

KANSAS BUREAU OF INVESTIGATION FORENSIC SCIENCE LABORATORY

# EVIDENCE SUBMISSION GUIDELINES

2025



Cover Photo:  
James Newman, Forensic Scientist  
Biology – Great Bend Regional Laboratory  
*Sunflower Sunset, Reno 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:

- Updated Notice of Changes in Services
- Updated KBI Forensic Science Laboratory contact information
- **Section 1.2** – Added information regarding evidence acceptance
- **Section 2.5** – Added information regarding tracking devices
- **Section 5.2.6** – Rush cases with chemistry examination requests require at least three weeks' notice and are limited to one (1) item of evidence for each charge.
- **Section 5.13** – A plastic bag or other plastic-type material is required for hazardous chemical (e.g., LSD, fentanyl compounds, nitazenes, NBOMes) submissions.
- **Section 5.14** – Updated alcoholic beverages submission information
- **Section 7.2.8** – Updated toolmark submission information



## **NOTICE OF CHANGES IN SERVICES**

The KBI Forensic Science Laboratory is committed to providing timely, meaningful, high quality services to our customers. To ensure we meet this commitment, the laboratory periodically re-evaluates the many services provided. Included in these ongoing evaluations are considerations such as turn-around time, demand for services, available technology, best laboratory practices, overall expenditures, cost-effectiveness, and staffing. Recent changes in laboratory services are noted below:

### **Evidence Control Center (ECC) Hours of Operation**

#### Forensic Science Center in Topeka Hours of Operation

8:00am – 4:00pm, Monday – Friday

Customers can complete in-person evidence transactions as normal during hours of operation.

To schedule an appointment (recommended):

Topeka ECC

(785) 296-1042

(785) 296-1045

(785) 269-1051

Cellebrite Kiosk (located at KBI Forensic Science Center in Topeka only) hours of operation are:  
8:00am – 4:00pm, Monday – Friday

#### Regional Forensic Science Laboratories Hours of Operation

8:00am – 12:00pm and 1:00pm – 4:00pm, Monday – Friday

(closed 12:00pm – 1:00pm for lunch)

Customers can complete in-person evidence transactions as normal during hours of operation.

To schedule an appointment (recommended):

Great Bend ECC

(620) 603-7127

(620) 603-7133

Kansas City, KS ECC

(913) 942-3000

Pittsburg ECC

(620) 308-3347



**KANSAS BUREAU OF INVESTIGATION FORENSIC SCIENCE LABORATORY  
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<b>KBI FORENSIC SCIENCE LABORATORY CONTACT INFORMATION</b>	
<b>Forensic Science Center</b> 2001 SW Washburn Avenue Topeka, Kansas 66604 (785) 296-1137	<b>Great Bend Regional Laboratory</b> 625 Washington Great Bend, Kansas 67530 (620) 603-7112
<b>Pittsburg Regional Laboratory</b> 1204 Research Road Pittsburg, Kansas 66762 <i>*(In-person submissions only)</i> (620) 308-3347	<b>Kansas City Regional Laboratory</b> 7250 State Avenue Kansas City, Kansas 66112 <i>*(In-person submissions only)</i> (913) 942-3000
<b>KBI Forensic Science Laboratory Website:</b> <a href="http://www.kansas.gov/kbi/about/forensicsciencelab.shtml">www.kansas.gov/kbi/about/forensicsciencelab.shtml</a>	
<b>KBI FORENSIC SCIENCE LABORATORY SECTION CONTACTS</b>	
<b>Biology</b>	Interim Supervisor Mary Henderson <a href="mailto:mary.henderson@kbi.ks.gov">mary.henderson@kbi.ks.gov</a> (785) 296-1134
<b>Bloodstain Pattern Analysis</b>	Supervisor Cody Goforth <a href="mailto:cody.goforth@kbi.ks.gov">cody.goforth@kbi.ks.gov</a> (316) 337-6100
<b>Chemistry</b>	Supervisor Christa Knox <a href="mailto:christa.knox@kbi.ks.gov">christa.knox@kbi.ks.gov</a> (785) 296-3046
<b>Digital Evidence</b>	Supervisor Nicole Dekat <a href="mailto:nicole.dekat@kbi.ks.gov">nicole.dekat@kbi.ks.gov</a> (785) 296-3301
<b>DNA Databank</b>	Supervisor Jeff Hahn <a href="mailto:jeff.hahn@kbi.ks.gov">jeff.hahn@kbi.ks.gov</a> (785) 296-2113
<b>Evidence Control Center</b>	Supervisor Wendy Janca <a href="mailto:wendy.janca@kbi.ks.gov">wendy.janca@kbi.ks.gov</a> (785) 296-1040
<b>Firearm and Toolmark</b>	Supervisor Mackenzie Garcia <a href="mailto:mackenzie.garica@kbi.ks.gov">mackenzie.garica@kbi.ks.gov</a> (785) 296-1204
<b>Latent Prints</b>	Supervisor Jackie Hayworth <a href="mailto:jacqueline.hayworth@kbi.ks.gov">jacqueline.hayworth@kbi.ks.gov</a> (785) 296-2301
<b>Toxicology</b>	Supervisor Carrie Hodges <a href="mailto:carrie.hodges@kbi.ks.gov">carrie.hodges@kbi.ks.gov</a> (785) 296-3212
<b>Trace</b>	Supervisor Chris Riddle <a href="mailto:chris.riddle@kbi.ks.gov">chris.riddle@kbi.ks.gov</a> (785) 296-3277
<b>LIMS Administrator</b>	Jesse Crockett <a href="mailto:LIMSAdmin@kbi.ks.gov">LIMSAdmin@kbi.ks.gov</a> (785) 230-3916

\* 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**

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## **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 qualified customers.
- 1.2.2 The laboratory will accept evidence submitted by law enforcement agencies 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 that will not 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.

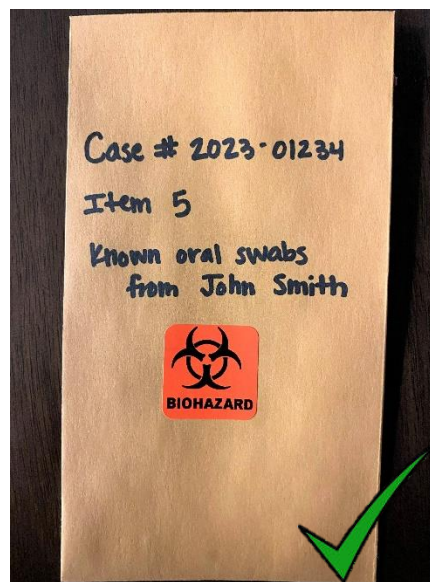
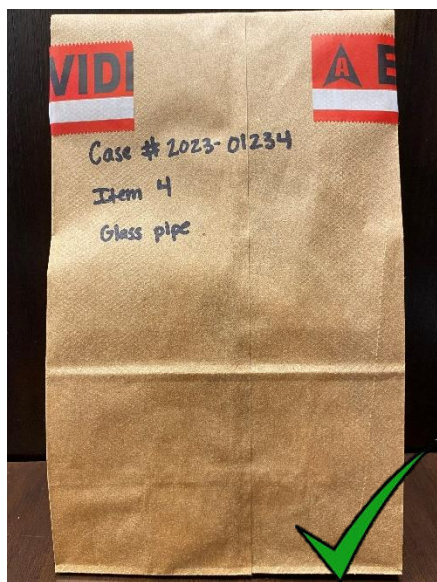
## **1.3 EVIDENCE PACKAGING AND LABELING**

- 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.



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



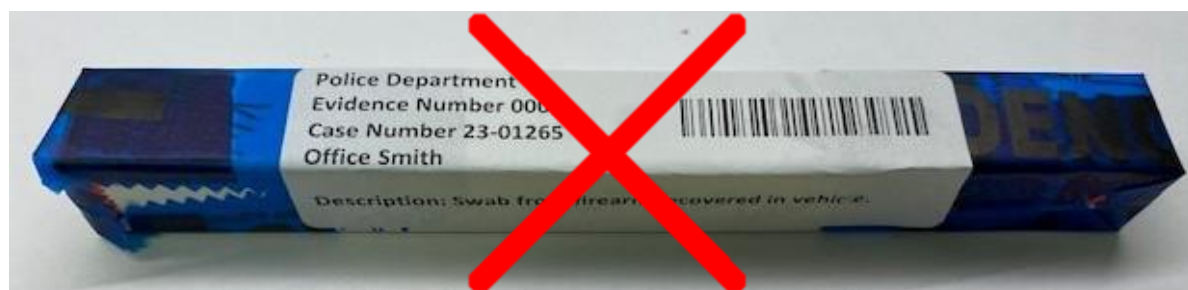
1.3.4 Evidence should not be packaged in containers which have remnants of evidence tape, markings, or unique identifiers from submissions in other unrelated cases.

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.

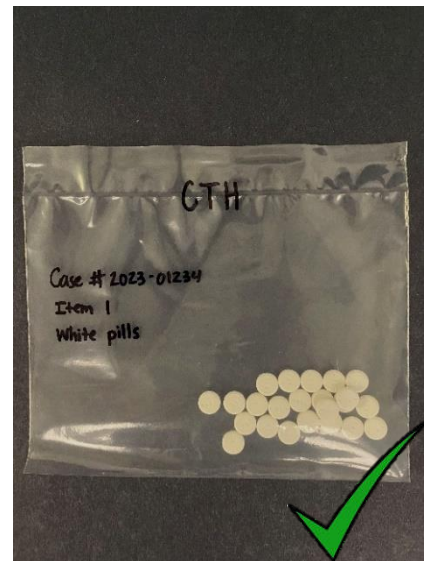
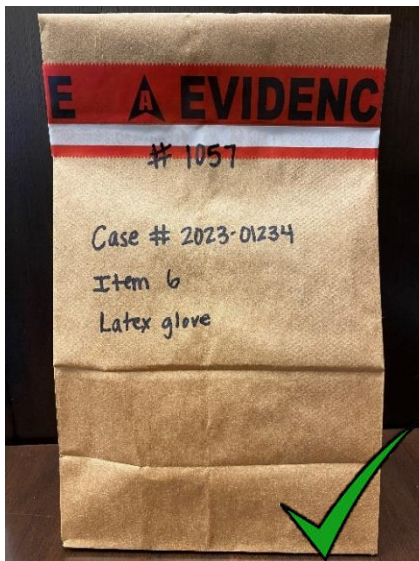
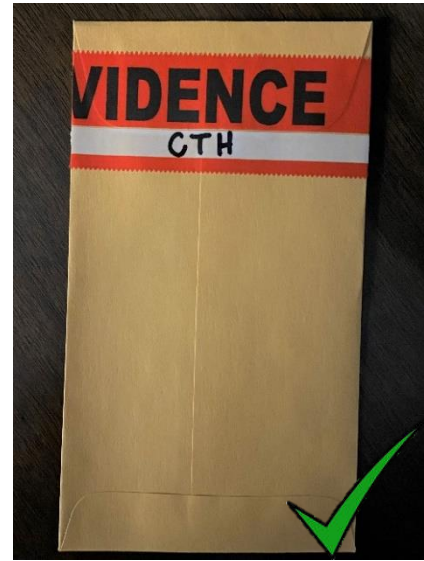
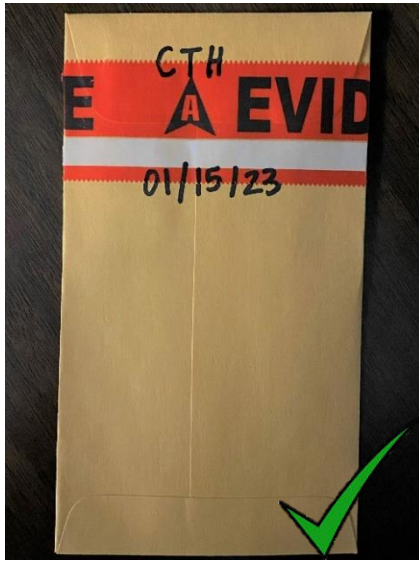
## **1.4 EVIDENCE SEALING**

- 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.



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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 1.7 for more information.
- 1.5.2 An Evidence Custody Receipt (ECR) or other appropriate document must accompany evidence at submission.



## KANSAS BUREAU OF INVESTIGATION FORENSIC SCIENCE LABORATORY EVIDENCE SUBMISSION GUIDELINES

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- 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.
- 1.5.3 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 date items were collected
  - Investigator name and contact information to include phone number and email address
  - Victim name(s), suspect name(s), elimination name(s) and all available identifying information for the individuals such as DOB, SSN, DL, etc.
  - 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, and the requested examinations
- 1.5.4 If examinations are requested for more than one section, all requests should be made at submission. Methods and techniques used by one section of the laboratory may limit the testing that can be performed by other sections. A consultation with the laboratory is recommended.
- 1.5.5 The submitting agency or prosecuting attorney's office should notify the KBI Forensic Science Laboratory if and when they become aware that a case has been disposed and no longer needs to be tested by the laboratory.
- 1.5.6 Notify the laboratory of known court dates either upon submission of the evidence or as soon as possible.

### 1.6 EVIDENCE SUBMISSION METHODS

- 1.6.1 The laboratory accepts hand delivered evidence submissions at the Evidence Control Centers in the Topeka, Great Bend, Kansas City, and Pittsburg Laboratory locations.
- 1.6.2 The laboratory accepts evidence sent via common carrier (e.g., United States Postal Service, FedEx, etc.).
- 1.6.2.1 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.
- 1.6.2.2 It is highly recommended that a trackable shipping method with delivery confirmation be used for mailed submissions.
- 1.6.2.3 A single shipping container may be utilized to hold multiple cases provided all individual items are properly packaged, sealed, and labeled.
- 1.6.3 All acceptance and submission requirements in this document apply to both hand delivered and mailed submissions.

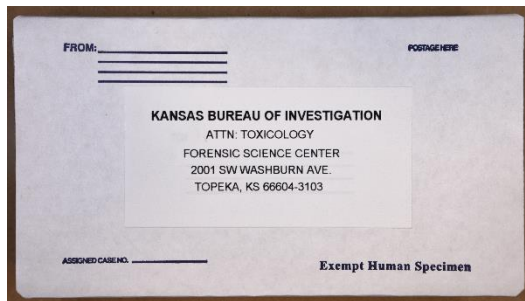


## **1.7 CASE INQUIRY AND EVIDENCE PRELOG SYSTEM**

- 1.7.1 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](http://www.kansas.gov/kbi/about/about_lab_caseinquiryprelog.shtml).
- 1.7.2 The Case Inquiry System provides customers access to specific information about the status of evidence submitted to the KBI Forensic Science Laboratory for analysis.
  - 1.7.2.1 Customers can download copies of their submission receipts after evidence has been submitted.
  - 1.7.2.2 Customers can download released reports for their cases.
- 1.7.3 The Evidence Prelog System is a web-based system designed to expedite the evidence submission process.
  - 1.7.3.1 Law enforcement agencies can “prelog” evidence submission information prior to delivery to a KBI Forensic Science Laboratory.
- 1.7.4 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.

## **1.8 FORENSIC COLLECTION KITS**

- 1.8.1 The KBI Forensic Science Laboratory will provide forensic collection kits to customers upon request.
- 1.8.2 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)*



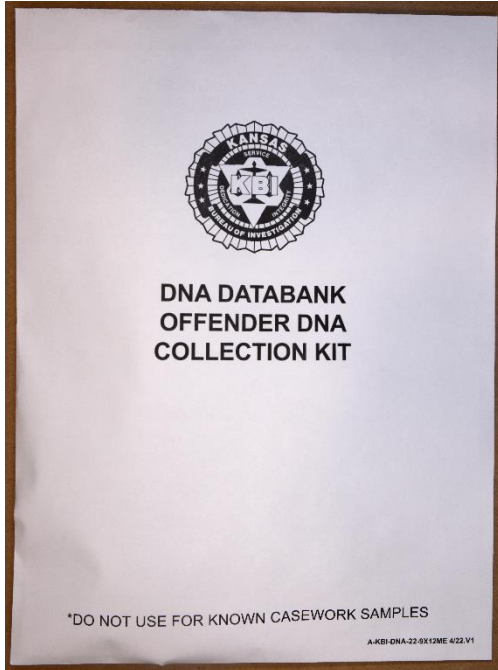
Blood Alcohol Collection Kit



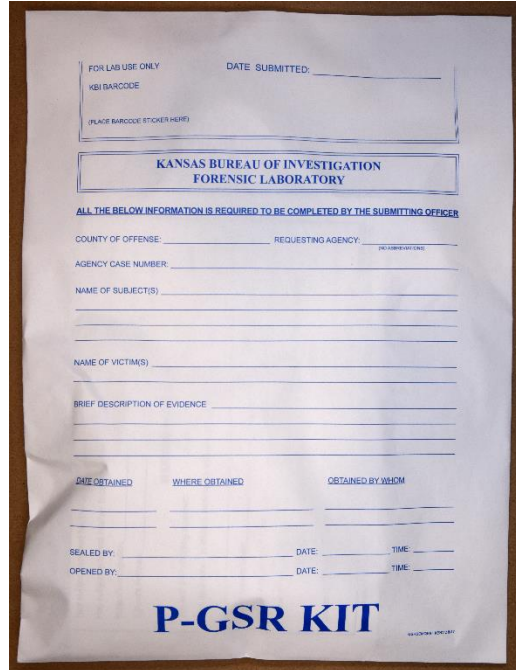
Fetal Tissue Collection Kit



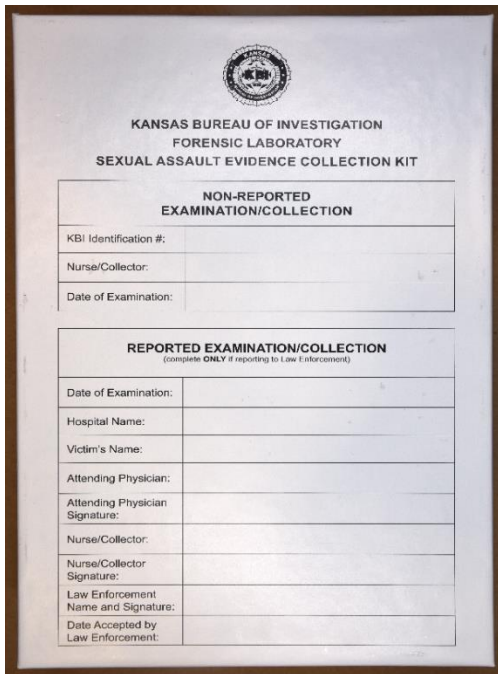
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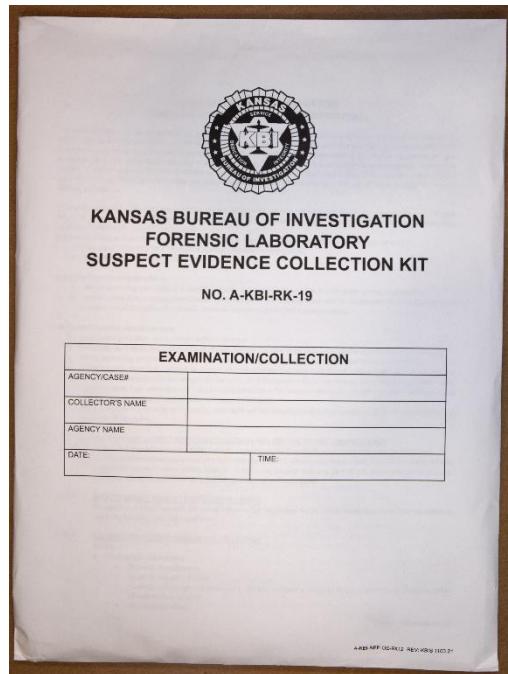
Offender DNA Collection Kit



Primer Gunshot Residue Kit



Sexual Assault Evidence Collection Kit



Suspect Evidence Collection Kit

1.8.3 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](http://www.kansas.gov/kbi/about/about_lab_evidence.shtml#labforms)) or calling (785) 296-1040.



## 1.9 DNA DATABANK SUBMISSION GUIDELINES

- 1.9.1 Offender DNA samples shall be collected and sent to the Kansas Bureau of Investigation 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.
- 1.9.2 The KBI Offender DNA Collection Kit shall be used when submitting offender DNA samples.
  - 1.9.2.1 Other types of kits or kit components will not be accepted.
  - 1.9.2.2 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.
  - 1.9.2.3 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.
- 1.9.3 **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.
- 1.9.4 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.
  - 1.9.4.1 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.
  - 1.9.4.2 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).
  - 1.9.4.3 After approval, the module can be accessed at <https://dna.kcjis.ks.gov>.
  - 1.9.4.4 The module requires an RSA token to access.
  - 1.9.4.5 For assistance, contact the DNA Databank Supervisor at (785) 296-2113.
- 1.9.5 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](https://www.kansas.gov/kbi/about/docs/Offender%20DNA%20Collection%20Video%20Small.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.





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

### 2.2 HAZARDOUS CHEMICALS



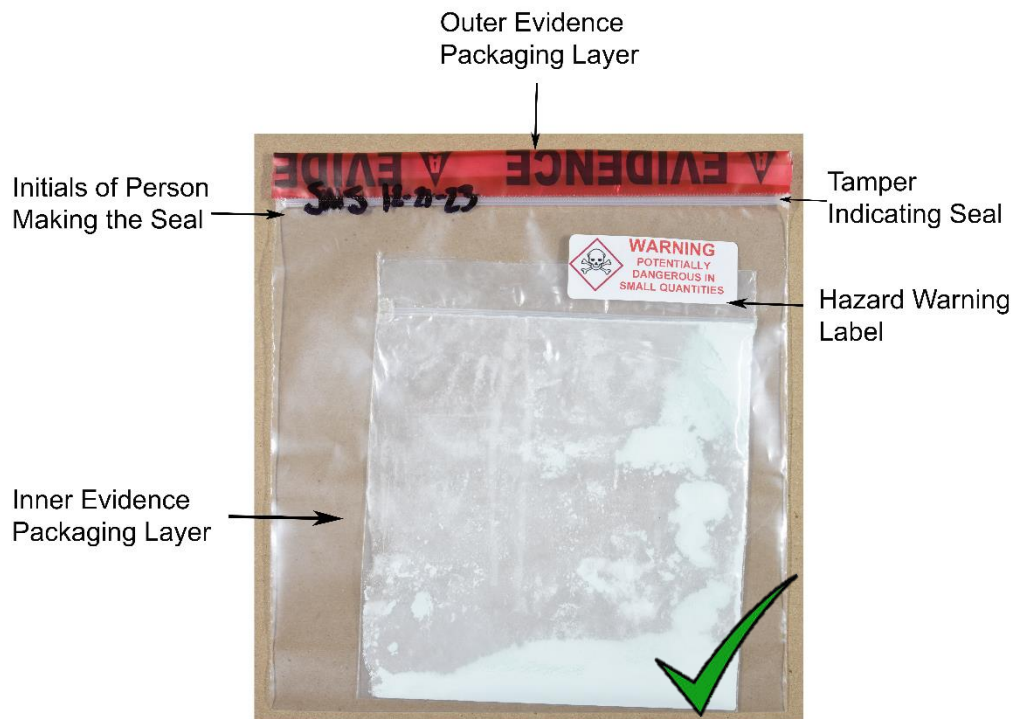
- 2.2.1 Hazardous chemicals such as LSD, fentanyl compounds, nitazenes, NBOMes and potent designer drugs are dangerous in small quantities.
- 2.2.2 Evidence suspected of containing a chemical dangerous in small quantities must be enclosed in two layers of packaging. The outer layer of packaging must 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.



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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., knives, 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.



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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 If ammunition is packaged with the firearm it should not be loose, but should be secured in such a way that it will not pose a future hazard through 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.

12-21-2025  
SWS

**UNLOADED**

EVIDENCE	
Case No.: 2023-101733	Item #: 1
Offense: Assault	
Collected by: Hunter Smith	Officer #: 157
Date Collected: 12-21-2025	Time Collected: 8:52 AM/PM
Victim:	
Suspect:	
Maker:	Model:
Serial No.:	
Additional Item Info.:	
Location Where Found:	

CHAIN OF POSSESSION			
FROM	TO	DATE	TIME
			AM / PM
			AM / PM
			AM / PM
			AM / PM
			AM / PM
			AM / PM
			AM / PM

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.

## 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 case synopsis provided 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 [KSA 65-448](#), every sexual assault kit submitted to the laboratory will be examined.
  - 3.1.2.1 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 1/8/2024, the Biology Section will no longer offer testing for amylase, a component of saliva and other body fluids.



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- 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 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.
- 3.1.4.2 Prior approval by the Biology Section is required before acceptance of this evidence.
- 3.1.5 DNA profiles generated from a private laboratory will **NOT** routinely be accepted.
- 3.1.5.1 A consultation is required for any case in which evidence may be sent to a private laboratory for biological screening or DNA analysis if a profile potentially generated by the private laboratory could be eligible for CODIS entry and the customer would like the sample searched in CODIS.
- 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 ECR. Both 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 <input type="checkbox"/> Victim <input type="checkbox"/> Suspect <input type="checkbox"/> Elimination	Known collected? <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason Not Collected
1		<input type="checkbox"/> Victim <input type="checkbox"/> Suspect <input type="checkbox"/> Elimination	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2		<input type="checkbox"/> Victim <input type="checkbox"/> Suspect <input type="checkbox"/> Elimination	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3		<input type="checkbox"/> Victim <input type="checkbox"/> Suspect <input type="checkbox"/> Elimination	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4		<input type="checkbox"/> Victim <input type="checkbox"/> Suspect <input type="checkbox"/> Elimination	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5		<input type="checkbox"/> Victim <input type="checkbox"/> Suspect <input type="checkbox"/> Elimination	<input type="checkbox"/> Yes <input type="checkbox"/> 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			



## KANSAS BUREAU OF INVESTIGATION FORENSIC SCIENCE LABORATORY EVIDENCE SUBMISSION GUIDELINES

- 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.**
  - 3.2.8.1 All necessary known reference samples must have already been received by the laboratory before a rush will be approved.

### 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 will 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.



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- 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 laboratory can provide assistance in identifying the best items for submission.
- 3.4.2 It is strongly recommended that the customer contact the laboratory to discuss submission of evidence from homicide cases or complex cases with multiple pieces of evidence prior to the initial submission.
  - 3.4.2.1 Because of the complexities of homicide cases, 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.

<b>Offense</b>	<b>Accepted Items</b>
<b>Homicide / Attempted Homicide</b> <i>(typically one suspect and one victim)</i>	Up to ten (10) probative items Appropriate known reference standards
<b>Sexual Assault Related Crimes</b> <i>(typically one suspect and one victim)</i>	<u><i>If a Sexual Assault Evidence Collection Kit was collected:</i></u> Sexual Assault Evidence Collection Kit One (1) additional probative item (e.g., underwear, condom) Appropriate known reference standards
	<u><i>If a Sexual Assault Evidence Collection Kit was <b>not</b> collected:</i></u> Victim’s clothing and two (2) additional probative items Appropriate known reference standards  *Bedding is <b>NOT</b> routinely accepted. See Section 3.1.4.1.
<b>All Other Crimes Against Persons</b> <i>(typically one suspect and one victim)</i>	Up to three (3) probative items Appropriate known reference standards
<b>Property Crimes</b> <i>(typically one residence/business)</i>	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.



## KANSAS BUREAU OF INVESTIGATION FORENSIC SCIENCE LABORATORY EVIDENCE SUBMISSION GUIDELINES

- 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. Should the items need to be tested, the customer should contact the analyst directly to discuss the case. Including additional stakeholders (e.g., attorneys) in this consult 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. If a case is submitted that will not be examined, the customer will be notified.

### 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 must 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 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





## KANSAS BUREAU OF INVESTIGATION FORENSIC SCIENCE LABORATORY EVIDENCE SUBMISSION GUIDELINES

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- 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), 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 WEAPONS OFFENSES

- 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.



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- 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 Requesting examinations from multiple sections of the laboratory may delay the completion of chemistry analysis.
- 5.2.3 If multiple suspects are associated with the case, clearly mark on the ECR and/or evidence packaging which items are associated with each suspect.
- 5.2.4 Clearly indicate any probable cause items on the ECR.
- 5.2.5 Notify the laboratory of known court dates either upon submission of the evidence or as soon as possible.
- 5.2.6 **For rush cases, provide at least three weeks' notice and limit to one (1) item of evidence for each charge.**
- 5.2.7 If analysis is no longer required for a case, please notify the laboratory as soon as possible.

### 5.3 SUBMISSION LIMITS, WEIGHTS, AND SAMPLING

- 5.3.1 The laboratory has limited space for holding large amounts of drug evidence.
- 5.3.2 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")
- 5.3.3 Generally, the laboratory will work to the highest statutory weight limit for each type of drug submitted.
- 5.3.3.1 If the drug does not have a statutory weight limit, or the weight of the drug does not reach the lowest statutory weight, only one unit will be tested.
- 5.3.4 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.



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

<p><b><u>Methamphetamine, Heroin, or Fentanyl</u></b>  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</p>	<p><b><u>Marijuana Violations</u></b>  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</p>
<p><b><u>Other Controlled Substances</u></b>  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</p>	<p><b><u>Marijuana Cultivation (plant count)</u></b>  SL 3: More than 4 but fewer than 50  SL 2: More than 50 but less than 100  SL 1: More than 100</p>
<p>The most current sentencing guidelines can be found at: <a href="http://www.sentencing.ks.gov/">http://www.sentencing.ks.gov/</a>.</p>	

**5.4 METHAMPHETAMINE QUANTITATION**

- 5.4.1 Methamphetamine quantitation (quants) will only be performed on federal cases.
- 5.4.2 The name and contact information of the federal prosecutor needs to 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 and submitted in paper bags. 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 Appropriate paperwork for the legal possession of hemp must be submitted to the laboratory before items will be analyzed. Paperwork may accompany the item(s) at the time of submission or may be emailed to the Chemistry Supervisor.

**5.7 FUNGAL MATERIAL (MUSHROOMS)**

- 5.7.1 Fungal material must be dry and submitted in paper bags. 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 ECR must state that the needle has been removed.
  - If the syringe contains liquid, that liquid 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 ECR.
- 5.10.2 Only one paraphernalia item per suspect will be considered for analysis.
- 5.10.3 If there is no weighable material, only one residue item per substance type will be analyzed (e.g., one plant residue and one powder residue). If weighable material is present, residue of the same substance will not be analyzed.
- 5.10.4 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).
- 5.10.5 When possible, submit only the removable bowl portion of large smoking devices.
- 5.10.6 Remove any water from “bongs” or smoking devices prior to submitting.
- 5.10.6.1 **DO NOT** submit the water removed from an item.
- 5.10.7 **DO NOT** submit ashtrays.
- 5.10.8 **DO NOT** submit currency for analysis unless there is visible residue or weighable substance.
- 5.10.9 **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 ECR where the sample originated (e.g., do not submit an ECR 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 are required to be packaged in a manner to reduce loss or cross-contamination, as well as to meet the seal requirements for evidence. This 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 drive), 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.





## KANSAS BUREAU OF INVESTIGATION FORENSIC SCIENCE LABORATORY EVIDENCE SUBMISSION GUIDELINES

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.

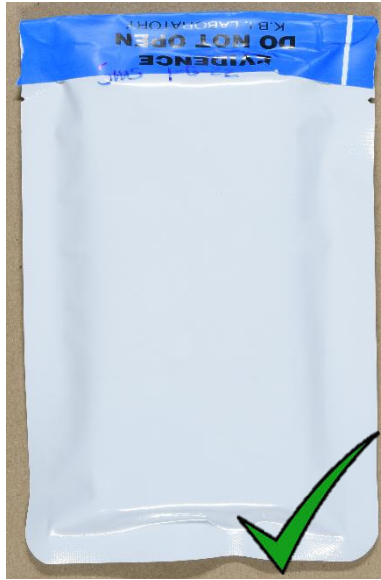


Anti-static packaging should be used for digital evidence items when possible. The above evidence is packaged in anti-static packaging. This packaging also contains only one item of evidence and allows sufficient room to allow analyst(s) to access the evidence and reseal it after examinations are complete.

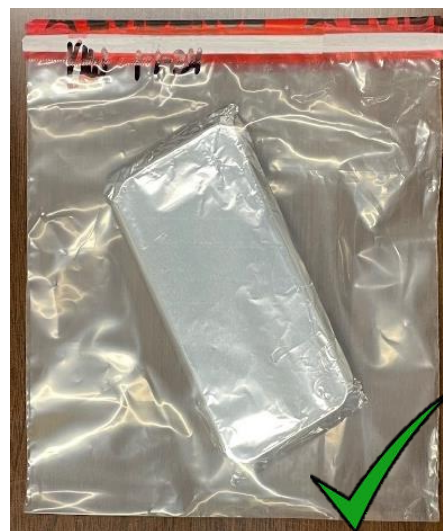


## KANSAS BUREAU OF INVESTIGATION FORENSIC SCIENCE LABORATORY EVIDENCE SUBMISSION GUIDELINES

- 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.



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EVIDENCE SUBMISSION GUIDELINES**

- 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.

**EXAMINATION REQUESTS**

Item #:	Evidence Description:
Has your agency attempted an examination of this item previously? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Mobile Device: <input type="checkbox"/> On <input type="checkbox"/> Off <input type="checkbox"/> Airplane Mode Enabled	Passcode: <input type="text"/>
<input type="checkbox"/> Computer <input type="checkbox"/> Digital Storage Device	Passcode: <input type="text"/>
<input type="checkbox"/> Advanced Methods (JTAG/Chip-Off, etc.)- Methods used may destroy the device. This process is not guaranteed.	
<input type="checkbox"/> Analysis (Indicate below)	<input type="checkbox"/> Report of all data <input type="checkbox"/> Extraction/Image files only
Date Range: <input type="text"/>	
Select analysis categories below:	
Call Logs <input type="checkbox"/>	Contacts <input type="checkbox"/>
Messages <input type="checkbox"/>	Photos <input type="checkbox"/>
Videos <input type="checkbox"/>	Web History <input type="checkbox"/>
Searched Items <input type="checkbox"/>	Voicemail <input type="checkbox"/>
Locations <input type="checkbox"/>	Emails <input type="checkbox"/>
Owner Info <input type="checkbox"/>	Device Info <input type="checkbox"/>
Brief synopsis, additional categories, or detailed analysis request. Please include keywords, names, phone numbers, email addresses, etc. to search. List any extractions attempted. <b><i>If there are known victims, please provide headshots that can be used for comparison.</i></b>	

- 6.2.7.1 Due to the potential mass of information involved in digital evidence, providing specific information is critical for timely examination.
- 6.2.7.2 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	
<b>Computer Systems</b>	* Forensic Image Files only	Portable Case of All Data	Report of All Data	Portable Case of <i>Selected</i> Data	Report of <i>Selected</i> Data
<b>Digital Storage Devices</b>	* Forensic Image Files only	Portable Case of All Data	Report of All Data	Portable Case of <i>Selected</i> Data	Report of <i>Selected</i> Data
<b>Mobile Devices</b>	* Extraction Files only	Reader Report of All Data	PDF/HTML Report of All Data	Reader Report of <i>Selected</i> Data	Report of <i>Selected</i> 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.



## KANSAS BUREAU OF INVESTIGATION FORENSIC SCIENCE LABORATORY EVIDENCE SUBMISSION GUIDELINES

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- 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.

### 6.4 COMPUTER SYSTEMS AND DIGITAL STORAGE DEVICES

- 6.4.1 If the computer is OFF, leave it OFF. **DO NOT** power it on to begin searching through the computer.
  - 6.4.1.1 In order to prevent shifting, place the device in original packaging, if available.
  - 6.4.1.2 If original packaging is not available, similar packaging, such as boxes with foam padding or paper, is recommended.
- 6.4.2 Collect and document how cords and cables are attached, if necessary.
- 6.4.3 Gather any external hard drives or other relevant items.
- 6.4.4 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.



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- 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.

### 6.6 KIOSK USAGE



- 6.6.1 The Cellebrite kiosk, located at the KBI Forensic Science Center in Topeka is available by appointment only.
- 6.6.2 Access and usage of the kiosk is available Monday through Friday, starting at 8:00am and all processes must be completed by 4:00pm that same day.
- 6.6.3 Items of evidence cannot be left unattended and the kiosk user must be present during the whole process.
- 6.6.4 To schedule an appointment, please contact the Digital Evidence Supervisor at (785) 296-3301 or the Evidence Control Center Supervisor at (785) 296-1040.



## 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, tools and toolmarked items, firearms with obliterated serial numbers, and articles of clothing exhibiting gunshot patterns for a muzzle-to-garment distance determination analysis.
- 7.1.2 This section **DOES NOT** conduct examinations using only photographs. Typically, a physical examination is required in order to render any conclusions.
- 7.1.3 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.
- 7.1.3.1 Due to the variables associated with muzzle-to-target distance determination examinations, a consultation with the KBI Firearm and Toolmark Section is recommended before submitting items for examination.
- 7.1.4 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 No loose ammunition should be packaged 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.



## KANSAS BUREAU OF INVESTIGATION FORENSIC SCIENCE LABORATORY EVIDENCE SUBMISSION GUIDELINES

- 7.2.3 Firearms should be packaged with the actions open (zip ties through the action 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.

- 7.2.4 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.

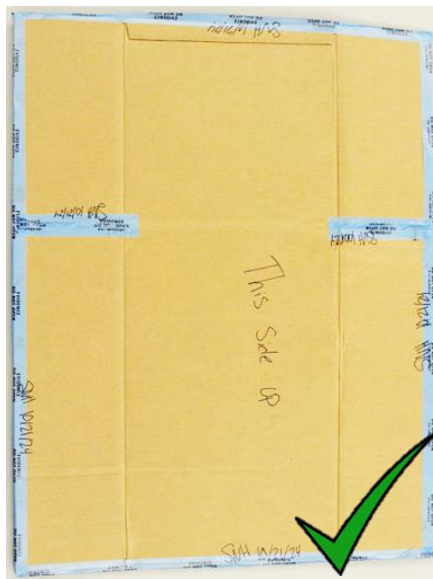
- 7.2.5 To prevent excessive rust, firearms recovered in water should be brought to the KBI Forensic Science Laboratory while still submerged in the water. An analyst will properly drain, dry, and treat the firearm with rust preventative during submission.
- 7.2.5.1 The ECC should be notified of the submerged firearm and will coordinate with the Firearm and Toolmark Section.
- 7.2.6 To prevent corrosion, projectiles removed during autopsy or surgery should be rinsed with water and dried prior to packaging.





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- 7.2.7 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.

- 7.2.8 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.



## 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.

### 8.2 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.

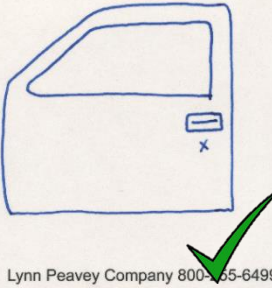


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- 8.2.3 When evidence is submitted with both Biology and Latent Print examination requests, the analysts from both sections will work together to determine the best examination process.
- 8.2.3.1 If the item is not able to be examined by both sections, 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 not be packaged in plastic.
- 8.3.3 For gel lifts utilized to collect unprocessed latent prints, an indication must be placed on the ECR and noted at the time of submission.
- 8.3.4 Lift location should be provided, when possible.

Case #	Date/Time	Diagram of Lift Location:
023-0123	4-6-23	
Type of Offense	Stolen vehicle	
Location		
Victim		
Prints Lifted From	Driver side door, below door handle	
Prints Lifted By	ML	
		Lynn Peavey Company 800-555-6499

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 and follow the below examination photograph quality guidelines.



The above image of a latent print includes a scale close to and in the same plane as the ridge detail. This is required for any database searches.



## KANSAS BUREAU OF INVESTIGATION FORENSIC SCIENCE LABORATORY EVIDENCE SUBMISSION GUIDELINES

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



The above series of images includes the same evidence marker in each image to denote the photographs are capturing the same area of ridge detail.

- 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 comments of the ECR).
- 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 ECR 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.
- 8.7.1.1 Items in which a chemical classified as dangerous in small quantities was detected will not routinely be examined.
- 8.7.1.2 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
<b>Ethyl Alcohol (Volatiles) Only</b>	Blood	2 mL
<b>Drug Only</b>	Blood Urine	10 mL 100 mL
<b>Ethyl Alcohol (Volatiles) + Drug</b>	Blood	10 mL
<b>Drug Facilitated Crime</b>	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 ECR.



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 the ECR 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.



## KANSAS BUREAU OF INVESTIGATION FORENSIC SCIENCE LABORATORY EVIDENCE SUBMISSION GUIDELINES

- 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, elemental analysis, 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 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.



## KANSAS BUREAU OF INVESTIGATION FORENSIC SCIENCE LABORATORY EVIDENCE SUBMISSION GUIDELINES

- 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 and ask for the Trace Section.
- 10.2.5 **DO NOT** submit used gloves with or in the kit.
- 10.2.6 **DO NOT** include the ECR inside of the kit.
- 10.2.7 Prior approval by the Trace Section is required before any samples collected from items not listed in the kit will be accepted.
- 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 already been associated with the suspect and/or victim 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, plastic 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.





## KANSAS BUREAU OF INVESTIGATION FORENSIC SCIENCE LABORATORY EVIDENCE SUBMISSION GUIDELINES

- 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.
- 10.3.2.2.1 When using nylon bags, a heat-sealed control bag should be submitted.
- 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 (maximum 1 oz) 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.
- 10.3.7.2 **DO NOT** overfill the evidence container (approximately half full).
- 10.3.8 **DO NOT** submit leaking or wet containers.
- 10.3.8.1 There should not be any petroleum product odor if the evidence is properly packaged.
- 10.3.9 **DO NOT** include gloves.

### 10.4 ELEMENTAL ANALYSIS

- 10.4.1 Many of the objects used in the commission of a crime (e.g., knives, ice picks, prying instruments, etc.) are composed of metal.
- 10.4.2 Evidence can be analyzed to determine its elemental composition.



## KANSAS BUREAU OF INVESTIGATION FORENSIC SCIENCE LABORATORY EVIDENCE SUBMISSION GUIDELINES

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- 10.4.3 Collect filings and un-embedded fragments caused by sawing, drilling, or filing by carefully lifting or scraping into a plastic bag.
- 10.4.3.1 Filings should be dried dry before packaging.
- 10.4.3.2 Use a non-metallic device to transfer the filings or fragments to the collection bag.
- 10.4.4 Package large items or items containing embedded fragments in a manner that provides a physical barrier, prevents the loss of evidence, and maintains the integrity of the evidence.
- 10.4.5 When available, collect a comparison standard.
- 10.4.6 **DO NOT** package known reference samples in the same packaging as questioned samples.

### 10.5 PHYSICAL FIT/FRACTURE MATCH

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

### 10.6 GENERAL CHEMICAL UNKNOWNNS

- 10.6.1 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.), elemental analysis, and or other types of chemical component identification in a criminal investigation.
- 10.6.2 Due to the nature of this type of examination, contacting the laboratory before submission is highly recommended.
- 10.6.3 If possible, provide information as to the chemical of interest.
- 10.6.4 If possible, submit control samples.
- 10.6.5 Refrigerate/freeze any foods or drinks to prevent degradation.

## 11 KBI FORENSIC SCIENCE LABORATORY NOTICE TO CUSTOMERS

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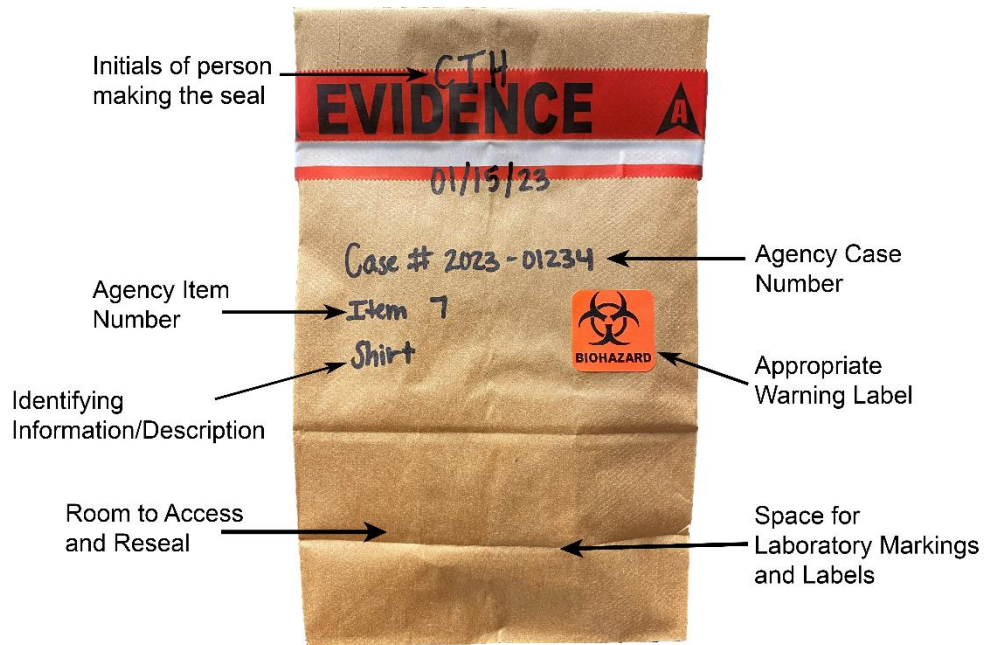
- 11.1 ISO/IEC 17025:2017 International Standards and ANAB Accreditation Requirements require the laboratory to notify customers (e.g., law enforcement, attorneys, court personnel, etc.) of certain laboratory policies and procedures.
- 11.2 The KBI Forensic Science Laboratory Notice to Customers provides 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.
- 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.



## KANSAS BUREAU OF INVESTIGATION FORENSIC SCIENCE LABORATORY EVIDENCE SUBMISSION GUIDELINES

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### 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 more than 25 lbs) require one day 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 multiple suspects associated with the case.
- Clearly indicate any probable cause items on the submission paperwork.
- Potentially hazardous chemicals, such as LSD, fentanyl compounds, nitazenes, NBOMes and potent designer drugs must be enclosed in two layers of packaging. The outer layer, at a minimum, must be sealed.
- Any liquids submitted must be in a leak-proof container.
- 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.
- Cellebrite Kiosk is available by appointment at KBI Forensic Science Center in Topeka.

### 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 in order to render any conclusions.
- Contact the Firearm and Toolmark Section Prior to submitting items for distance determination.



## KANSAS BUREAU OF INVESTIGATION FORENSIC SCIENCE LABORATORY EVIDENCE SUBMISSION GUIDELINES

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### **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 1 oz of liquid should be submitted in a leak proof container.
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