

## EVC: Evidence Submission and Tracking Requirements

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**Definition of evidence submission**

An **evidence submission** is a discrete package of evidence received into the laboratory on a specific date and time.

A submission may contain multiple items.

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**Submission requirements**

All evidence submissions received into the laboratory must be properly packaged and sealed by the submitting agency. See *EVC: Evidence Packaging and Sealing Requirements*, for further information on these requirements.

A *Request for Crime Lab Examination (DA-7)* form, or other records containing pertinent case information, may accompany in-coming evidence. Request records typically do not accompany controlled substances cases and kit evidence such as blood and urine kits and rape and suspect kits.

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**Unique identifier**

For purposes of identification and tracking, each evidence submission is given a unique identifier in the case management system.

**5.8.2**

The format for the submission identifier is as follows:

- 01-012345-001, where
  - 01 is the two-digit year designation
  - -012345 is the six-digit laboratory case number designation
  - -001 is the three-digit submission number

NOTE: Zeros are automatically used as place-holders in the case management system and should also be used in all subsequent casework and report notation.

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## EVC: Evidence Submission and Tracking Requirements, Continued

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**Itemization** The contents of a submission are itemized in parent-child hierarchal order.

**5.8.2** Each item entered in the case management system automatically inherits the chain of custody of the parent submission or item.

The standard format for itemization is as follows:

- 001-01-A.01.01 . . . , where
  - 001 is the submission number
  - each “-” or “.” separator denotes the next level of inheritance

The system allows for flexibility in the assignment of item numbers, for example, the use of agency item numbers or the appending of the analyst’s initials. Item designations should be kept brief. Descriptions of the evidence should not be used as “item numbers”.

NOTE: Agency item numbers, if provided, should be used instead of the standard format in order to prevent multiple designations for the same item and possible confusion in the reporting of results.

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**Barcode labels** Barcode labels are automatically printed by the case management system for each submission and for individual items as appropriate. The labels are placed on the proximal packaging of the evidence.

**5.8.2**

Along with the barcode, the following information is also printed on each label:

- laboratory name
- unique laboratory identifier including submission and item numbers
- agency case number

The barcode label is scanned during all subsequent evidence transactions.

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