

*Approved by Director: Dr. Guy Vallaro*

**A. Purpose:** To ensure that Controlled Substance evidence is taken in correctly.

**B. Responsibility:** Evidence Control Officers (however titled) or designees.

**C. Procedure:**

Evidence submitted for Controlled Substances testing must have a "Request for Analysis" form (SOP-ER-02:1). In addition, a "Request for Examination of Specimens for Alcohol/Drugs" form (DPS-0009-C) may also be submitted. Controlled Substance(s) requests are delivered to lab via Representatives from State/Local Law Enforcement and other Authorized State Agencies.

1. Follow normal evidence submission SOP's and enter the applicable information from the "Request for Analysis" form into JusticeTrax. Include the additional information of:

*Individuals*

Select "Source"

*Evidence*

Description should include how the package is sealed:

Example: Tape sealed plastic bag with "Description from Form"

*Requests*

Select: Controlled Drug Analysis – Powder / Residue

Drug Analysis – Narcotics and Drugs

Note: If entering a Clan Lab case use request:

Clandestine Laboratory Investigation – Drug Analysis

*Court Date (if applicable)*

Add the court date as the *Due Date* and select Court as the *Reason*

Case barcode identifiers are attached to each evidence container, the "Request for Analysis" form, and the "Request for Examination of Specimens for Alcohol/Drugs" form (if provided). When possible, evidence is placed in a container stamped "TX" (TX is used to designate a container that requires analysis by the Controlled Substances Unit).

2. If the evidence is odoriferous, it may be placed in a metal can for storage. Each evidence item should be labeled with a barcode label before it is placed in the metal can. The outside of the metal can is labeled with a case bar code label.
3. If the evidence contains exposed hypodermic needles, broken glass or other sharp objects, the objects must be submitted in a safety container to protect laboratory personnel from

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injury. The Evidence Control Officer (ECO) or designee may supply the submitting agency representative with an appropriate container for such packaging. A barcode label is applied to the outside of the safety container.

4. Evidence being submitted at the same time for the same submitting agency case number will be given one Laboratory case number. Evidence being submitted at the same time with a different submitting agency case number will be given different Laboratory case numbers. If additional evidence is brought in for a case already in JusticeTrax, contact the Controlled Substance Unit and ask if the new submission should be added to the existing case or a new case should be created.

Note: Due to undercover operations, the submitting agency may request that cases submitted with the same agency case number be given separate laboratory case numbers to protect the identification of parties involved.

5. Evidence being submitted for analysis by the Controlled Substance Unit is locked into lock boxes by the ECO or designee with the submitting agency representative acting as the witness (See GL-12 Appendix A). This transfer is documented in JusticeTrax as to Evidence Receiving- Incoming.
6. The ECO or designee will work with the Controlled Substance analyst to schedule evidence pickup. In general this will be once a day.