



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 Laboratory Systems Director 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 0161) 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 on the Submission Form. Toxicology reports will reflect the subject name **as it appears**



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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.

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. Crime Laboratory information and the Crime Laboratory Submission Form (OHP 0161) can be obtained on our website at:

<https://statepatrol.ohio.gov/services-crimelab.aspx>

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.



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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 4:30 p.m. (closed on State observed holidays).

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.

Reports of Analysis

Reports of Analysis will be emailed to the submitting agency upon completion. Questions regarding obtaining results or status on examination should be directed to the lab via email at ADOISEvidence@dps.ohio.gov or by phone at 614-466-4790.

Court Appearance

Subpoenas are scheduled on a “first-come, first-served” basis. We will notify the submitting agency of the Analyst’s availability 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.

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, impaired, or to support a criminal investigation.



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

Drug Recognition Expert (DRE) submissions will receive a routine toxicology screen, and all identified drugs will be confirmed. All drugs suspected to be present in the subject sample should be listed on the Crime Laboratory Submission Form, OHP 0161. 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 emailed to the crime laboratory at ADOISEvidence@dps.ohio.gov and/or sent via fax to 614-728-0451.

The Ohio State Highway Patrol Crime Laboratory recommends utilizing biological specimen kits manufactured by The Licking/Knox Goodwill Industries for all biological sample submissions.

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 Licking/Knox Goodwill Industries by calling Errin Jones, P/S 740-403-7017, Email ejones@goodwillnewark.com, FAX 740-345-3191. Request evidence kit number 6077.

It will be necessary to place a return address and affix adequate **POSTAGE** on the shipping container with the following information:

Ohio State Highway Patrol Crime Laboratory
Room 600
1583 Alum Creek Drive



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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.

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 0161, 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. No name changes will be made from the original submission information without written and/or verbal clarification from submitting agency.

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.

Submissions of suspected KHAT should be clearly marked on the submission form, as the proper preservation of KHAT requires special storage.

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



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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. NIK testing of powders is discouraged due to safety concerns.

Telephone Directory

<u>Section</u>	<u>Contact Number</u>
General Laboratory Number	614-466-4790
FAX	614-728-0451
Asst. Laboratory Systems Director Tammy Darden	614-752-8093
Commander –Lt. Rudy Zupanc	614-466-3689
Quality Assurance Admin. Deana Nielsen	614-752-8086
Drug Chemistry – Director Brandon Werry	614-752-8277
Toxicology- Director Laurel Hart	614-644-1279

Please direct any email correspondence to the main Crime Lab email address:
ADOISEvidence@dps.ohio.gov

Should questions arise or if additional assistance is needed, please do not hesitate to contact the Laboratory Systems Director.

ALSD Tammy Darden
Ohio State Highway Patrol Crime Laboratory
1583 Alum Creek Drive
Columbus, Ohio 43209
(614) 466-4790



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OHIO STATE HIGHWAY PATROL CRIME LABORATORY FEE SCHEDULE

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

Per Confirmation/Not to exceed \$150.00

The **Toxicology** test menu for this laboratory includes both therapeutic drugs and drugs of abuse. Some of the included drugs and drug classes are:

Per se drugs (ORC 4511.19):

- Amphetamine/ Methamphetamine
- Cocaine and Benzoylcegonine (metabolite)
- Cannabinoids (marijuana)
- Phencyclidine (PCP)
- Heroin metabolite (6MAM)

Therapeutic Drugs:

- Opioids: morphine, codeine, hydrocodone, oxycodone, fentanyl, methadone, buprenorphine, tramadol etc.
- Benzodiazepines: diazepam, alprazolam, clonazepam, lorazepam, etc.
- Barbiturates: butalbital, phenobarbital, secobarbital
- Muscle Relaxants / Sedatives: Soma, Zolpidem, etc.

This laboratory does not currently have the methodology to conduct testing for the following in biological specimens:

- Synthetic Cannabinoids (K2, Spice, etc.)
- Synthetic Cathinones (Bath Salts)
- “Huffing” cases



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- Drug Facilitated Sexual Assault drugs (GHB, Rohypnol, etc.)

Biological samples requiring these types of analyses should not be sent to this laboratory.

Evidence Submission Checklist

Submission Form:

1. AGENCY NAME; The OTHER Box should be checked and your agency name written or typed below.
2. AGENCY MAIN ORI; The Agency Main Originating Agency Identifier from LEADS/NCIC should be entered.
3. DISTRICT/OIU OFFICE; List any sub agency assignment you wish, ie (Detective, Task Force, etc.)
4. OSHP POST; NOT APPLICABLE TO OUTSIDE AGENCIES, leave blank
5. OFFICER/SUBMITTER NAME;
6. UNIT/BADGE NUMBER; This should be the one that belongs to the submitting officer
7. SUBJECT NAME; Please enter the subject name associated with the submitted evidence
8. CASE or CRASH Box; Select applicable box
9. 14 Empty Boxes following CASE or CRASH; Please enter your agency Incident, Case or Crash number.
10. Misdemeanor Box; Please check if the related charges are misdemeanors.
11. CAD No; Please enter your related CAD number for this submission if applicable.
12. FATAL Crash Box; Please check if applicable.
13. PROPERTY NUMBER; Please list the property number of the associated submission here. (This is especially important if you are submitting multiple evidence items in separate bags)
14. PROPERTY DESCRIPTION; describe the submitted evidence (general terms, ex. plant material, powdered substance, pills, pipe, urine, blood, etc.).
15. LOCATION COLLECTED; List where the item was collected. (Front Right Pocket, Center Console, Mercy General Hospital ER, etc.)
16. SERIAL NUMBER; If applicable
17. YOUR ID MARK; This should match your specific ID MARK that you placed on the seal of the submitted evidence.
18. PROPERTY CHAIN; Utilize this area to document collection and then any transfers that have occurred. This should include a line for placing the item in the US Mail if that type of transport is utilized.
19. Approving Supervisor or Supervisor Unavailable, Self-reviewed Box; This should be checked when the submitting officer has rechecked the entire form or if a supervisor has checked the form before submission.



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20. TOXICOLOGY: Blood/Urine/Other Fluid: This section should document what type of analysis is requested for this type of submission. For Specific Drugs - list the drugs you specifically want the sample tested for.
21. DRUG/CONTROLLED SUBSTANCE Analysis; This section should document what type of analysis is requested for this type of submission. For Examination - list the specific drugs you suspect are present.
22. REMARKS: In addition to marking any known biohazards, sharps, etc. on the evidence packaging, this area should be utilized for these types of warnings as well. You may also place additional information about your requested testing here.

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 (DO NOT SUBMIT TO OSHP)

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.).



Amendment Page

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