



NSP CRIME LABORATORY CRIME LABORATORY MANUAL EVIDENCE SUBMISSION



1.0 Hours of Submission

- 1.1 Hours of Submission 9:00 a.m. – 4:00 p.m. Transactions need to be completed within that timeframe.

2.0 Sealing Evidence – Accepted Methods of Sealing

- 2.1 Tape sealed, preferably with packaging tape/tamper evident tape, with initials crossing the tape and onto the package.
- 2.2 Heat-sealed and initialed, with initials going across the seal onto the package.
- 2.3 Use of evidence bags with manufactured adhesive strips that create a tamper evident seal. Initials (or other identifying marking) of the sealing officer must be on the package.

3.0 Mailing Evidence

- 3.1 When mailing or packaging evidence, submit only ONE CASE per certified mail tag. DO NOT re-use previously submitted packaging.
- 3.2 It is strongly recommended that certified mail or other forms of delivery confirmation be utilized.
- 3.3 The submittal form (NSP 750) must be placed in a **separate envelope and taped to the outer most packaging. The Evidence Techs do not open evidence packages.** The envelope is opened to retrieve the submittal form and then the information is entered into our Laboratory Management System, thereby keeping the chain of custody.

4.0 Packaging and Mailing Urine

- 4.1 Properly packaged urine is critical for maintaining chain of custody.
- 4.2 Since the **evidence techs do not open the evidence packages**, it is important to put the envelope with a submittal form on the **outside of the box**. Even though the boxes are small, you can still prepare it so the Lab does not have to disturb the evidence. Extra packaging of the box is not necessary.

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- 4.3 Make sure the boxes are SEALED and INITIALED. Then, put the submittal form in a regular envelope, addressed to:

NSP Crime Lab
3977 Air Park Road
Lincoln, NE 68524

- 4.4 Tape the envelope to the outside of the box. Please see photo.



5.0 Large Quantity Drug Submissions

- 5.1 The maximum weight of cocaine that can be accepted is **2 lbs.**
- 5.2 The maximum weight of marijuana accepted is up **to 2lbs.** In the event that one brick weighs more than 2 lbs., one total brick will be accepted.
- 5.3 The maximum weight of heroin accepted is up to **2 lbs.**
- 5.4 For large methamphetamine cases, it is permissible to submit the entire case.



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5.5 Large quantities of hazardous chemicals will not be accepted by the Crime Laboratory.

6.0 Syringes

6.1 The Crime Laboratory will not accept syringes. The syringe may be rinsed with alcohol or distilled water, and transferred to a container such as a small vial.

7.0 Returning Evidence

7.1 Evidence will only be returned to personnel from the submitting agency or their third party agent. In the event that the submitting agency would like their evidence released to a third party agency, the Crime Laboratory must be notified by letter or verbal request from the submitting agency. Verbal requests will be documented and placed in the permanent case file.

7.2 The Crime Laboratory is not a long-term storage facility. Arrangements are expected to be made for return of evidence, as soon as analyses are complete.

7.3 Evidence will not be forwarded to other labs for defense re-testing or testing that is not performed by or provided through a contract with the NSP Crime Lab.

8.0 Destruction of Evidence

8.1 The NSP Crime Laboratory will NOT provide the service of evidence destruction. All submitted evidence will be returned to the submitting agency by certified mail or agency pick-up.

9.0 Submission of Loaded Firearms

9.1 Loaded firearms are to be submitted to the NSP Crime Laboratory only when it is absolutely necessary, and ONLY after prior arrangements have been made with a Firearm Examiner, to be present at the time of submission.

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