Evidence Submission
Dos and Don'ts

https://www.doj.state.wi.us/dles/crime-labs/wisconsin-state-crime-laboratory
1. Do properly seal and initial packaging. Clearly label each item of evidence. A proper seal must have tape (preferable evidence tape) that securely seals the opening of the package and prevents anything from going in or coming out. The tape must then be initialed half on and half off the tape and the packaging. If heat-sealing, make sure heat-seal is secure all the way across then initial the heat-seal. Envelopes must have tape across the entire length of the flap. Folded over paper bags should be sealed on the fold. Label each item of evidence with contents – especially with names of individuals. Keep in mind Styrofoam boxes containing blood samples need to be sealed with evidence tape.

2. Separate drugs from packaging as thoroughly as possible. Do not send packaging in for DNA or Fingerprints if the drugs have not been removed. The packaging will go directly to the DNA or Identification analysts and they do not want to be in the position to have to deal with any dangerous drugs. You may call and talk with a drug analyst if you need instructions on how to properly separate drugs from packaging.

3. Be accurate on the number of items inside of the packaging. This not only complies with the submission guidelines but also helps the analyst evaluate and allocate the proper amount of time they may need to spend on an item.

4. Do make sure all information on the transmittal is accurate and readable. Try to be as thorough as possible to prevent numerous phone calls to verify information that is often left off or not corresponding to previously received information.

5. Do follow the evidence submission guidelines. They are available on Wilenet along with evidence transmittal forms and other valuable information.

6. A buccal swab is a mouth or cheek swab only. Use this term only when appropriate. It is confusing to the evidence technicians and analysts to try to figure out if it is an actual buccal swab or an evidence swab. This requires extra phone calls to the agency for clarification.

7. Package each item individually in a bag/envelope/box. You could be contaminating other evidence and possibly over on the number items allowed for a case per the submission guidelines.

8. Do use the proper size packaging for the size of the item being submitted. A small item should be packaged in a small envelope or bag. In addition, do not place large evidence items for DNA in plastic garbage bags or other improper packages.

9. Do not put knives or any sharp objects into bags; use a knife container or a gun box. This is a safety issue...

10. Do call with questions. All three laboratories have personnel available that are more than happy to answer your questions regarding evidence submission and evidence packaging.

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