

FA SOP-II-3 Removing Debris

Approved by Director: Dr. Guy Vallaro

Document ID: 1153

Revision: 1

Effective Date: 8/15/2014

Status: Published

Page 1 of 3

A. Purpose:

1. To remove any debris, such as trace material, from the surface of a firearm, bullet or cartridge case. Submitted firearm evidence may contain trace material such as blood, tissue, plaster, sand, etc., which may need to be removed for further examination.

B. Responsibility:

1. It is the examiner's responsibility to document the debris or trace material as it exists on the submitted item and to use the most appropriate, none destructive method possible in removing the material.

C. Safety:

1. Exercise proper caution and consider the use of personal protective devices, such as gloves, clothing, and eyewear when conducting this procedure.

D. Procedure:

1. Firearms

- a. Insure that the firearm is unloaded.
- b. Document the debris that may need to be removed by written word, drawing, or photo documentation.
- c. If necessary, contact the appropriate section such as Trace Evidence, Latent Prints, or Forensic Biology for consultation or removal of the trace material.
- d. Properly secure the material if it is to be further examined by another section of the laboratory.
- e. If necessary, the firearm can be cleaned with a 10% bleach solution to remove any bio-hazardous material from the surface.
- f. Secure the firearm in its original packaging material after examination.

2. Bullets

Approved by Director: Dr. Guy Vallaro

- a. Document the debris that may need to be removed by written word, drawing, or photo documentation.
 - b. If necessary, contact the appropriate section such as Trace Evidence, Latent Prints, or Forensic Biology for consultation or removal of the trace material.
 - c. Properly secure the material if it is to be further examined by another section of the laboratory.
 - d. The bullet can be cleaned using a 10% bleach solution to remove any bio-hazardous material from the surface.
 - e. Secure the bullet in its original packaging material after examination.
3. Cartridge or Cartridge Cases
- a. Document the debris that may need to be removed by written word, drawing, or photo documentation.
 - b. If necessary, contact the appropriate section such as Trace Evidence, Latent Prints, or Forensic Biology for consultation or removal of the trace material.
 - c. Properly secure the material if it is to be further examined by another section of the laboratory.
 - d. The cartridge or cartridge case can be cleaned using a 10% bleach solution to remove any bio-hazardous material from the surface.
 - e. Secure the cartridge or cartridge case in its original packaging material after examination.
4. It may not be necessary to maintain the debris. In this case, documentation of the debris is the only step required.

E. Equipment:

1. Digital camera
2. Stereo microscope

F. References:

1. Laboratory safety manual
2. AFTE procedures manual

Approved by Director: Dr. Guy Vallaro

G. Appropriate Appendices:

1. Appendix 1 -- Worksheets

ARCHIVED