

KERN REGIONAL CRIME LABORATORY
Laboratory Services Section, Evidence Control Unit



Policy on the Submission of Evidence for Drug Analysis

QT41339 v21

Creation Date: 09/19/2012

The purpose of this document is to provide law enforcement and criminal justice officials with guidance regarding the submission of physical evidence for examination/analysis by the Kern Regional Crime Laboratory Drug Testing Unit (DTU).

Evidence type

Suspected controlled substance – Service offered in Portal:

Discipline	Service type
Drug Testing Unit	DTU Drug Examination v2018

The laboratory conducts qualitative testing of submitted exhibits for the presence of substances controlled by the State of California, some of which are:

Stimulants; e.g.,

- ◆ Amphetamine
- ◆ Cocaine
- ◆ Methamphetamine

Narcotics; e.g.,

- ◆ Heroin
- ◆ Fentanyl
- ◆ Morphine

Hallucinogens; e.g.,

- ◆ Marijuana (Tetrahydrocannabinol)
- ◆ Phencyclidine (PCP)
- ◆ Psilocin
- ◆ 3,4-methylenedioxy-methamphetamine (Ecstasy,MDMA)

Pharmaceuticals (pills, capsules, etc.); e.g.,

- ◆ Alprazolam (Xanax)
- ◆ Clonazepam (Klonopin)
- ◆ Hydrocodone (Vicodin)
- ◆ Hydromorphone (Dilaudid)
- ◆ Ketamine
- ◆ Methadone
- ◆ Oxycodone (Oxycontin)
- ◆ Phentermine
- ◆ Zolpidem (Ambien)

Steroids; e.g.,

- ◆ Testosterone
- ◆ Nandrolone
- ◆ Stanozolol

The laboratory supplies drug evidence envelopes free of charge that are available for pick up, Monday – Friday 8 AM to 5 PM. The laboratory will not deliver these envelopes.

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Restrictions

1. Requests for drug residue and paraphernalia examinations (e.g., vape cartridges, syringes, needles, etc.) are generally not accepted. NOTE: Contents of paraphernalia may be removed (e.g., loaded syringe and vape cartridges) placed in proper packaging, and submitted for analysis.
2. The laboratory does not accept syringes. Rather, remove the syringe contents into a small, capped vial (not supplied by the laboratory) and submit that item to the laboratory for analysis.
3. The laboratory will not pick up evidence samples to be analyzed. Agencies are responsible for transporting samples to and from the laboratory. Suspected drug samples shall not be mailed to the laboratory.
4. The Kern Regional Crime Laboratory does not limit the quantity of bulk drugs that it will accept.
5. Reanalysis of drug evidence or analysis of additional items in a case already analyzed requires approval which may be obtained by emailing Supervising Criminalist David Zimmerman (DZimmerman@KernDA.org). Any resubmission of evidence that is not due to the absence (retirement, prolonged leave, etc.) of an analyst requires a copy of Supervising Criminalist David Zimmerman's approval email at the time of resubmission.

SUBMISSION OF NARCOTIC SAMPLES TO THE LABORATORY FOR DRUG ANALYSIS**Agency Responsibilities**

1. Process all evidence through your agency prior to submission;
2. Accurately and neatly fill out the evidence envelope;
1. Properly package and seal¹ evidence. Every edge of a container does not need to have tape applied. There just needs to be enough tape applied to ensure that the container cannot be breached undetected:
 - a. Place evidence in a properly sealed inner package (e.g., heat-sealed kapak or equivalent). Loose material in evidence envelope or other outer container (e.g., box, brown paper bag, plastic tub) can lead to sample loss and should be avoided;

¹ A proper seal is one that prevents loss, cross transfer, or contamination while ensuring that attempted entry into the container is detectable. A proper seal may include heat seal, tape seal, or a lock. The Kern Regional Crime Laboratory requires that the initials of the person creating the seal and the date that the seal was created be placed across the seal onto the container.

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- Package suspected marijuana or other plant material in properly sealed breathable materials (e.g., paper bag or box);
 - b. Sharps (e.g., glass, etc.) must be packaged in a puncture resistant container;
 - c. Place inner package in outer package (e.g., envelope) and properly seal with evidence tape and initials and date across seal. If item(s) are too large for an envelope(s) then it should be placed in a properly sealed larger container (e.g., evidence bag);
 - d. Evidence from different subjects should be packaged in different envelopes; and
 - e. Different types of drugs from the same subject may be packaged together in one envelope.
3. Latent print development is a separate request for analysis and must be made at/before time of drug submission;
4. Clearly mark the outer package with any specific safety warnings; e.g.,
- a. Affix a biohazard label if any of the evidence has had contact with biological fluids or materials;
 - b. If applicable, label as “Suspected Fentanyl”;
5. Do not submit used drug field-test kits with evidence;
6. Enter the case information, individual information, offense(s), list of evidence item(s) and analysis request into Portal; and
7. Track the progress and final report completion in Portal.

SUBMISSION OF NARCOTIC SAMPLES TO THE LABORATORY VIA PORTAL

Full instructions for the use of Portal is available on the laboratory’s website, www.kerncounty.com/government/departments/kern-regional-crime-laboratory . Click on the link “Getting started with Portal” and you will find basic instructions for use with a link to in-depth instructions by clicking on “Instructions for using Portal.”

Submitting Evidence in Portal

Use the following example when submitting item(s) for drug analysis.

Evidence Type	Evidence Description
Envelope (drug envelope)	Sealed drug envelope
Bag	Sealed bag labeled as – [Agency property # or item #], [Exact description as on label or evidence bag]

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Box (other box)	Sealed box labeled as – [Agency property # or item #], [Exact description as on label or evidence box]
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Add/Edit Evidence	Add/Edit Evidence
Evidence Type Envelope (drug envelope) v	Evidence Type Bag v
Description Sealed drug envelope	Description Sealed bag labeled as - 1234-11, 5 <u>lbs</u> of white crystalline substance
Note 	Note
Submitting Rep Tammi Noe v	Submitting Rep Tammi Noe v
✓ Save ✓ Save & Add Another Cancel	✓ Save ✓ Save & Add Another Cancel

Required fields

Submitting a Request in Portal

See page 1 for the *Discipline* and *Service Type* available for submitting narcotic evidence for drug analysis request(s) in Portal.

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Add Request

Discipline
Drug Testing Unit

Service Type
DTU Drug Examination v2018

Requesting Rep
Select...

Complexity
Case Work

Reason
Standard

Due Date

Notes

Save

Save & Add Another

Cancel

***NOTE:** For rush cases, email DALab@KernDA.org with the due date, agency case number, and individual names associated with the case.

Case Information

ACN: Test-123
Lab: Kern Regional Crime Laboratory
Type: Standard
Requesting Agency: Kern Regional Crime Laboratory
Requesting Rep: Tammi Noe

Edit
Submit to LIMS
Print Evidence List

Case Information

ACN: Test-123
Lab: Kern Regional Crime Laboratory
Type: Standard
Requesting Agency: Kern Regional Crime Laboratory
Requesting Rep: Tammi Noe

Print Evidence List

Select “Submit to LIMS” to submit the Portal entry so the laboratory has access to the case information. Please print the Evidence List and submit along with your evidence to the Evidence Control Unit of the Laboratory. Evidence submitted without a printout may not be accepted.

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Laboratory Responsibilities

To accept suspected controlled substances (drug) evidence from law enforcement officials, a member of the Kern Regional Crime Laboratory's Evidence Control Unit (ECU) shall:

1. Ensure that the following information is included in the Portal request or is provided by some other means (e.g., email, evidence item, or courier):
 - a. Incident date;
 - b. Subject and/or victim names (first and last);
 - c. Offense(s);
 - d. List of items submitted; and
 - e. Requested analysis.
2. Ensure that the information on the evidence is properly completed. The following information, at a minimum, is **required** for acceptance:
 - a. Agency Name;
 - b. Agency case number;
 - c. Requesting officer; and
 - d. Subject and/or victim names (first and last), if the item was taken directly from a person (e.g., known reference samples, sexual assault kits, toxicology samples, seized drugs).
3. Ensure that the outer packaging of the evidence is properly sealed; and
4. Record the date, time, and received from and by in the Laboratory Information Management System (LIMS).
5. In cases of resubmission for testing of additional items, ECU personnel must verify that an approval email from the Supervising Criminalist is provided by the agency representative at the time of resubmission.

END OF DOCUMENT

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