



# Controlled Substances Submission Guidelines Cheat Sheet

## Wisconsin State Crime Laboratory



Please remember that these are guidelines and occasionally there may be exceptions granted. In these situations, we encourage you to call the laboratory in your service area first and communicate with the Chemistry supervisor or the Laboratory Manager. If possible, we will do our best to address the special needs of your case.

### General Guidelines

- Submission of items of evidence shall be connected with felony investigations (WI Statute §165.75).
  - The Wisconsin State Crime Laboratory (CLB) will accept misdemeanor evidence with established trial dates on a case by case basis. Please contact a Wisconsin State Crime Laboratory supervisor or the Laboratory Manager for guidance.
- Evidence connected to local ordinance violations and civil matters will NOT be analyzed by the crime laboratory.
- The CLB would like at least 1 month prior to the first trial date to allow the laboratory time to complete analysis before court.
- If you have submission questions please contact the laboratory to speak to either a Wisconsin State Crime Laboratory supervisor or the Laboratory Manager for guidance.

### Packaging Evidence

- Items requiring fingerprint or DNA analysis must be packaged separately from drug evidence unless unreasonable to do so. If a case requires fingerprinting of the bags containing the substance, please separate them prior to submission and list them as separate items on the transmittal sheet.
- Clearly describe the item(s) on the transmittal.



### Plant Material

- Please thoroughly air dry all plant material prior to packaging. The laboratory will not accept wet or moldy plant material.
- Submit a sample (approximately 1 gram) from a large plant instead of the entire plant. Package and seal each plant sample separately.



### Syringes/Liquids

- A syringe may be submitted if it is the only item in the case, or the only item connected to a suspect. To submit a syringe, follow these four steps.
  1. Package the syringe in a puncture-proof tube.
  2. Mark it as biohazard.
  3. Clearly state on the transmittal form that the item is a syringe.
  4. Take all necessary safety and blood borne pathogen precautions when handling syringes.
- If a syringe contains liquid, package the syringe to preserve and contain the liquid. Only the liquid will be analyzed.
- Do not package liquids in metal cans, pill bottles, or plastic bags. Use a container appropriate for liquids (e.g., screw-top vial or specimen jars).



### Pharmaceuticals Tablets

- Non-controlled pharmaceuticals should not be submitted to the laboratory.

### Clandestine Laboratories

Please contact the Wisconsin Department of Justice Division of Criminal Investigation.

### Residues/Drug Paraphernalia

- If weighable material is present in other items, please do not submit paraphernalia or residues. If there is no weighable material, only one residue item per substance type will be analyzed.
- If a residue or paraphernalia item meets the guidelines for submission, DO NOT FIELD TEST THE RESIDUE. Submit to the laboratory for testing.



### Checklist

#### Did you...

- Package and store evidence correctly?
- Notify the lab of any trial date?