

# Common Types of Evidence and Collection Procedures

<b>Item of Evidence</b>	<b>Collection</b>	<b>Preservation/Storage</b>
<b>Blood (pooled, not dried)</b>	Absorb blood with sterile gauze or cloth.	Air dried at room temperature and refrigerated or frozen as soon as possible. May become unusable if not preserved by 48 hours.
<b>Blood (dried stain)</b>	Wrap clothing or object in clean paper and tape closed. Seal in brown paper bag or box. If it is not possible to bring the item to the lab, the technician will scrape the dried stain with a clean knife or instrument into a clean envelope and then seal it in an evidence container.	Bring to lab for processing.
<b>Saliva</b>	Collect on a sterile swab, gauze or cotton cloth and allow to air dry.	Place swab, cloth or gauze in a clean paper bag and seal. Do not store the sample in a plastic container.
<b>Hair</b>	Collect with tweezers or fingers and place in a paper bundle.	Package in a clean envelope or paper evidence container.
<b>Fibers</b>	Collect with tweezers or fingers and place in a paper bundle. Never put them directly into an envelope because small fibers are easily misplaced in large envelopes!	Package in a clean envelope or paper evidence container.
<b>Glass</b>	Small pieces of glass can be packaged directly into a paper bundle. Larger pieces of glass should be placed in a box with cotton or tissue to prevent the edges from chipping or breaking off.	Once in bindles, the small glass pieces can be packed in boxes or canisters and labeled. Large pieces of glass should remain in the box originally packed in, sealed, and labeled.
<b>Paint</b>	Collect paint chips found at the scene in separate paper bindles. If paint is found on clothing, roll the clothing in clean paper and seal.	Package in container, seal, and label.
<b>Firearms</b>	Turn safety on and take out magazine (if indicated). Do not take	Package in heavy cardboard or wooden box.

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	shotguns or rifles apart. Never submit a loaded weapon.	
<b>Bullets &amp; Cartridge Cases</b>	Wrap bullets in paper and seal.	Package in small boxes or envelopes.
<b>Tool Marks</b>	Wrap item with tool marks or portion of item (like part of a door jamb) in paper, seal, and label. If the item is too large or impractical to send to the lab, casts can be made of the tool marks. The casts are not always reliable and may not be very useful.	Package in box or envelope as indicated by size.
<b>Drugs</b>	Put each drug evidence item in separate paper or specialty evidence containers (PCP, for example requires special containers.)	May package in box or larger envelope. Prescription drugs should be left in original container, sealed in an evidence container, and labeled.
<b>Documents</b>	Put into cellophane or plastic envelopes. Do not mark or deface the documents in any way. Charred documents should be placed on top of cotton and placed in a box.	Seal and label package and hand deliver to lab when possible. If mailed, it must be sent through certified or registered mail.
<b>Fingerprints</b>	Fingerprints can be lifted and then sealed and placed in an envelope. Photographed fingerprints should be labeled and scaled in the photo. Larger items should be handled as little as possible (even gloves or clean cloths used to lift the item can smear existing prints). The item should be packed in boxes and secured with string or peg board. Documents with possible fingerprints should be placed in cellophane or manila envelopes, sealed and labeled.	Seal and label packages as indicated by size/type.