



**Great Lakes
Laboratories**

GREAT LAKES LABORATORIES

Forensic Laboratory Submission Guidelines

ALL LABORATORY SUBMISSIONS REQUIRE:

1. Complete "Request for Examination" form and/or letter detailing exactly what examinations are being requested and complete explanation of facts of the case.
2. Proper chain of custody protocol: i.e. signatures, dates, sealed packages.
3. Sealed evidence packages separate from requests or reports accompanying them.

Note: Please contact laboratory if there are questions concerning submission guidelines.

I. BIOLOGICAL SPECIMENS FOR TOXICOLOGICAL ANALYSES (Alcohols, Carbon Monoxide, Drugs, etc.)

A. Types and Quantities

1. Blood: 40-50 ml in tubes with anticoagulant added.
2. Urine: All available
3. Gastric contents: All available
4. Bile: All available
5. Vitreous humor: All available
6. Tissues: 100+grams (liver, kidney, brain, lung)

B. Packaging for submission

1. Submit all specimens in sealed airtight tubes or containers.
2. Label all specimens for identification.
3. Refrigerate all specimens, tissues may be frozen.

II. SEROLOGY EXAMINATIONS (Bloodstains, Sexual Assault and Body Fluids)

A. Biological fluids (Blood, Saliva, Semen, Urine, etc.)

1. Dried stains (clothing, paper, glass, etc.): Submit the entire item containing the dried stain if possible. Air drying items without heat helps

prevent putrefication.

2. Dried stains (sidewalks, floors, walls, cars, etc.)
 - a. If stain is crusted, scrape off with clean razor blade onto paper, fold several times, seal in an envelope.
 - b. If stain is too thin to scrape, wipe up with minimal amount of water on small piece of clean cotton cloth, dry, and seal in an envelope. A small unused piece of the same cotton cloth shall be submitted in a separate sealed envelope for use as a control.
3. Wet stains: Seal in airtight container, submit without delay. (If immediate submission is not possible, follow procedure for dried stains.)
4. Stains on dirt or foliage: Follow procedure for wet or dry stains. Also submit unstained dirt or foliage for use as a control.
5. Sexual assault evidence kits (supplied by GLL): Follow enclosed instructions, refrigerate if kept longer than 1½ days before submission, do not store in warm areas.
6. Standard samples from victims and suspects: Mandatory for genetic trait comparison.
 - a. Blood - collect in tube with anticoagulant (ACD preferred, EDTA, or Heparin) - refrigerate.
 - b. Saliva - clean piece of cotton cloth chewed for one minute by subject - seal in envelope. (Do not handle cloth with non-gloved hands).
 - c. Saliva swab.
7. Packaging: Use only paper bags or envelopes, wrap each item separately, do not use plastic!
8. Information required:
 - a. Any claims made about stain origin
 - b. Subjects known blood types
 - c. List subjects receiving blood transfusions
 - d. State if animal blood could be present

- e. List if more than one subject bleeding

III. DRUGS

A. Types of samples

- | | | |
|------------|-------------------|----------------------------------|
| 1. Powders | 2. Plant Material | 3. Capsules |
| 4. Tablets | 5. Liquids | 6. Residues and/or Paraphernalia |

B. Packaging for submission

1. Package individual items in separate, sealed packages (cross-contamination of separate items must be prevented.)
2. Mark all packages for identification