



# Ohio State Highway Patrol Crime Laboratory External Agency Submission Guidelines

## Criteria For Evidence Submission

The Ohio State Highway Patrol Crime Laboratory will assist all Ohio law enforcement agencies with criminal investigations. The examination of evidence will only be performed at the Ohio State Highway Patrol Crime Laboratory when the submitted item(s) meet the following criteria:

1. Evidence or material generated in the course of criminal investigations that is intended to support criminal prosecution or to further a criminal investigation;
2. Evidence or material where the examination of such is necessary to further the cause of public safety or welfare; and
3. Evidence or material that was not previously examined by another analyst or law enforcement laboratory unless prior approval by the Commander of the Ohio State Highway Patrol Crime Laboratory has been granted.

Evidence of a civil nature will not be accepted nor analyzed by the Ohio State Highway Patrol Crime Laboratory.

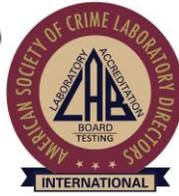
The Commander of the crime laboratory will refuse to accept evidence that does not meet these criteria or that could endanger the safety of laboratory personnel.

## General Submission Guidelines

The Evidence Receiving Section is responsible for entering delivered evidence into the Laboratory Information System (LIMS) as well as dispersing the evidence to the designated sections for analysis.

In order to protect the integrity of submitted evidence, strict adherence to the following guidelines is necessary.

The Crime Laboratory Submission Form (OHP 1375) shall accompany all submissions. This form is a PDF document and can be completed on-line and printed to accompany submissions. Fill the form out **completely** and **neatly**. Subject names on reports on controlled substance reports will be printed exactly as on the Submission Form. Toxicology reports will reflect the subject name as it appears on the evidence label. No name changes will be made from the original submission information without written and /or verbal clarification from the submitting agency.



## Ohio State Highway Patrol Crime Laboratory External Agency Submission Guidelines

Be accurate when listing evidence on the form and list any and all examinations to be performed. Evidence container contents are not verified at the time of receipt. The Crime Laboratory Submission Form (OHP 1375) can be obtained at in this guide as well as our website at <http://statepatrol.ohio.gov/units.stm#crime>.

All evidence must be secured in containers to prevent loss and contamination. For a proper seal, envelope flaps on individual containers should be taped completely and initialed. Once the evidence is placed into an individually sealed container, these items must be placed into a larger container for mailing or delivery and properly sealed.

### **DO NOT PLACE THE SUBMISSION FORM IN THE SEALED EVIDENCE CONTAINER.**

The definition of a proper seal is a container of evidence that is secured to prevent access to the contents. If and when access is made, then the sealing mechanism should be obviously broken. The individual that seals the container or package must initial all seals.

### **Chain-Of-Custody**

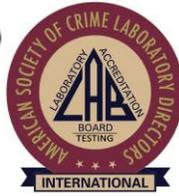
Chain-of-custody is essential for maintaining control of the evidence from the moment it is collected until it is accepted in court. **Clearly** print the names of everyone involved in the chain-of-custody to include a distinctive identifying number (i.e., badge number, unit number, employee number, etc.).

The number of people in the chain-of-custody should be minimized if at all possible. Limiting individuals in the chain will make it easier in court proceedings on evidence custody matters. Ideally, evidence should go from the collector's hands to the crime laboratory. Remember that the shortest chain-of-custody is usually the strongest chain.

### **Methods of Submitting Evidence**

Evidence can be submitted through the U.S. Postal Service, private carrier (UPS, Fed-Ex, DHL, etc.) or personal delivery. Whatever method is used, proper documentation must be recorded for chain-of-custody purposes.

Personal delivery of evidence to the crime laboratory will be accepted during regular working hours only. The hours of operation of the crime laboratory are Monday through Friday, 8:00 a.m. to 5:00 p.m. (closed on State observed holidays).



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The laboratory is located at 1583 Alum Creek Drive, Columbus, Ohio 43209 at the rear of the complex. Personal delivery is advisable on large items of evidence or evidence that could be damaged or altered through the delivery process.

### **Toxicology Section**

The Toxicology Section performs alcohol and drug analysis on blood and urine samples taken from subjects believed to be driving under the influence and/or impaired.

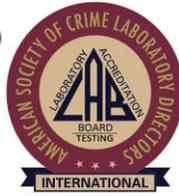
Drug screens performed by the crime laboratory are intended to detect the most common classes of drugs known to impair driving ability.

Some common prescription drugs and over-the-counter medications can be of toxicological significance and can produce impairment but are not detected by a routine drug screen. Additional screening and analysis may be necessary for these submissions. If known or suspected, list the drug(s) in the remarks section of the submission form.

Drug Recognition Expert (DRE) submissions will receive a routine toxicology screen, and all identified drugs will be confirmed. All drugs that are suspected to be contained in the suspect sample should be listed on the External Agency Crime Laboratory Submission Form, OHP 1375. DRE submissions must have the DRE box checked and must include the certification number assigned to the DRE.

The crime laboratory currently retains specimens for the current year plus one year (Chapter 3701-53 -06 OAC) after which time they are destroyed unless written notification is received to retain the sample. To limit the unnecessary handling of specimens and to eliminate blood and urine evidence being stored by agencies unprepared for this task, all samples will be held at the crime laboratory. If a specimen is needed for court, the Criminalist conducting the analysis will transport the specimen to court if subpoenaed unless the specimen is requested to be returned to the submitting agency. The specimen can be returned either by in-person pick-up or mailed to the agency via certified mail or contracted courier service. Requests for returns can be faxed to the crime laboratory at 614-728-0451.

The Ohio State Highway Patrol Crime Laboratory recommends that all biological specimens for submission to be collected using kits manufactured by Pickaway Diversified Inc.



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The supplied contents in the collection kit meet the requirements of the Ohio Department of Health (ODH) as outlined in the Bureau of Alcohol and Drug Testing Administrative Code Chapter 3701-53.

Blood and Urine Collection kits can be ordered through Pickaway Diversified, Inc by calling (740) 474-1522. Request evidence kit number 6078. It will be necessary to affix an address label on the shipping container with the following information:

Ohio State Highway Patrol Crime Laboratory  
Room 514  
1583 Alum Creek Drive  
Columbus, Ohio 43209

### Beverage Analysis

The alcohol content of liquors, wines and beer can be determined by the crime laboratory. Submit approximately **2 ounces only** of the sample to the Toxicology Section. Do not submit the container or larger quantities of the sample. When completing the External Agency Submission Form, please indicate the suspected source of the beverage, if available.

### Reports

Reports can be obtained online through iResults website.

### Drug Chemistry Section

The Drug Chemistry Section performs analysis on plant material, powders, tablets, capsules and liquids suspected of being or containing controlled substances.

The Crime Laboratory Submission Form, OHP 1375, shall accompany all submissions. This form is a PDF document and can be completed on-line and printed to accompany submissions. Fill the form out **completely** and **neatly**.

Subject names on controlled substance reports will be printed exactly as they appear on the submission form.



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Controlled substances for analysis shall be sealed in a clear plastic bag with evidence tape that extends over edges. In the event that the sample is fresh vegetation such as Marijuana or KHAT, the sample should be placed in a paper bag or envelope, sealed, initialed and submitted. Fresh vegetation sealed in plastic will cause condensation of moisture leading to fungal growth which can degrade the sample making it unsuitable for analysis.

The evidence may be stored at the crime laboratory for the current year of submission. An inventory at the end of the year will be generated and forwarded to the submitting agency at which time the agency will be requested to make a decision on the disposition of the evidence (return or destroy).

### **Field Test Kits**

Do not submit field test kits to the crime laboratory. The chemicals contained in the test kits may leak and contaminate the evidence.

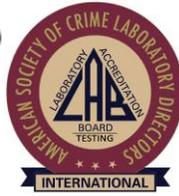
### **Reports**

Reports can be obtained online through the iResults website.

### **Court Appearance**

Subpoenas are scheduled on a “first-come first-served” basis. We will notify the submitting agency if an Analyst is not available for court.

To facilitate this notification, a contact for the submitting agency is requested. Ideally, an agency e-mail address should be provided for our database.



## Ohio State Highway Patrol Crime Laboratory External Agency Submission Guidelines

### Telephone Directory

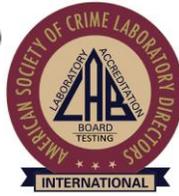
#### Section

#### Contact Number

Commander –S/Lt. Matthew Warren	614-752-8071
Assistant Commander- Lt. Rudy Zupanc	614-466-3689
Quality Assurance Admin (DCS) Tammy Bonner	614-752-8093
Quality Assurance Admin. (TOX) Deana Nielsen	614-752-8086
Drug Chemistry – Director Brandon Werry	614-752-8277
Director of Toxicology- Joseph Jones	614-728-7450
General Laboratory Number	614-466-4790
FAX	614-728-0451

Should questions arise or if additional assistance is needed, please do not hesitate to contact me.

S/Lt. Matthew Warren  
Office of Planning and Analysis  
Ohio State Highway Patrol  
1583 Alum Creek Drive  
Columbus, Ohio 43209  
(614) 466-4790



**Ohio State Highway Patrol Crime Laboratory**  
**External Agency Submission Guidelines**

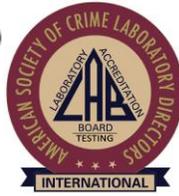
**OHIO STATE HIGHWAY PATROL**  
**CRIME LABORATORY**  
**FEE SCHEDULE**  
**614-466-4790**

<b><u>SERVICE</u></b>	<b><u>RATE</u></b>	<b><u>BASIS</u></b>
Alcohol Analysis (Beverage)	\$37.00	Per Sample
Blood/Urine Alcohol Analysis	\$37.00	Per Sample
Toxicological Analysis – Routine Screen	\$37.00	Per Sample
Toxicological Analysis – Routine Confirmation	\$70.00*	Confirmation
Toxicological Analysis – General Screen	\$37.00	Per Sample
Toxicological Analysis – General Confirmation	\$70.00**	Confirmation
Drug Chemistry (Up to bulk)	\$35.00	Per Sample

\*per Confirmation/Not to exceed \$150.00\*

\*\*per Confirmation/Not to exceed \$150.00\*\*

The “routine” drug test menu encompasses commonly seen prohibited drugs and prescription drugs that can impair driving ability. The “general screen” test menu is comprised of additional prescription drugs that can impair driving ability. Specific drug requests for compounds that are included in our “general screen” test menu will be invoiced for General Screen and General Confirmation (if positive). \*\*



## Ohio State Highway Patrol Crime Laboratory External Agency Submission Guidelines

### Evidence Submission Checklist

#### Submission Form:

1. Agency name;
2. Officer/Submitter name & agency case number;
3. Subject/Victim name, age & sex;
4. Collected by, date and time;
5. Description of submission;
6. Address for analysis results to be mailed;
7. Property chain, signature, unit#, time, date & method of transport;
8. Laboratory examination request-select for each submission; and
9. DRE certification number and information, if applicable.

#### Evidence:

1. Complete seal;
2. Officers initial across seal;
3. Approved toxicology collection kit; **subject name, officer name, collector name, date/time of collection on evidence label**
4. Syringes and sharp objects properly protected; and
5. All drug evidence properly packaged.

#### Items not accepted:

1. Loaded firearms
2. Drug test kits;
3. Knives and sharp objects without protective wrapping;
4. Disease-causing agents;
5. Nuclear, biological, or chemical warfare agents; and
6. Syringes that do not have observable liquids contained within.

#### Services no longer performed at this time:

1. Latent print development;
2. Poison testing for food products;
3. DFSA Analysis (Sexual Assault Investigations);
4. DNA analysis; and
5. Trace analysis (fiber comparison, paint comparison, hair comparisons, pedal impression, filament analysis, SNR, etc.).

