



KBI Laboratory Tips/Tricks

For Submitting Evidence

1. Firearms must be submitted unloaded (Section 4)
2. No loose ammunition should be packaged with a firearm (Section 4)
3. Check the # of items for biology that can be submitted for the particular crime committed (Section 11)
4. Use packaging materials sufficiently larger than the evidence to allow examiners room to easily reseal the evidence for return (Section 1)
5. Verify the Information on the ECR/Prelog Packing Slip is correct and matches the information written on the items submitted; e.g. case numbers, items numbers (Section 1)
6. Learn how to Prelog a case and access a report through case inquiry (Section 1)
7. Please follow instructions provided inside the toxicology kits
8. Hazardous Chemicals/Items - double bag and mark if item is suspected fentanyl or other potent drug (Section 3)
9. A DNA submission form must be present when submitting items to the laboratory (Section 11)
10. Only vegetation, no liquids or residues, will be accepted for THC quantitation. All THC quantitation requests will require documentation of legal hemp authorization (Section 3)