



INDIANA STATE POLICE LABORATORY DIVISION

PHYSICAL EVIDENCE

BULLETIN

DRUGS/CONTROLLED SUBSTANCES

A. GENERAL INFORMATION:

1. Only those items which are being used to file charges and for prosecution shall be submitted for analysis. It is helpful for the charges and suspect names to be indicated for each item.
 - a. All cases shall have the type of investigation (Dealing or Possession) clearly marked on the Request for Laboratory Examination Form.
2. Dates of seizure shall be documented on the Request for Laboratory Examination Form for all drug cases. Due to the frequency of changes in the statutes, this is necessary for accurate reporting and analysis.
3. Cases without a known suspect will not routinely be accepted for analysis. This is not the same as cases where the legal name of the suspect is unknown. Information regarding aliases and/or nicknames (whenever obtained) is helpful for the Indiana State Police (ISP) Laboratory Division to make better use of laboratory staffing resources (i.e. to reduce the likelihood that multiple Forensic Scientists would be required to testify in trials). Legal names should be provided to the Laboratory Division when known.
4. For multiple item cases, the investigating officer shall be required to identify the probable cause item, if applicable. Other items in the case will be screened to eliminate non-essential items for analysis. Items deemed questionable, non-essential, or contrary to these policies will not be examined. If there is a probable cause item, only one probable cause item per suspect shall be listed on the Request for Laboratory Examination Form.
5. Field test results shall be omitted from the Request for Laboratory Examination Form.
6. Clothing shall not be submitted for analysis. Remove suspected material from the clothing and place it into separate, marked containers.

7. Guns, money, or personal property should not be submitted unless examination is required by other forensic disciplines within the Laboratory Division. These items should be separated prior to submission, if possible.
8. The ISP Drug Unit only performs quantitative analysis on suspected Marijuana plant samples. All other requests for quantitative analysis will not be accepted.
9. The ISP Drug Unit will not perform analysis on suspected inhalants.
10. Evidence shall be returned to the contributing agency after analysis unless otherwise noted on the Certificate of Analysis. In some instances, a small portion of the item(s) may be retained for future training of ISP Drug Unit personnel.

B. PACKAGING:

1. All evidence shall be submitted in a sealed condition and in an appropriately sized container, allowing for the examiner to appropriately mark and re-seal the evidence. It is recommended that all evidence except for plant material be submitted in clear plastic bags. This helps ensure that the evidence description is correct. Also, this will minimize the need to open the evidence for court purposes.
2. All evidence shall be contained within an inner layer of packaging to protect the Forensic Scientists and other Laboratory Division employees.
3. Evidence shall be packaged in suitable containers and bear the following information at a minimum:
 - a. Submitting agency name
 - b. Agency case number
 - c. Agency item number
4. If the evidence is found in extraneous packaging (e.g. cloth bag, cigar box, etc.), the evidence should be packaged separately from extraneous packaging unless this poses a safety risk. Plastic bags, foil wrapping, manila envelopes, etc., are acceptable. Example: A plastic bag containing plant material is discovered in a purple cloth bag. Only the plastic bag containing the plant material would be submitted.
5. Evidence should be packaged separately to prevent cross contamination.
 - a. If an item is to be submitted for both drug and fingerprint or DNA analysis, the drug evidence (e.g. powder, tablets, vegetation, etc.) and container (e.g. paper bag, plastic bag, box, etc.) should be separated prior to submission to the Laboratory Division. This separated evidence shall be packaged and submitted as individual items.
 - b. Exceptions to this procedure (e.g. a brick that is tightly packaged) require authorization by the Laboratory Manager or a Drug Unit Supervisor.

6. Evidence containing potential sharps (e.g. mirrors, bottles, knives, glass pipes, etc.) shall be packaged in puncture-resistant packaging.
7. Evidence containing liquids shall be packaged to minimize the risk of breakage and leakage.
8. Biohazard Items – Any item found in, or is suspected to have been in, direct contact with a human body cavity or near the vicinity of a body cavity, shall be placed in a new, clean inner package and marked with a biohazard label. Any item that is, or is suspected to have been, in contact with any bodily fluid, shall be marked with a biohazard label.

C. PHARMACEUTICAL PREPARATIONS:

1. Drug diversion-type cases, factory sealed, tamper-proof, or sealed blister-pack type items will not routinely be accepted for analysis. Indiana case law (Reemer v. State of Indiana) does not require analysis of manufacturer sealed and labeled packaging. If required, these items will be examined only by using a reference identification. No confirmatory testing will be performed.
2. Mixtures of pharmaceutical tablets and/or capsules with different markings and/or colors shall be physically separated, counted, and individually described on the Request for Laboratory Examination Form and be screened by the contributor prior to submission for analysis.
3. When marked pharmaceutical tablets or capsules containing the same active ingredient are present in multiple items of a case, then only one exhibit containing these items will be analyzed, unless multiple buys are involved or are required to satisfy the weight requirements for prosecution. A reference identification may be performed in lieu of full analysis for these items.
4. Marked pharmaceutical tablets and capsules consistent with containing only non-controlled drugs (e. g. over-the-counter or prescription preparations) will not be analyzed. Exceptions may include:
 - a. If Legend Drug charges are filed, these items can be accepted for a reference identification only and a report will be generated with the reference information. If a need arises for confirmation, these items can be re-submitted for analysis; however, the Laboratory Division does not have an exhaustive inventory of reference materials that may be required for confirmation of identity. Reference materials may not be commercially available for comparison. There are also instrumental limitations that may prevent confirmation.
 - b. Precursors, such as Pseudoephedrine or Ephedrine tablets in clandestine laboratory investigations.
 - c. Dealing cases involving look-a-like substances, dealing in a counterfeit substance, or dealing in a substance represented to be a controlled substance, and

- d. The type of investigation is clearly indicated on the Request for Laboratory Examination Form. If the request is not clear, reference indications will be used and no confirmatory testing will be performed.
5. Items consisting of marked pharmaceutical tablets or capsules in a prescription bottle for that drug with the bottle marked with the defendant's name will not be analyzed.
 - a. Exceptions would include tampering cases and death investigations (recommend - items be submitted to toxicology with body fluid samples); and
 - b. The appropriate type of investigation is clearly indicated on the Request for Laboratory Examination Form.
6. Manufacturer sealed bottles and vials containing liquids labeled to contain steroids will be accepted for analysis.

D. ILLICIT TABLETS AND CAPSULES:

Mixtures of illicit tablets and/or capsules (i.e. – Ecstasy type tablets) with different markings and/or colors do not need to be separated if found together.

E. PLANT MATERIAL:

1. Only items necessary to meet statutory guidelines will be analyzed. The Forensic Scientist may withdraw the examination of multiple items of plant material if no additional statutory weight thresholds will be met by analysis of the additional items.
2. All plant material shall be dried before placing in suitable containers for storage and submission to the Laboratory Division. It is the investigating officer's responsibility to dry wet plant material before laboratory submission. Plastic bags are not recommended for fresh, or green plant materials as they encourage the formation of mold or in many cases cause decomposition, prevent identification and present safety and health hazards in articles such as marijuana, peyote plants, or wet materials. Water shall be removed from water pipes.
3. Where the evidence consists of large quantities of marijuana plants, the plants should be photographed, leaf material stripped from plants and dried before submission. It is the contributor's responsibility to strip plant material from the stalks. Where an item is a large quantity of material, (e.g. over 50 pounds of marijuana) random samples should be removed and submitted to the Laboratory Division. Sample size submitted should exceed the required amount to change the class of the charges filed if desirable.
4. Items containing seeds with no visible vegetation will not be analyzed.

F. PARAPHERNALIA AND RESIDUES:

1. Paraphernalia including, but not limited to, mirrors, foil, cooking spoons or caps and pipes etc., cigarette butts, residues and potential sharps (razor blades, mirrors, glass, knives, etc.) shall not be accepted for analysis, except when this is the only evidence in the case, is needed for probable cause, and/or sufficient justification for examination has been given. Additional paraphernalia items that do not meet these criteria will be administratively withdrawn and no analysis will be performed.
 - a. The use of tape lifts is not a good method of collecting drug evidence and shall not be accepted for analysis.
 - b. The use of swabs is not a good method of collecting drug evidence and shall not be accepted.
2. Used syringes, with or without needles, are potential sources for transmission of infectious disease such as hepatitis and AIDS. Further, the presence of bodily fluids in drug samples may cause rapid decomposition of the drugs present in the sample and may be unsuitable for analysis by the ISP Drug Unit. In all situations, syringes with or without needles will not be accepted for analysis.
 - a. A solvent wash of a syringe, or syringe contents, can be submitted, if there are no other items of evidence of value in the case and sufficient information has been provided to justify the examination.
 - i. Water shall not be used as the solvent.
 - ii. Alcohol-based solvents such as Methanol or Isopropyl Alcohol are preferred.
 - b. Items appearing to contain blood, urine or other bodily fluids will not be accepted for drug analysis.
 - c. Suspected syringe tampering case items will not be accepted for analysis.
3. Electronic cigarettes contain an oil that is vaporized using a heat source. The presence of this heat source can create a fire hazard in the laboratory. Prior to submission, the oil cartridge of an electronic cigarette should be removed and submitted without the electronic cigarette. If the cartridge cannot be removed, then the heat source of the electronic cigarette (e.g. battery) shall be removed. If neither the oil cartridge nor the heat source can be removed, the electronic cigarette shall not be accepted for analysis.

G. EVIDENCE SCREENING:

1. The Laboratory Manager, Drug Unit Supervisor or designees, can authorize exceptions with sufficient justification. Exceptions should be relevant to the investigation and critical to the prosecution of the drug case. The Laboratory Division person authorizing the exception shall make a note on the Request for

Laboratory Examination Form, or in the Synopsis field in the Case Info tab in the Laboratory Information Management System (LIMS). If a Forensic Scientist makes an exception at the time of analysis, then details of the exception should be noted on the worksheet or Request for Laboratory Examination Form.

2. Forensic Scientists in the ISP Drug Unit have the authority to screen evidence at the time of submission and/or analysis, determine which items meet these guidelines, and administratively withdraw items.
3. All questions pertaining to submission of drug evidence should be clarified prior to submission. Questionable items will not be accepted for analysis by the laboratory, and will be returned to the submitting agency without examination. Examination requests for items deemed to be contrary to these policies will be administratively withdrawn and the evidence returned to the submitting agency.
4. In order to submit more than five (5) items for a single case, the investigating officer shall consult with the Laboratory Manager or Drug Unit Supervisor for approval prior to submission.

H. RE-EXAMINATION:

The ISP Laboratory Division does not routinely examine materials which have been previously examined. Re-examination requests shall be made in writing to the Laboratory Manager by the submitting agency with an endorsement by the prosecuting attorney having jurisdiction in the case. Due to the complexity of re-examination cases, these requests are not available on a rush basis. A minimum of 30 day notice is required for re-examination of case materials.

I. RUSH CASE REQUESTS:

Requests for expedited analysis should be an infrequent request. Cases may not be eligible for a rush request due to the nature and number of items submitted, Forensic Scientist availability, analytical complications, and legislative requirements. A minimum of 30 day notice is required for all rush drug analysis requests.

J. EVIDENCE DESTRUCTION:

The ISP Laboratory Division is responsible for the security of all controlled substances and destruction of only State Police cases in its possession. Evidence from outside agencies will not be stored for destruction.

Controlled substances submitted for analysis will be retained by the Laboratory Division during analysis only. When the analysis is complete the evidence will be returned to the submitting agency as soon as possible. For further information on handling of controlled substances contact your nearest ISP Regional Laboratory. The telephone numbers of the ISP Regional Laboratories are:

Evansville	812-867-3157	800-852-3970
Ft. Wayne	260-436-7522	800-552-0976
Indianapolis	317-921-5300	866-855-2840
Lowell	219-696-1835	877-874-0009

HAZARDS ASSOCIATED WITH USED SYRINGES

1. Used syringes with needles are often from suspected IV (intravenous) drug abusers.
2. IV drug abusers are in the high risk group for AIDS, Hepatitis B, and Hepatitis C.
3. Needle sticks frequently occur while handling and storing syringes with needles.
4. The Center for Disease Control (CDC) has confirmed the infection with AIDS and Hepatitis of laboratory workers from a single needle stick incident.
5. Handling procedures must comply with Indiana Occupational Safety and Health Administration's (IOSHA) Bloodborne Pathogens Regulation.
6. IOSHA required handling procedures for syringes includes:
 - a. Syringe needles shall not be recapped.
 - b. Syringes shall be stored and discarded only in puncture resistant containers.
 - c. Shearing or breaking of needles is prohibited.
 - d. The use of Universal Precautions is required.
 - e. Loose detached needles and uncapped syringes shall not be thrown away in ordinary trash, but shall be placed in puncture resistant containers for disposal with infectious waste.
 - f. Disposable plastic gloves shall be worn while handling used syringes, and immediately thrown away after use in a container for disposal with infectious waste.
 - g. Hands shall be thoroughly washed with soap and water after handling a used syringe and/or removal of gloves.
7. An solvent wash of the syringe or the liquid contents from the syringe should be stored in a leak proof container and packaged to minimize breakage.