANSAS BUREAU OF INVESTIGATION
FORENSIC LABORATORY
SUSPECT EVIDENCE COLLECTION KIT

NO. A-KBI-RK-19

EXAMINATION/COLLECTION	
AGENCY/CASE#	
COLLECTOR'S NAME	
AGENCY NAME	
DATE:	TIME:

Suspect Evidence Collection Kit

1.10.3 Collection kits can be ordered by completing the Forensic Collection Kit Request Form located on the KBI Forensic Science Laboratory website: (www.kansas.gov/kbi/about/about_lab_evidence.shtml#labforms) or calling (785) 296-1040.

1.11 DNA DATABANK SUBMISSION GUIDELINES

1.11.1 Offender DNA samples shall be collected and sent to the laboratory in accordance with Kansas law (K.S.A. 21-2511). DNA sample submission is required for all felony arrests, certain misdemeanor arrests, and all registered offenders in the state of Kansas.

1.11.2 The KBI Offender DNA Collection Kit shall be used when submitting offender DNA samples.

1.11.2.1 Other types of kits or kit components will not be accepted.

1.11.2.2 Ensure the provided DNA Sample Information Form is completed with all available information. Also ensure the form is signed by a witness and thumbprints are collected from the offender.

1.11.2.3 Offender DNA samples shall be sent to the DNA Databank as soon as possible. Postage is free with the self-addressed return envelope provided in the kit.

1.11.3 **DO NOT** use Offender DNA Collection Kits to submit evidence or known DNA samples for a case. There is no chain of custody associated with offender DNA samples.

1.11.4 The Offender DNA Remote Collection Module is a web-based system that allows submitting agencies to complete the DNA collection form electronically at the time of collection.

1.11.4.1 The module allows agencies the ability to check if the offender has previously submitted DNA and the ability to check if the violation qualifies for DNA submission.

1.11.4.2 To register, each agency's Terminal Agency Coordinator (TAC) will need to request agency and user access through the KCJIS Authorization and Customer Information System (KACIS).

1.11.4.3 After approval, the module can be accessed at https://dna.kcjis.ks.gov.

1.11.4.4 The module requires an RSA token to access.

1.11.4.5 For assistance, contact the DNA Databank Supervisor at (785) 296-2113.

1.11.5 The Offender DNA Collection Training Video is available at the following link: https://www.kansas.gov/kbi/about/docs/Offender DNA Collection Video Small.mp4

2 ACCEPTANCE GUIDELINES FOR ITEMS OF SPECIAL CONCERN

2.1 BIOHAZARDS

2.1.1 All containers with evidence which may pose a biohazard threat should be clearly labeled as such.

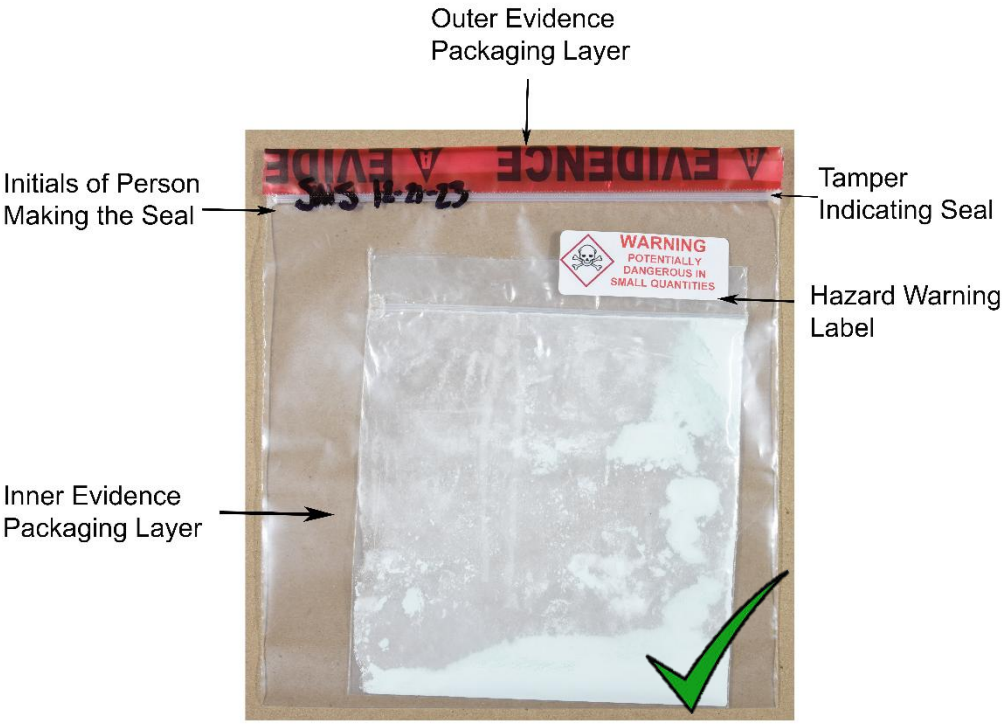
2.1.2 Clothing, bedding, and other items containing body fluids must be dried prior to submission.

2.2 HAZARDOUS CHEMICALS

2.2.1 Hazardous chemicals such as LSD, fentanyl compounds, nitazenes, NBOMes and potent designer drugs are dangerous in small quantities.

2.2.2 Evidence suspected of containing a chemical dangerous in small quantities must be enclosed in two layers of plastic or plastic-type material. The outer layer of packaging must be properly sealed.

Two layers of packaging are required for evidence suspected of containing a chemical which is dangerous in small quantities. The above evidence consists of only one layer of packaging.



The above evidence consists of two layers of packaging and satisfies all packaging and sealing requirements for evidence suspected of containing a chemical which is dangerous in small quantities.

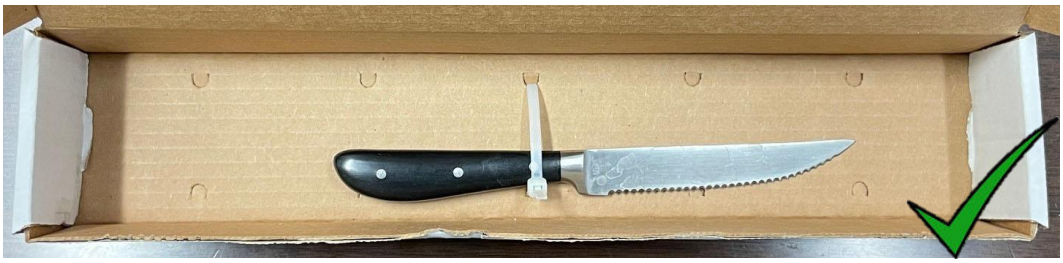
2.2.3 The Evidence Control Center should be notified of hazardous chemicals at submission. The packaging may also contain a hazardous chemical label.

2.2.4 See Section 5.13 for more information regarding hazardous chemicals.

2.3 SHARPS

2.3.1 “Sharps” (e.g., knifes, syringes, etc.) should be properly packaged in protective containers prior to submission.

“Sharps” should be packaged in protective containers and properly secured. The above evidence is not properly secured within the box and presents a safety concern for evidence handlers.



The above evidence is properly secured with a zip tie to prevent the knife from shifting within the box.

2.3.2 Syringes with needles will not be routinely examined.

2.3.2.1 If any liquid contained in a syringe needs to be tested, the liquid should be transferred to a sample vial and submitted for analysis. Do not submit the syringe with a needle.

2.3.2.2 Exceptions must be approved by the appropriate section.

2.4 WEAPONS, FIREARMS, AND EXPLOSIVE DEVICES

2.4.1 All firearms must be unloaded and rendered safe.

2.4.1.1 If a firearm cannot be unloaded prior to submission, a Firearm and Toolmark analyst or another qualified individual should be contacted to assist in the safe submission of the item.

2.4.2 Any ammunition packaged with the firearm must be secured, not loose, and contained in a manner that prevents it from becoming a hazard during future handling.

2.4.3 A statement guaranteeing the safety of a potentially harmful device, including a firearm, from the submitting person must precede the submission of the device. Documentation on the evidence container is sufficient for a statement.

The above evidence packaging includes an indication that the firearm within the box is unloaded.

2.4.4 No live explosives or explosive devices will be accepted for examination. Any potentially harmful device must be rendered safe before it will be accepted by the Evidence Control Specialist.

2.5 TRACKING DEVICES

2.5.1 Any GPS tracking device (e.g., SmartTag, AirTag,Tiles, etc.) not needing examination should be removed from evidence prior to submission.

2.5.2 The Digital Evidence Section does not perform examinations on tracking devices.

2.6 SUSPICIOUS/THREATING MAIL AND PACKAGES

2.6.1 Suspicious items, packages, or threatening letters may contain additional hazardous materials, such as incendiary, biological, or radiological agents, and therefore must **NOT** be submitted directly to the laboratory without a hazard assessment.

2.6.1.1 Hazardous agent testing/screening may be required before submission.

2.6.1.2 Unless additional hazards are a concern, contraband items (e.g., narcotics) and correspondence from correctional facilities may be routinely submitted.

2.6.2 Contact the laboratory before submission for assistance with hazard assessment procedures.

3 BIOLOGY SECTION SUBMISSION GUIDELINES

3.1 SCOPE OF ANALYSIS PERFORMED

3.1.1 The Biology Section examines items of evidence for the presence of biological fluids, develops DNA profiles from evidence and known standards to identify the source of DNA on evidence, determines parentage in criminal cases, enters eligible and suitable DNA profiles into the COmbined DNA Index System (CODIS), and develops DNA profiles from unidentified remains and family members of missing persons for entry into CODIS.

3.1.2 Items will be tested according to the information on the DNA Submission form at the time of submission. The extent of the testing performed will be determined based on evidence screening results and/or the case circumstances.

3.1.2.1 In accordance with K.S.A. 65-448 and 22-4621, the laboratory will examine every submitted sexual assault kit that corresponds to a law enforcement report of sexual assault.

3.1.2.1.1 The Biology Section will use information provided by law enforcement and the Sexual Assault Nurse Examiner to apply a uniform testing approach to sexual assault kits. Based on the information provided, not all samples may proceed to analysis.

3.1.3 As of 06/01/2026, the Biology Section will no longer offer DNA testing on hairs.

3.1.4 The following evidence will **NOT** routinely be accepted for biology examinations:

- Previously examined evidence
- Drug evidence (including touch evidence from drug baggies)
- Evidence from misdemeanors
- Bedding from sexual assault cases

3.1.4.1 Prior approval by the Biology Section is required before acceptance of this evidence.

3.1.4.2 Bedding from sexual assaults typically does not yield probative DNA results and will not routinely be accepted. If bedding examination is desired, a complete “sexual” history of the bedding and approximate location of the incident are required.

3.1.5 DNA profiles generated from a private laboratory will **NOT** routinely be accepted.

3.1.5.1 A consultation with the Biology Section regarding CODIS eligibility is required before sending evidence to a private laboratory for biological screening or DNA analysis.

3.1.5.2 The laboratory follows the United States Department of Justice Interim Policy on Forensic Genetic Genealogical DNA Analysis and Searching. To discuss the possibility of Forensic Investigative Genetic Genealogy (FIGG) testing by an outside testing provider, contact the Biology Section.

3.2 GENERAL SUBMISSION GUIDELINES

3.2.1 Evidence for biology examinations **CANNOT** be packaged in plastic.

3.2.2 Each item of clothing should be packaged separately.

3.2.3 A consultation with the laboratory before evidence submission is strongly encouraged to ensure acceptance of your evidence submission.

3.2.4 A DNA Submission Form (shown below) must be completed and submitted with the evidence. Forms can be found on the KBI Forensic Science Laboratory website or onsite in all Evidence Control Center locations.

References

If known reference standards are not received with the original submission of evidence it may delay analysis or evidence may be returned until the known reference standards are obtained.

	Name (Last, First)	Sample Type	Known collected?	Reason Not Collected
1		☐Victim ☐Suspect ☐Elimination	☐ Yes ☐ No	
2		☐Victim ☐Suspect ☐Elimination	☐ Yes ☐ No	
3		☐Victim ☐Suspect ☐Elimination	☐ Yes ☐ No	
4		☐Victim ☐Suspect ☐Elimination	☐ Yes ☐ No	
5		☐Victim ☐Suspect ☐Elimination	☐ Yes ☐ No	

Evidence

Evidence will be analyzed using a priority based system. List the priority of your evidence for analysis (1 = highest, 10 = lowest)

	Item #	Evidence Description	Source/Specific Location of Evidence (Ex. – Suspect's House, Victim's Car, Crime Scene)
1			
2			
3			
4			
5			
6			
7			

3.2.4.1 Each biology case is required to have a case synopsis at the time of submission to the laboratory.

3.2.4.1.1 The required case synopsis should provide the necessary background information about the case and the connection of any item to the crime and perpetrator. This information is required before any DNA profile obtained from the evidence item may be submitted to CODIS. See Section 3.3 for more information regarding CODIS.

3.2.4.2 Case officer contact information is required.

3.2.5 The number of evidence items accepted by the laboratory will be limited depending on the nature and/or type of the case submitted. See Sections 3.4 and 3.5 for more information regarding Item Selection and Initial Submission Acceptance Limitations.

3.2.6 Appropriate known reference standards must be submitted. See Section 3.7 for more information regarding Reference Standards.

3.2.7 Typically, DNA testing will be considered complete when associations have been made in the case. This means that some items submitted to the Biology Section may not undergo DNA testing.

3.2.8 **For rush cases, provide at least one month's notice. All rush requests must be submitted to the Biology Supervisor for approval and requests cannot be guaranteed.**

3.3 CODIS

3.3.1 CODIS is a searchable database linking forensic DNA profiles from crime scenes to known DNA profiles from offenders, as well as forensic DNA profiles from other crime scenes.

3.3.2 Strict state and federal guidelines regarding CODIS eligibility include the following:

- Only DNA profiles attributable to a perpetrator may be entered.
- DNA profiles from victims or individuals other than the perpetrator(s) shall not be entered.
- If the perpetrator's DNA profile is reasonably expected to be on an item, then it is not eligible for entry.

3.3.3 The case synopsis must provide necessary documentation regarding CODIS eligibility and must include the following:

- Documentation that a crime was committed.
- The evidence must be directly attributable to the crime and that association must be clearly documented.
- The evidence must be attributable to the perpetrator and that association must be clearly documented.

3.3.4 Submission of known reference standards (e.g., suspect, victim, elimination) may be required to determine CODIS eligibility.

3.3.5 If the laboratory deems a sample is eligible for entry into CODIS, the laboratory will determine the appropriate database for searching and the customer will be notified of matches or changes.

3.3.5.1 All DNA results eligible for entry into CODIS will be entered. This entry will be indicated on the DNA report issued at the completion of testing.

3.3.6 Contact the Biology Section for questions regarding CODIS eligibility.

3.4 ITEM SELECTION

3.4.1 Evidence submitted to the laboratory should be selected based on the probative value of the item to the case.

3.4.1.1 Probative evidence refers to the relevant and significant evidence items collected in a criminal case which can directly establish a connection between the victim and any suspect(s), place a suspect(s) at a crime scene, or support or refute statements.

3.4.1.2 The most common probative evidence items for biology examinations are recovered weapons, clothing from the victim or suspect, samples collected during a sexual assault exam, items in the suspect's possession which may have the victim's biological material present, and items left behind at a crime scene which could reasonably be expected to have the suspect's biological material present.

3.4.1.3 The Biology Section can provide assistance in identifying the best items for submission.

3.4.2 It is strongly recommended that the customer contact the Biology Section to discuss submission of evidence from death investigations or complex cases with multiple pieces of evidence prior to the initial submission.

3.4.2.1 Because of the complexities of death investigations, the Biology Section must fully understand the details associated with the case in order to provide the best possible service to our customers. This will ensure that everyone is properly briefed with the details and timelines and an agreement is reached regarding the most probative evidence.

3.5 INITIAL SUBMISSION ACCEPTANCE LIMITATIONS

3.5.1 The following number of items will be accepted without a consultation. Known reference standards are not included in the item count.

Offense	Accepted Items
Death Investigations *(typically one suspect and one victim)*	Up to ten (10) probative items Appropriate known reference standards
Sexual Assault Related Crimes *(typically one suspect and one victim)*	*If a Sexual Assault Evidence Collection Kit was collected:* Sexual Assault Evidence Collection Kit One (1) additional probative item (e.g., underwear, condom) Appropriate known reference standards *If a Sexual Assault Evidence Collection Kit was **not** collected:* Victim's clothing and two (2) additional probative items Appropriate known reference standards *Bedding is **NOT** routinely accepted. See Section 3.1.4.2.
All Other Crimes Against Persons *(typically one suspect and one victim)*	Up to three (3) probative items Appropriate known reference standards
Property Crimes *(typically one residence/business)*	Up to two (2) probative items Appropriate known reference standards

3.5.1.1 Additional items may be accepted at the time of the initial submission after consultation between the customer and the Biology Section. Consultations may be in person or virtual. The prosecutor may also be involved depending upon the case.

3.5.2 There will be instances when not every item submitted will be tested. If probative information is obtained, remaining items not yet tested will be returned to the customer untested. If the items need to be tested, the customer should contact the analyst directly to discuss the case. If appropriate, including additional stakeholders (e.g., attorneys) should be considered.

3.5.3 Appropriate known reference standards should be submitted with the evidence. A delay in the submission of known reference standards may lead to a significant delay in testing. Some cases will not be examined without submission of known reference standards. The customer will be notified if an accepted case will not be examined.

3.6 ADDITIONAL SUBMISSIONS

3.6.1 No additional submissions will be accepted without approval of the Biology Section.

3.7 REFERENCE STANDARDS (KNOWN SAMPLES)

3.7.1 A reference standard is a known sample collected from a specific individual, typically the victim or suspect.

3.7.2 A reference standard (known sample) can be a liquid blood sample collected in a purple top tube, oral (buccal) swabs, or a blood card.

3.7.2.1 The name of the individual should be on the outer packaging and on the submission form.

3.7.2.2 Samples not collected directly from the individual's body via blood draw or oral swab will generally not be considered a reference standard.

3.7.3 Names and other information provided need to be accurate.

3.7.4 Reference standards from known suspects must be submitted if available.

3.7.5 An elimination standard is a reference standard from an individual [e.g., consensual sexual partner(s), car/home owner(s)] who is not related to the crime but has access to the crime scene.

3.7.6 Elimination standards are used to ensure only eligible profiles are offered to CODIS.

3.7.7 Convicted offender/arrestee standards submitted for entry into the DNA Databank **CANNOT** be used in casework comparison as per the Federal DNA Identification Act of 1994. Separate reference standards from suspects must be submitted for direct comparison to DNA profiles obtained from evidence.

3.8 TOUCH EVIDENCE

3.8.1 Touch evidence is defined as evidence which has no visible staining and could contain DNA that only results from touching an item with the skin.

3.8.2 Touch evidence does **NOT** include:

- Cigarette butts, swabs from cans, bottles, straws, or other items in which the substance being tested is most likely saliva
- Items submitted for wearer testing such as shirts, coats, hats, etc. where there is a probability of prolonged contact

3.8.3 Touch evidence may be accepted for possible DNA analysis when there is a high degree of likelihood that the evidence submitted will provide probative results or an investigative lead.

3.8.4 DNA analysis of touch evidence will be limited to items that are foreign to the crime scene (i.e., presumably left behind by the perpetrator).

3.8.5 Specific scenario guidelines are listed below:

- Items originally present at the scene that *may* have been handled by the suspect, but not left by the suspect (e.g., an item owned by the victim and possibly moved by the suspect, a store cash register with money removed, swabs from burglarized vehicle), will **NOT** be accepted for touch DNA.
- Swabs of surfaces or items of evidence which are routinely touched/handled by multiple individuals (e.g., kitchen cabinet, interior doorknob) will **NOT** be accepted for touch DNA.

- Touch evidence collected from public places (e.g., swabs from door handles, counter tops, etc.) will **NOT** be accepted for touch DNA.
- Steering wheel and gearshift swabs from recovered stolen vehicles may be processed when foreign items are not present/available and only when elimination reference standards from routine drivers are submitted at the same time.

3.8.6 Elimination reference standards should be submitted with touch evidence where appropriate.

3.8.7 Prior approval by the Biology Section is required before acceptance of any non-routine touch evidence.

3.9 WEAPON OFFENSE CASES

3.9.1 Touch evidence from guns recovered in weapon offense cases require a known reference standard from the suspect(s) to be included at the initial evidence submission.

3.9.1.1 DNA profiles obtained from weapon offense cases cannot be entered into CODIS; the laboratory must have the reference standards before laboratory analysis can be conducted.

4 BLOODSTAIN PATTERN ANALYSIS SUBMISSION GUIDELINES

4.1 SCOPE OF ANALYSIS PERFORMED

4.1.1 Bloodstain Pattern Analysis is the examination of the size, shape, distribution, appearance, and location of bloodstains and bloodstain patterns as a means of determining the event(s) or mechanism(s) that created them.

4.1.1.1 Violent crimes can result in bloodshed. When liquid blood is acted upon by physical forces, bloodstains and bloodstain patterns may be deposited on various surfaces, including the clothing of the individuals present at the crime scene.

4.1.1.2 When examined by a qualified analyst, the bloodstain patterns can yield valuable information concerning the events which led to their creation. The information gained can then be used for the reconstruction of the incident and the evaluation of statements of the witnesses and the crime participants.

4.1.2 An analyst can examine the crime scene, the crime scene photographs, evidence collected from the crime scene, the clothing of the suspect and/or victim, the autopsy and/or medical reports, and the statements made by victims, suspects, or witnesses to possibly provide answers to the following potential questions:

- What events took place and in what order did these events occur?
- What was the position and location of an individual when struck/shot?
- Are bloodstains and bloodstain patterns consistent with the manner of death?
- Are statements by parties of interest consistent with observations?
- Is there evidence of self-defense?
- Which bloodstains may be from a bleeding suspect?

4.1.3 Please note that the Bloodstain Pattern Analysis report is generally the final report written in the investigation due to the need to reference other reports.

4.2 GENERAL SUBMISSION GUIDELINES

4.2.1 Items of evidence such as objects or clothing may be submitted for analysis.

4.2.1.1 All containers with evidence which may pose a biohazard threat should be clearly labeled as such.

4.2.1.2 Clothing, bedding, and other items containing body fluids should be dried prior to submission.

4.2.2 The following information and/or records should be provided as applicable:

- Documentation of the crime scene through digital photographs, diagrams, sketches, and/or notes will be accepted for examination and analysis.
  - Photographs should include overall, midrange, and close-up photos with and without scales.
- All pertinent associated reports for review. These may include officer's reports, EMT reports, autopsy reports, injury reports, and witness statements.
- Autopsy photos
- Any relevant information to the investigation, including why bloodstain pattern analysis is requested.
- When submitting clothing, identify the wearer/owner of the clothing.

5 CHEMISTRY SECTION SUBMISSION GUIDELINES

5.1 SCOPE OF ANALYSIS PERFORMED

5.1.1 The Chemistry Section conducts examinations of evidence for the presence of controlled substances, clandestine manufacture of controlled substances, and alcoholic beverages.

5.1.2 The Chemistry Section receives a high volume of submissions. The section must balance customer needs with available resources to provide customers with the highest quality service and shortest turnaround times. Analysts use their experience and training in selecting which items are tested based on a variety of factors including, but not limited to: information provided by the customer as to the relevance of items, amounts of material relative to sentencing thresholds, speed of testing, etc.

5.1.2.1 Customers are encouraged to contact the laboratory and ask for an analyst in the Chemistry Section for assistance in determining which items of evidence to submit.

5.2 GENERAL SUBMISSION GUIDELINES

5.2.1 Evidence should be submitted as soon as possible (at least 60 days prior to the first court date).

5.2.2 Notify the laboratory of known court dates either upon submission of the evidence or as soon as possible.

5.2.3 **For rush cases, provide at least one month's notice and limit to one (1) item of evidence for each charge.**

5.2.4 If analysis is no longer required for a case, please notify the laboratory as soon as possible.

5.2.5 If multiple suspects are associated with the case, clearly mark on the submission documentation and/or evidence packaging which items are associated with each suspect.

5.2.6 Clearly indicate any probable cause items on the submission documentation.

5.3 SUBMISSION LIMITS, WEIGHTS, AND SAMPLING

5.3.1 The laboratory has limited space for holding large amounts of drug evidence.

5.3.1.1 The laboratory must be contacted at least one day prior to submitting a large amount of evidence in order for special arrangements to be made. The following amounts are considered large:

- A single item weighing more than 25 pounds
- A total weight of more than 50 pounds for all submitted evidence
- A single item larger than an airline carry-on bag (i.e., a bag with the following dimensions or larger: 24” x 16” x 10” or a total length + width + height of 50”)

5.3.2 Generally, the laboratory will work to the highest statutory weight limit for each type of drug submitted.

5.3.2.1 If the weight of the drug does not reach the lowest statutory weight, only one unit will be tested.

5.3.3 In some cases, the Chemistry Section may utilize a scientific sampling plan known as hypergeometric sampling. This plan is based on a mathematical formula which ensures uniformity in the sampling process and meets the laboratory’s accreditation standards.

5.3.4 State of Kansas severity level (SL) thresholds for distribution and manufacture pursuant to KSA 21-57 are as follows:

Methamphetamine, Heroin, or Fentanyl SL 4: Less than 1 gram SL 3: At least 1 gram but less than 3.5 grams SL 2: At least 3.5 grams but less than 100 grams SL 1: 100 grams or more	Marijuana Violations SL 4: Less than 25 grams SL 3: At least 25 grams but less than 450 grams SL 2: At least 450 grams but less than 30 kilograms SL 1: 30 kilograms or more
Other Controlled Substances SL 4: Less than 3.5 grams SL 3: At least 3.5 grams but less than 100 grams SL 2: At least 100 grams but less than 1 kilogram SL 1: 1 kilogram or more	Marijuana Cultivation (plant count) SL 3: More than 4 but fewer than 50 SL 2: More than 50 but less than 100 SL 1: More than 100
Fentanyl Dosage Unit SL 4: Less than 10 SL 3: At least 10 but less than 50 SL 2: At least 50 but less than 250 SL 1: 250 or more	Other Controlled Substances Dosage Unit SL 4: Less than 10 SL 3: At least 10 but less than 100 SL 2: At least 100 but less than 1000 SL 1: 1000 or more
The most current sentencing guidelines can be found at: http://www.sentencing.ks.gov/.	

5.4 METHAMPHETAMINE QUANTITATION

5.4.1 Methamphetamine quantitation will only be performed on federal cases.

5.4.2 The name and contact information of the federal prosecutor should accompany the request for analysis.

5.4.3 Federal prosecution and sentencing guidelines are dependent on the amount of controlled substances present. The analyst will work with the prosecutor to determine what will be analyzed.

5.5 PLANT MATERIAL

5.5.1 Plant material must be dry. Wet plant material is a health hazard and should not be submitted.

5.5.1.1 If submitting multiple plants, package and seal each plant or plant sample separately.

5.5.1.2 Only submit a sample (approximately 1 gram) from large plants.

5.5.1.3 Remove any soil from the plant prior to packaging to prevent degradation.

5.5.1.4 If only the stem and root portion of a plant are present, it will be considered a residue.

5.5.1.5 **DO NOT** submit only the roots of a plant; the roots do not contain any statutory controlled substance.

5.6 THC QUANTITATION

5.6.1 Vegetation material submitted for quantitation of THC should have a net weight of at least 5 grams to be considered for quantitation analysis.

5.6.1.1 Items less than 5 grams with extenuating circumstances may be accepted at the approval of the Chemistry Section.

5.6.1.2 Approval from the Chemistry Supervisor **MUST** be obtained prior to submitting items for THC quantitation.

5.7 FUNGAL MATERIAL (MUSHROOMS)

5.7.1 Fungal material must be dry. Wet fungal material is a health hazard and should not be submitted.

5.8 SYRINGES/LIQUIDS

5.8.1 Syringes with needles will **NOT** be accepted without prior approval by the Chemistry Section. Alternative options include:

- The needle must be removed completely from the syringe so no exposed metal from the needle remains and the submission documentation must state that the needle has been removed.
- Syringe contents can be placed in a leak-proof container and submitted to the laboratory.

5.8.2 Liquids must be submitted in appropriate leak-proof containers (e.g., screw-top vials or specimen jars).

5.8.2.1 **DO NOT** package liquids in metal cans, pill bottles, or plastic bags.

5.9 PHARMACEUTICALS AND CLANDESTINELY MANUFACTURED TABLETS

5.9.1 Non-controlled pharmaceuticals should not be submitted to the laboratory.

5.9.2 If an item contains tablets or capsules that do not have a pharmaceutical logo identifier and are visually consistent (e.g., same color, shape, and size), a representative sample of the tablets or capsules may be examined.

5.10 RESIDUES/DRUG PARAPHERNALIA

5.10.1 Clearly describe the paraphernalia items on the submission documentation.

5.10.2 If there is no weighable material, only one residue or paraphernalia item per substance type/suspect may be analyzed (e.g., one plant residue and one powder residue). If weighable material is present, residue/paraphernalia of the same substance may not be analyzed.

5.10.3 Only submit the evidence to be analyzed and hold other miscellaneous items such as lighters or boxes of rolling papers (e.g., if there is vegetation on a plate, submit the vegetation and hold the plate).

5.10.4 When possible, submit only the removable bowl portion of large smoking devices.

5.10.5 Remove any water from "bongs" or smoking devices prior to submitting.

5.10.5.1 **DO NOT** submit the water removed from a smoking device.

5.10.6 **DO NOT** submit ashtrays.

5.10.7 **DO NOT** submit currency for analysis unless there is visible residue or weighable substance.

5.10.8 **DO NOT** field test residues or paraphernalia before submitting to the laboratory for analysis as there may not be enough sample left for analysis.

5.11 VAPE PENS / E-CIGARETTES

5.11.1 When possible, only submit the cartridge or portion of the vape pen/e-cigarette containing the material to be vaporized.

5.11.2 Batteries should be removed to prevent fire/explosion hazards.

5.11.2.1 If battery removal is not possible, place the item in a metal can for submission.

5.12 CLANDESTINE LABORATORY CHEMICALS

5.12.1 Clearly state on the submission documentation where the sample originated (e.g., do not submit a submission documentation that reads "Item 1A sample from Item 1," without describing Item 1).

5.12.2 Place ample samples of liquids in leak-proof containers. Safety containers (e.g., glass vials inside Nalgene bottles) are preferred.

5.12.2.1 Fill vials 2/3 full with liquids.

5.12.2.2 If collected in cold weather, allow sample to come to room temperature before sealing to avoid leakage from pressure buildup.

5.12.2.3 After liquid is placed in the vial, tighten the lid. Tighten the lid again prior to sealing to avoid leakage.

5.12.3 **DO NOT** submit lithium strips. Lithium is a fire hazard and will not be accepted by the laboratory.

5.13 HAZARDOUS CHEMICALS

5.13.1 Potentially hazardous chemicals, such as LSD, fentanyl compounds, nitazenes, NBOMes and potent designer drugs are dangerous or even fatal in small quantities.

5.13.2 These types of chemicals will require special handling procedures as well as additional personal protective equipment, packaging, and labeling to prevent exposure.

5.13.3 Items must be enclosed in two layers of packaging. The outer layer, at a minimum, must be properly sealed. See Sections 1.4 and 2.2.

5.13.4 A plastic bag or other plastic-type material for packaging is required.

5.13.5 Items containing hazardous chemicals should be clearly marked to ensure safe handling.

5.14 ALCOHOLIC BEVERAGES

5.14.1 Items submitted for analysis should be packaged in a manner to prevent leaking, which may require multiple layers or types of packaging

5.14.2 At least 4 mL must be submitted for quantitative analysis to be performed.

5.14.2.1 If less than the minimum amount is submitted, it will be tested for ethanol identification only.

5.14.3 Liquids must be submitted in appropriate leak-proof containers (e.g., screw-top vials or specimen jars).

5.14.3.1 Original containers with leak-proof screw lids may be submitted.

5.14.4 If original container is not utilized as the submission container, include a description of the container from which the sample originated (e.g., sample from Bud Light can).

5.14.4.1 **DO NOT** submit empty original containers when liquid has been transferred to a leak-proof container

5.14.5 **DO NOT** package liquids in metal cans, pill bottles, or plastic bags.

5.14.6 **DO NOT** submit an “open container” if the container cannot be closed or is not leak-proof.

6 DIGITAL EVIDENCE SECTION SUBMISSION GUIDELINES

6.1 SCOPE OF ANALYSIS PERFORMED

6.1.1 The Digital Evidence Section provides examination and analysis of electronic information stored on a wide variety of computer, mobile, and digital-storage devices, including:

- Computer systems, such as desktops, laptops, digital video/audio recorders, and gaming systems
- Mobile devices, such as cellular telephones, tablets, GPS, drones, and portable gaming devices
- Digital storage devices, such as USB drives (flash drives), SD cards, external hard drives, etc. Items are sometimes referred to as “peripherals.”

6.2 GENERAL SUBMISSION GUIDELINES

6.2.1 Digital evidence is fragile and can be altered, damaged, or destroyed by improper handling, packaging, or transportation. When packaging items, special precautions should be taken, whenever possible, to preserve this type of evidence.

6.2.2 Digital evidence items **MUST BE** packaged individually.

Digital evidence items must be packaged individually. The above packaging contains two cell phones packaged in one bag and would not be accepted by the laboratory.

6.2.3 Digital evidence should be packaged using anti-static packaging, when possible.

Anti-static packaging should be used for digital evidence items, when possible. The above evidence is packaged in anti-static packaging. This packaging also contains only one item of evidence and allows sufficient room for analyst(s) to access the evidence and reseal it after examinations are complete.

6.2.4 For mobile devices that are seized powered on, Radio Frequency (RF) shielded packaging should be used. This type of packaging can also be referred to as Faraday packaging.

The above evidence is packaged in a Faraday bag. Faraday bags must be sealed completely to meet all submission requirements.

If a Faraday bag is not available, mobile devices that are seized powered on may be packaged in a paint can or wrapped in foil and then packaged in a sealed bag.

6.2.5 Other examinations, such as those conducted by the Latent Prints, Biology, or Trace Sections, must be done before any digital evidence examination and must be requested at submission.

6.2.6 Legal authority or applicable justification is required. See Section 6.3 for more information regarding legal authority.

6.2.7 The Digital Evidence Submission Form (shown below) which includes detailed, case specific information, and examination information is **REQUIRED** for submission. Forms can be found on the KBI Forensic Science Laboratory website or onsite in all Evidence Control Center locations.

6.2.7.1 Inaccurate descriptions of the digital evidence item(s) can lead to delays in examination. Ensure that all item descriptions (including owner, make, model, color, etc) are correct prior to submission.

EXAMINATION REQUESTS

Item #: **Evidence Description:**

Has your agency attempted an examination of this item previously? ☐ Yes ☐ No

☐ **Mobile Device:** ☐ On ☐ Off ☐ Airplane Mode Enabled Passcode:

☐ **Computer** ☐ **Digital Storage Device** Passcode:

☐ **Advanced Methods** (JTAG/Chip-Off, etc.)- Methods used may destroy the device. This process is not guaranteed.

☐ Analysis (Indicate below) ☐ Report of all data ☐ Extraction/Image files only

Date Range:

Select analysis categories below:

Call Logs ☐	Contacts ☐	Messages ☐	Photos ☐	Videos ☐	Web History ☐
Searched Items ☐	Voicemail ☐	Locations ☐	Emails ☐	Owner Info ☐	Device Info ☐

Brief synopsis or detailed analysis request. Please include keywords, names, phone numbers, email addresses, etc. to search.

6.2.7.2 Due to the potential mass of information involved in digital evidence, providing specific information is critical for timely examination.

6.2.7.3 Examination requests may include, for example, a specific timeframe/date range, email addresses, call logs from identified phone numbers, photographs, communication using specific applications, internet history, etc.

Evidence	Examination Request Types				
	With No Analysis Request			With Analysis Request	
Computer Systems	* Forensic Image Files only	Portable Case of All Data	Portable Case within a Timeframe	Portable Case of *Selected* Data	HTML Report of *Selected* Data
Digital Storage Devices	* Forensic Image Files only	Portable Case of All Data	Portable Case within a Timeframe	Portable Case of *Selected* Data	HTML Report of *Selected* Data
Mobile Devices	* Extraction Files only	Reader Report of All Data	Reader Report within a Timeframe	Reader Report of *Selected* Data	PDF/HTML Report of *Selected* Data
* Image files and/or extraction files will be provided at analysts' discretion unless specifically requested.					

6.2.8 If there is a known victim, please provide a headshot image of the victim for comparison. This is very important in child exploitation cases.

6.3 LEGAL AUTHORITY

6.3.1 Legal authority or applicable justification (e.g., search warrant, consent, abandoned property, exigent circumstances) is **REQUIRED** and **MUST** be submitted with the item.

6.3.2 Legal authority must include appropriate language that specifically allows for forensic examination of the digital evidence submitted and not just for the seizure of that item.

6.3.3 Search warrants must be executed and open for the duration of the examination. They should contain language that states a digital examination can take months to complete because of the amount of data to be analyzed and the possibility of encryption.

6.3.4 Search warrants must be signed by a district court judge.

6.3.5 Search warrants that contain inaccurate descriptions of the digital evidence item(s) can lead to delays in examination. Ensure that all item descriptions (including owner, make, model, color, etc) are correct prior to submission.

6.4 COMPUTER SYSTEMS AND DIGITAL STORAGE DEVICES

6.4.1 For devices that are **ON:**

- **DO NOT** scroll or browse through an evidentiary device, this may alter the integrity of the data.
  - If any manipulations are made, document any actions that were done on the device.
  - Pull power plug from back of computer or remove battery.

6.4.2 For devices that are **OFF**:

- **DO NOT** power the computer on.

6.4.2.1 In order to prevent shifting, place the device in original packaging, if available.

6.4.2.2 If original packaging is not available, similar packaging, such as boxes with foam padding or paper is recommended.

6.4.3 Collect and document how cords and cables are attached, if necessary.

6.4.4 Gather any external hard drives or other relevant items.

6.4.5 Provide passwords, if available.

6.5 MOBILE DEVICES

6.5.1 For devices that are **ON**:

- **DO NOT TURN OFF**.
- **DO NOT** scroll or browse through an evidentiary device, this may alter the integrity of the data.
  - If any manipulations are made, document any actions that were done on the device.
- Establish network isolation. Methods for isolation include enabling “Airplane Mode” or placing device in RF shielded packaging (e.g., Faraday bags, aluminum foil, arson cans).
- Verify Wi-Fi and Bluetooth are disabled.
- Removing SIM and/or microSD cards is **NOT** recommended.

- Keep the device powered on, connect to a portable battery charger or USB power bank.
- Transport to the Topeka KBI Evidence Control Center as soon as possible. Due to the risk of battery depletion, we do not recommend mailing or submitting these items to other laboratories outside of Topeka.
- Notify the Evidence Control Specialist at the time of submission that the item is on.

6.5.2 For devices that are **OFF**:

- **DO NOT** power the device on.
- If possible, remove the battery.

6.5.3 Provide passwords, PIN numbers, or screen pattern lock code, if available.

6.5.4 If requesting Advanced Methods on the phone, there is a high probability that the phone will be destroyed.

6.5.4.1 Standard methods will be performed prior to initiating destructive methods, unless we receive documentation that all standard methods have been exhausted/attempted prior to submission.

7 FIREARM AND TOOLMARK SECTION SUBMISSION GUIDELINES

7.1 SCOPE OF ANALYSIS PERFORMED

7.1.1 The Firearm and Toolmark Section examines firearms and ammunition components, articles of clothing exhibiting gunshot patterns for a muzzle-to-garment distance determination analysis, and tools and toolmarked items.

7.1.1.1 Firearm examinations include the assessment of a firearm's condition and ability to fire. When applicable, barrel and overall length examinations and restoration of obliterated serial numbers may be performed.

7.1.1.2 Bullet and cartridge case examinations include comparisons to test fires from submitted firearms in an attempt to determine a common source or identify potential firearms that could have been used.

7.1.1.3 Muzzle-to-garment distance determination examinations estimate the distance between the firearm and a garment at time of firing.

7.1.1.4 Tool and toolmarked item examinations include comparisons between toolmarked items or a toolmarked item and a tool to determine the source.

7.1.2 The section **DOES NOT** conduct examinations on the following:

- Suppressors or devices intended to suppress sound
- BB guns, flare pistols, starter guns, airsoft guns, etc.
- Photographs

7.1.3 The KBI's National Integrated Ballistic Information Network (NIBIN) is not managed by the laboratory. Questions regarding NIBIN should be directed to the KBI NIBIN Analyst at (785) 250-3200.

7.2 GENERAL SUBMISSION GUIDELINES

7.2.1 Firearms must be submitted unloaded.

7.2.2 The submission paperwork and/or evidence packaging should clearly state if the firearm is designed, or has been converted, to fire in full automatic.

7.2.3 Ammunition should never be packaged loosely with a firearm.

The above evidence packaging contains loose ammunition. The ammunition should be secured within the box to prevent a possible safety hazard.

The above evidence packaging contains live ammunition which has been secured in a coin envelope within the box.

7.2.4 Firearms should be packaged with the actions open (a zip tie through the ejection port and magazine well will typically suffice). Firearms should be secured to the box. Zip ties should not be placed through the trigger guard or around the trigger.

The above evidence is packaged without the action open. This does not allow the analyst to visually ensure the safety of the firearm prior to beginning the examination.

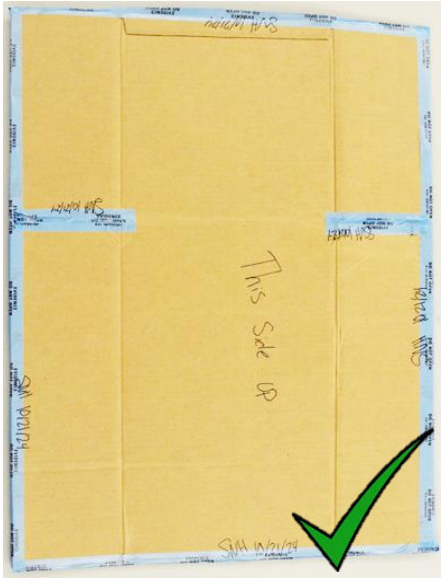
7.2.5 Magazines submitted should not be inserted into the firearm.

The above evidence is packaged without the magazine inserted into the firearm. The magazine is secured separately within the gun box. This helps to ensure the safety of evidence handlers.

7.2.6 To prevent excessive rust, firearms recovered in water should be brought to the KBI Forensic Science Laboratory while still submerged in the water. An analyst will properly drain, dry, and treat the firearm with rust preventative after submission.

7.2.7 To prevent corrosion, projectiles removed during autopsy or surgery should be rinsed with water and dried prior to packaging.

7.2.8 Clothing items exhibiting gunshot residues should be laid flat to dry. Once dry, package between flat pieces of cardboard to provide rigidity and protection.



The above evidence is dry and laid flat between two pieces of cardboard. The cardboard prevents movement of the shirt in order to preserve gunshot particles.

7.2.9 Toolmarked items should be submitted with a clear indicator of which area needs to be examined.

The above toolmarked item has tape placed on the end cut by the customer to indicate that side does not need to be examined.

7.3 MUZZLE-TO-GARMENT DISTANCE DETERMINATION

7.3.1 Muzzle-to-garment distance determination testing will:

- Only be conducted if the suspected firearm and a minimum of four live cartridges of appropriate ammunition (same marketer, load, and caliber as item identified to the firearm) are submitted.
- Typically only be performed on clothing/fabric, with the exception of shot patterns.
- Generally not be performed if there is a video of the shooting incident or if the suspected firearm is eliminated as having fired the fired ammunition components submitted that are related to the distance determination.

7.3.2 Due to the variables associated with muzzle-to-target distance determination examinations, a consultation with the KBI Firearm and Toolmark Section is required before submitting items for examination.

8 LATENT PRINT SECTION SUBMISSION GUIDELINES

8.1 SCOPE OF ANALYSIS PERFORMED

8.1.1 The Latent Print Section examines evidence for the presence of latent fingerprints, palm prints, partial prints, and footprints.

8.1.1.1 The Latent Print Section examines postmortem prints and photographs of the friction ridge skin for decedent identification. These examinations are expedited.

8.1.2 Items of evidence that have surfaces suitable for the deposition, recovery, and development of impression evidence are accepted.

8.1.2.1 Items of evidence with a surface area too small to recover a latent print will not be examined.

8.1.3 Latent lifts, chemically processed evidence, and digital images of latent prints are also accepted.

8.1.3.1 Evidence from all types of criminal cases from misdemeanors to felonies is accepted.

8.1.4 Analysts compare latent prints of sufficient quality to known prints.

8.1.4.1 Known prints may be obtained from the KBI Known Print Repository (i.e., those cards that are submitted to ABIS) or from the FBI Next Generation Identification (NGI).

8.1.4.2 Known prints may be collected and submitted as evidence for comparison to latent prints.

8.1.4.3 Known prints are not required to submit a case for latent print or postmortem examinations.

8.2 GENERAL SUBMISSION GUIDELINES

8.2.1 Accurate evidence quantities should be provided. This includes the accurate number of latent print lifts.

8.2.2 To request a comparison to a specific individual, the full name and the date of birth of the individual, at a minimum, should be provided.

8.2.3 When evidence is submitted with both Biology and Latent Print examination requests, the analysts from both sections will work together to determine the best examination process.

8.2.3.1 If the item is not able to be examined by both sections, the customer may be contacted to choose which section will examine the item.

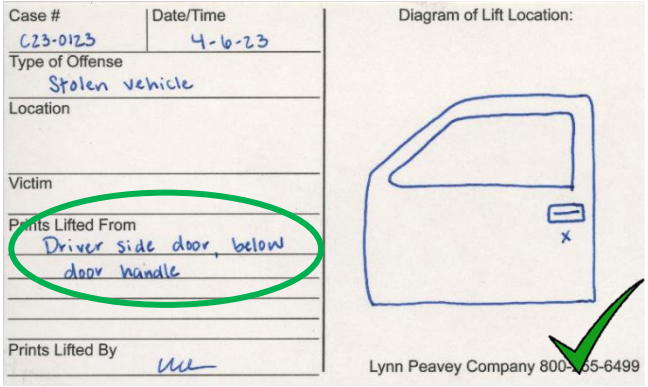
8.3 LATENT PRINT LIFTS

8.3.1 Multiple latent print lifts may be packaged in the same container.

8.3.2 Silicone casting material (e.g., Mikrosil® and AccuTrans®) should be packaged in paper bags, cardboard boxes, or manila envelopes, not plastic.

8.3.3 For gel lifts utilized to collect unprocessed latent prints, an indication must be placed on the submission documentation and noted at the time of submission.

8.3.4 Lift location should be provided, when possible.


Case # C23-0123
Date/Time 4-6-23
Type of Offense Stolen vehicle
Location
Victim
Prints Lifted From Driver side door, below door handle
Prints Lifted By
Diagram of Lift Location:
Lynn Peavey Company 800-[illegible]55-6499

The above latent lift card includes the location the lift was taken as well as a sketch. This information can be critical during the latent print examination process.

8.4 DIGITAL IMAGES OF LATENT PRINTS

8.4.1 Digital images of latent prints taken by the customer will be accepted for examination.

8.4.2 It is recommended that images have a scale present in the photograph.

8.4.3 Only the digital images that are to be examined for a latent print examination should be submitted.

8.4.3.1 A description of the evidence or evidence surface should be provided with any digital images of a friction ridge impression.

8.4.3.2 If multiple images are submitted from multiple items/surfaces, a photography log or other documentation is recommended.

8.4.4 When multiple images are submitted for the same impression, indicate the duplication with an evidence marker in the image or in the submission paperwork by providing the associated image names.

8.4.5 When submitting an image(s) of an impression with the associated item (or a lift from the item), a link between the impression in the image and the impression on the item (or lift) should be provided (e.g., if the image contains a marker that links the image and the latent print on the item, a note is provided on the back of the lift card or a specific note in the submission documentation).

8.4.6 Digital images that are low resolution and/or out of focus may not be suitable or accepted for a latent print examination.

8.5 EVIDENCE CHEMICALLY PROCESSED FOR LATENT PRINTS PRIOR TO SUBMISSION

8.5.1 When latent print processing has been performed prior to submission, a note providing the latent print processing technique(s) utilized on the evidence should be present on the submission documentation or on the evidence packaging of the specific item.

A label such as the one above can be applied to evidence packaging to notify the laboratory of previous latent print processing techniques. This label indicates that the item was previously processed using cyanoacrylate ester and Rhodamine 6G.

8.6 KNOWN PRINT CARD SUBMISSIONS

8.6.1 Package known fingerprint/palm print cards separately from other evidence.

8.6.2 Package one individual's set of prints per package (e.g., the known fingerprint card, the left palm print card, and the right palm print card of the same individual is packaged together under a single item number).

8.7 DRUG OFFENSES

8.7.1 Items potentially containing or having previously contained controlled substances (e.g., white powder/crystalline substances, pills, etc.) must be examined by the Chemistry Section prior to any examination by the Latent Print Section.

8.7.2 Items in which a chemical classified as dangerous in small quantities was detected will not routinely be examined.

8.7.3 Prior approval by the Latent Print Section is required before any evidence that contains a chemical that is classified as dangerous in small quantities will be examined.

9 TOXICOLOGY SECTION SUBMISSION GUIDELINES

9.1 SCOPE OF ANALYSIS PERFORMED

9.1.1 The Toxicology Section provides Kansas law enforcement agencies and medical examiners with testing of human biological samples for the presence of a wide variety of volatile and drug compounds.

9.1.2 The Toxicology Section Scope of Testing and Reporting is available on the KBI Forensic Science Laboratory website or upon request.

9.2 GENERAL SUBMISSION GUIDELINES

9.2.1 KBI Blood Alcohol Kits are available upon request and may be ordered by completing the Forensic Collection Kit Request Form located on the KBI Forensic Science Laboratory website or calling (785) 296-1040.

9.2.2 Follow the instructions provided in the kit.

9.2.3 The KBI Forensic Science Laboratory does not provide urine collection kits.

9.2.4 Collected samples should **NOT** be included in the sexual assault kit.

9.3 SAMPLE COLLECTION

9.3.1 Sample collection guidelines are listed below:

Examination	Type of Sample	Minimum Volume Required
Ethyl Alcohol (Volatiles) Only	Blood	2 mL
Drug Only	Blood Urine	10 mL 100 mL
Ethyl Alcohol (Volatiles) + Drug	Blood	10 mL
Drug Facilitated Crime	Blood Urine*	10 mL 100 mL
* If both cannot be collected, urine is the recommended sample type.		

9.3.2 Collecting less than the minimum required volume for a sample may impact the ability of the laboratory to perform all analyses and could result in consumption of the sample to complete all requested testing.

9.3.3 Collect a blood sample using a 10 mL potassium oxalate/sodium fluoride (gray top) blood collection tube.

9.3.3.1 Ensure all tubes containing additives are well mixed immediately after blood collection.

9.3.4 Write the subject's name on the blood tube/specimen container and put all other pertinent information on the submission documentation.

The above evidence is properly labeled with the subject's name on the blood tube.

9.3.5 Postmortem samples should be labeled with type (e.g., blood, vitreous, urine) and location of sample collection (e.g., heart, femoral).

9.4 SAMPLE PACKAGING AND STORAGE

9.4.1 Package all specimen containers in a manner that will prevent leakage or spills.

9.4.1.1 Use zip-lock type plastic bags; heat seal pouches; or other sealable, leak-resistant packaging.

9.4.2 Pack specimens securely in a protective container such as a cardboard box.

9.4.3 Place submission documentation outside or separate from the sealed inner package that contains evidence (e.g., a blood tube).

9.4.4 Use the seals provided with the KBI Blood Alcohol Kit per kit instructions.

9.4.4.1 If not using a KBI provided kit, seal all specimen containers and each layer of packaging using tamper indicating tape with initials or an identifying mark on seal.

9.4.5 Label all containers which may pose a biohazard threat with an appropriate warning label.

9.4.6 Whenever possible, refrigeration is preferred prior to submission.

9.4.6.1 It is understood that refrigeration is not possible while specimens are in transit or in the mail.

10 TRACE SECTION SUBMISSION GUIDELINES

10.1 SCOPE OF ANALYSIS PERFORMED

10.1.1 The Trace Section conducts examination of evidence in the areas of primer gunshot residue (PGSR), fire debris, physical fit/fracture examination, and general chemical unknowns.

10.2 PRIMER GUNSHOT RESIDUE (PGSR)

10.2.1 PGSR is the term applied to the microscopic particles of metal and metal compounds that are emitted by a firearm at the time of discharge. These particles are derived from the primer composition and are **NOT** the residue of partially burned gunpowder grains.

10.2.2 PGSR particles may be deposited on any surface near the firearm at the time of discharge, including the hands, face, and clothing of the shooter and any bystanders in proximity to the firearm.

10.2.3 The concentration of PGSR significantly declines over time on living subjects due to normal activities.

10.2.3.1 If a significant amount of time (approximately 8 hours) has passed since the shooting, a consultation with the KBI Trace Section is recommended before submitting samples for analysis. This does not apply to deceased subjects.

10.2.4 The Trace Section provides PGSR Collection Kits and training on proper collection techniques. Kits may be ordered by completing the Forensic Collection Kit Request Form located on the KBI Forensic Science Laboratory website or calling (785) 296-1040.

10.2.4.1 The KBI provided PGSR Collection Kits contain instructions for the proper collection of evidence.

10.2.4.2 For additional information or training, please call (785) 296-1137.

10.2.5 **DO NOT** submit used gloves with or in the kit.

10.2.6 **DO NOT** include the submission documentation inside of the kit.

10.2.7 Label stubs to indicate what and where on the item the sample was collected.

10.2.8 Package each item of clothing in separate paper containers.

10.2.8.1 No more than one piece of clothing should be in any individual package (e.g., do not package the top and pants from a subject in the same package).

10.2.9 To prevent contamination during storage and transportation, clothing for PGSR analysis and any firearms should be kept separated.

10.2.10 **DO NOT** package evidence collected from one individual with evidence collected from a second individual.

10.2.11 Only clothing that has been associated with the person of interest and the incident will be analyzed.

10.3 FIRE DEBRIS

10.3.1 The collection, preservation, and timely transmittal of fire debris evidence are important steps in the investigation of possible arson fires.

10.3.2 Place fire debris evidence in sealed containers that provide a physical barrier that is impermeable to vapors (e.g., metal cans, nylon fire debris bags, glass canning jars).

The above fire debris evidence is packaged in a sealed metal can. The can provides a physical barrier that is impermeable to vapors and preserves the integrity of the evidence.

10.3.2.1 Metal cans should be unused, lined metal paint cans with tight friction lids.

10.3.2.1.1 Lined cans are preferred because unlined cans may rust through in a matter of weeks.

10.3.2.2 Nylon bags manufactured for arson evidence may also be used and are preferable for larger items.

10.3.2.3 **DO NOT** use typical plastic (polyethylene) bags used for other types of evidence collection as they do not adequately retain vapors.

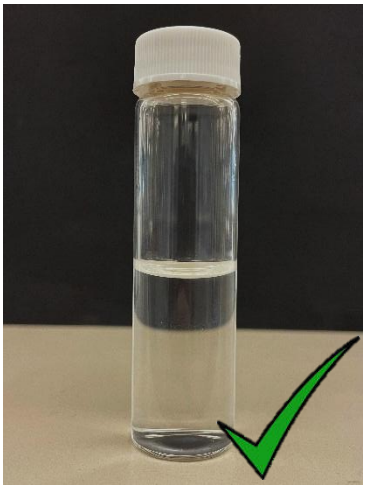
10.3.3 Submit comparison (control) samples when possible.

10.3.4 Consider submitting an empty container exemplar when applicable.

10.3.5 Refrigerate/freeze soil samples to prevent bacterial degradation of sample.

10.3.6 Containers requiring latent print examination should have the liquids removed before submission.

10.3.7 Liquid samples should be placed in a leak-proof container (approximately 1 oz to half full) and secured against breakage/leakage during transport.



The above liquid sample is in a leak proof container, which is only filled approximately half full. This container should be secured in a sealed package in a manner which prevents breakage during transport.

10.3.7.1 Teflon-lined screw caps are **HIGHLY** recommended due to the reactive nature of the liquid compromising the integrity of the container.

10.3.8 **DO NOT** overfill the evidence container (approximately half full).

10.3.9 **DO NOT** submit leaking or wet containers.

10.3.9.1 There should not be any petroleum product odor if the evidence is properly packaged.

10.3.10 **DO NOT** include gloves.

10.4 PHYSICAL FIT/FRACTURE EXAMINATIONS

10.4.1 Due to the variety of types of evidence that may be submitted for physical fit/fracture examination analysis, a consultation with the KBI Trace Section is recommended before submitting samples for analysis.

10.5 GENERAL CHEMICAL UNKNOWNS

10.5.1 General chemical unknown cases may include, but are not limited to, identifying strong acids, bases, poisons, toxins, vehicle gasoline tank vandalism (e.g., sugar, glues, etc.), and or other types of chemical/elemental component identification in a criminal investigation.

10.5.2 Due to the variety of evidence, as well as different packaging and testing needs, contacting the laboratory before submission is highly recommended.

10.5.3 If possible, provide information as to the chemical of interest.

10.5.4 If possible, submit control samples.

10.5.5 Refrigerate/freeze any foods or drinks to prevent degradation.

10.5.6 Provide enough sample for multiple tests, if possible.

11 KBI FORENSIC SCIENCE LABORATORY NOTICE TO CUSTOMERS

11.1 ISO/IEC 17025:2017 International Standards and ANAB Accreditation Requirements require the laboratory to notify customers (e.g., law enforcement, attorneys, court personnel, etc.) of certain laboratory policies and procedures.

11.2 The KBI Forensic Science Laboratory Notice to Customers provides customers with a general notification of certain laboratory practices and the terms of the contract between the laboratory and the customer.

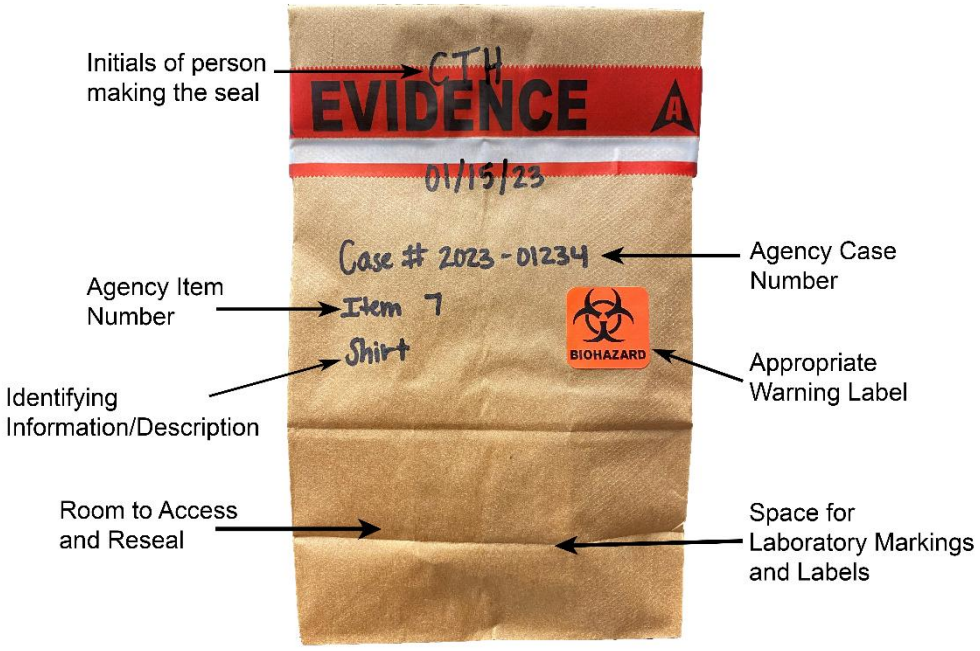
11.3 By submitting evidence to the KBI Forensic Science Laboratory the customer agrees to accept the terms provided in the Notice to Customers.

11.4 The most current version of the NOTICE TO CUSTOMERS is available on the KBI Forensic Science Laboratory website, onsite in all Evidence Control Center locations, or upon request.

12 QUICK REFERENCE GUIDE

General

- All evidence must be packaged to maintain the integrity of the evidence, chain of custody, and safety of handlers.
- Items should be individually packaged, include agency case number, item number, and any other relevant identifying information on the outside of the item.
- Items must be properly sealed in packaging in which the contents cannot escape AND entering the container results in obvious damage/alteration to the container or its seal.
- Seals must be made using tamper indicating tape, heat sealing of plastic bags, or tamper resistant adhesive seals.
- All evidence seals must have the initials or identifying mark of the person making the seal.
- Documentation that includes case information, all items to be submitted, and examination requests is required for submission and should NOT be sealed inside the evidence packaging.
- The laboratory will select the appropriate test method(s) based on the examination request, unless otherwise indicated by the customer, and may not test all items submitted.
- An example of properly marked and sealed evidence is below:



Biology	• Evidence CANNOT be packaged in plastic. • Drug evidence, previously examined evidence, and simple misdemeanor cases require approval prior to submission. • A DNA Submission Form is required for submission. • A case synopsis is required for submission. • The number of items accepted by the laboratory will be limited depending on the nature and/or type of case submitted. • Appropriate known reference standards must be submitted if available.
Bloodstain Pattern Analysis	• Any item that may pose a biohazard threat should be clearly labeled. • Clothing, bedding, and other items containing body fluids should be dried prior to submission. • Additional documents (e.g., crime scene photographs, associated first responder or witness reports, autopsy report/photos, etc.) may be required to complete analysis.
Chemistry	• Large amounts of evidence (e.g., single item weighing over 25 lbs) requires advance notice. • Generally, the laboratory will work to the highest statutory weight limit for each type of drug submitted. • Clearly indicate on the submission paperwork and/or evidence packaging if there are probable cause items or multiple suspects associated with the case. • Potentially hazardous chemicals (i.e., LSD, fentanyl compounds, nitazenes, NBOMes, and potential designer drugs) must be enclosed in two layers of plastic or plastic-type packaging. The outer layer, at a minimum, must be sealed. • Liquids submitted must be in leak-proof containers. • Only vape pen/e-cigarettes cartridges should be submitted whenever possible. Any device with the battery must be packaged in a metal fire debris can.
Digital Evidence	• Legal authority or applicable justification is required and must include the appropriate language that allows for forensic examinations of the digital evidence submitted and NOT just for the seizure of the item. • Search warrants must be signed by a district court judge, include appropriate language for months long examination, and be executed and open for the duration of the examination. • A Digital Evidence Submission Form is required for submission. • Digital evidence items MUST BE packaged individually. • If a computer system is OFF, leave it OFF. • If mobile device is ON, leave it ON, establish network isolation, and try to keep it connected to power source until submission. • If a mobile device is OFF, leave it OFF.

Firearm and Toolmark	• Firearms must be unloaded. A statement verifying the firearm's unloaded status at submission or on packaging is required for submission. • No loose ammunition should be packaged with a firearm. • Magazines should not be inserted into the firearm. • Firearms recovered in water should stay submerged until submission. • This section DOES NOT conduct examinations using only photographs. Typically, a physical examination is required to render any conclusions. • Contact the Firearm and Toolmark Section Prior to submitting items for distance determination.
Latent Prints	• Multiple latent print lifts may be packaged in the same container. • Any processing techniques utilized on evidence should be listed on the submission paperwork or on the evidence packaging. • When submitting an image of an impression with the associated item (or a lift from the item) a link between the impression in the image and the impression on the item (or lift) should be provided. • Known print cards from the same individual should be packaged together, but separately from any other individual's known cards. • Prior approval is required before any evidence that contains a chemical classified as dangerous in small quantities will be examined.
Toxicology	• Package all specimen containers in a manner that will prevent leakage or spills. • Place submission paperwork outside or separate from the sealed inner package that contains evidence (e.g., blood tube). • Collecting less than 10 mL of blood may limit testing capabilities and/or require the consumption of the entire sample. • Collecting less than 100 mL of urine may limit testing capabilities and/or require the consumption of the entire sample.
Trace	• Do not contaminate the stub or stub container. • Continue to sample area of interest until the adhesive loses its potency. • Prior approval is required before any samples collected from items not listed in the PGSR collection kit will be accepted. • Do not include submission paperwork inside a sealed kit. • Firearms and clothing from different individuals should be packaged separately and kept apart. • Lined metal cans or arson nylon bags should be used to package fire debris evidence. • Only approximately 1 oz to half container's volume capacity of liquid should be submitted in a leak proof container.