

Nebraska State Patrol
Crime Lab
Evidence Section

**Helpful
information
about submitting
evidence to the
Crime Lab.**

Completing the 750 submittal form

- The most current submittal form can be found on the NSP website at <https://statepatrol.nebraska.gov/divisions/investigative-services/crime-laboratory> under the “Crime Lab Forms/Documents” heading.
- All sections of the submittal form are important, but be sure to fill out the “Case Information” section. The Evidence section cannot accept the evidence items without that information.

CASE INFORMATION			
SUSPECTED OFFENSE	DATE OF OFFENSE	COUNTY	AGENCY CASE #

- The most current form is dated 2020.

**NEBRASKA STATE PATROL CRIME LABORATORY
EVIDENCE SUBMITTAL FORM**

Nebraska State Patrol Crime Laboratory 3977 Air Park Road Lincoln, NE 68524 Ph: (402) 471-8950 Fax: (402) 471-8954		FOR LABORATORY USE ONLY	
		Location: Date: _____ Lab#: _____	
INVESTIGATIVE OFFICER	BADGE #	PHONE #	EMAIL ADDRESS
AGENCY	ADDRESS	CITY, STATE	ZIP CODE
SUPERVISOR CONTACT	BADGE #	PHONE #	EMAIL ADDRESS
ADDITIONAL REPORTS TO BE SENT TO ANY INDIVIDUAL OR AGENCY			
NAME	AGENCY	ADDRESS (Street / City / Zip Code)	
NAME	AGENCY	ADDRESS (Street / City / Zip Code)	
CASE INFORMATION			
SUSPECTED OFFENSE	DATE OF OFFENSE	COUNTY	AGENCY CASE #
			NSP TROOP AREA
VIC / SUS / OTH	NAME (Please include any known aliases)	SEX	DOB
			SID# / FBI#
CASE SCENARIO			
FOR BIOLOGY SAMPLES		IS IT OKAY TO CONSUME SAMPLES? <input type="checkbox"/> YES, CONSUME SAMPLES IF NEEDED <input type="checkbox"/> PLEASE CONTACT ME BEFORE CONSUMING SAMPLES	
IS THIS AN ADDITIONAL SUBMITTAL OR RE-SUBMITTAL?	<input type="checkbox"/> NO, FIRST SUBMISSION <input type="checkbox"/> YES, ADDITIONAL SUBMISSION <input type="checkbox"/> YES, RE-SUBMISSION OF ITEM(S):	IF "YES", PLEASE PROVIDE ANALYST'S NAME IF KNOWN:	
IS THERE OTHER EVIDENCE IN THIS CASE THAT HAS BEEN SENT TO ANOTHER LABORATORY FOR TESTING?	<input type="checkbox"/> NO <input type="checkbox"/> YES (PLEASE EXPLAIN)		
EVIDENCE DISPOSITION			
<input type="checkbox"/> MAIL BACK BY CERTIFIED MAIL		<input type="checkbox"/> SUBMITTING AGENCY WILL PICK UP WITHIN 2 WEEKS OF NOTIFICATION	
INVENTORY OF EVIDENCE SUBMITTED			
ITEM #	DESCRIPTION	EXAMINATION(S) REQUESTED	RESUBMITTED ITEM
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Submission of evidence relinquishes all decisions regarding analytical processing and choices of methods to the NSP Crime Laboratory. The Laboratory shall have discretion over the selection of testing methods, the totality of the analysis, and the items tested. You can find the most current version of this form at <https://statepatrol.nebraska.gov/divisions/investigative-services/crime-laboratory>

Clear Fields
Print

Enter your info, agency info and supervisor info. We will use this to contact you if we have questions or need clarification.

If you need a copy of the report(s) sent to another agency, indicate that here.

Enter suspected offense, date of offense, county, agency case number, names of victim, suspect or other. If working for NSP, enter the troop area.

Enter case info here. Include pertinent info to assist the lab in their analysis.

Use this section to communicate if samples can be consumed, if the item is an additional submission for a case, if the item is a resubmitted item or if other evidence has been sent to another lab for testing.

List the evidence items and what analysis(s) you need completed. Be sure to check the "resubmitted item" box IF the item has previously been analyzed by the NSP Crime Lab.

Questions? Let us know 402-471-8950

Resubmitted Items

- When resubmitting an item it is imperative that the item is returned in it's original packaging with the yellow barcode provided by the Crime Lab.
- When an item is separated from the original packaging or repackaged in any way, it causes significant issues for the evidence section and possibly the integrity of the evidence.
- If you have any questions before resubmitting an item please do not hesitate to call and discuss it with someone.
- Evidence Section 402-471-8950

RUSH form

- Rush forms can be found on the NSP website at <https://statepatrol.nebraska.gov/divisions/investigative-services/crime-laboratory> under the “Crime Lab Forms and Documents” header.
- A Rush form does not guarantee the case will be rushed. There are numerous factors that must be considered before approving a case to be rushed ahead of others at the lab. Someone from the Crime Lab will reach out to discuss the case and needed analyses further.

Do NOT send syringes

- Syringes as evidence are a great health concern for lab personnel.
- There will be no submission or testing of hypodermic syringes at the Crime Lab.
- Cases submitted to the laboratory that contain hypodermic syringes will be returned to the submitting agency without testing. The case may only be resubmitted if the syringe is removed. The only exception to this policy is when the syringe is the screw off needle type and the needle has been entirely removed by unscrewing it from the syringe. Note: Cutting the needle from the syringe DOES NOT qualify for this exception. Confirmation of removal MUST be documented on the NSP 750 Submittal form.

Do NOT use staples to seal evidence

- Staples are not an accepted method of sealing evidence.
- Staples pose a biohazard risk to those handling the evidence. The analysts are working with potentially dangerous evidence and if their gloves were to be poked by a staple, they could get infected.
- Tape is a more secure and tamper evident way of sealing evidence.

Do NOT use Scotch tape to seal evidence

- Although evidence will not be rejected when Scotch tape is used, it is HIGHLY recommended that it is not used for sealing evidence.
- Packing or storage tape is much sturdier. It is more resistant to tearing and will keep it's hold longer therefore preserving the integrity of the evidence much better!

Do NOT use plastic to package Sexual Assault Kits

- Biological evidence needs to be packaged in breathable containers (paper bags, cardboard boxes, etc) to prevent DNA degradation from the growth of yeast, mold, and bacteria.
- If you have SA kits in your evidence storage that are packaged in plastic, they need to be placed in a refrigerator while being stored.

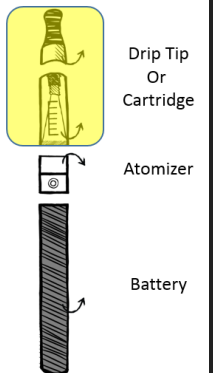
E-cigarette cartridges **MUST** be removed

- Before submitting an E-cigarette, the cartridges must be separated from the battery so there is no connection of the device being made.
- The entire E-cigarette may be submitted to the lab, but the cartridge must be separated from the battery.
- These have been known to explode and/or start fires.

Breakdown of E-cigarettes

- **Cartridge**-The mouthpiece that is fixed to the end of a tube. The cartridge can either be refilled or replaced with another pre-filled cartridge.

- **Drip tip**- Is an alternative to the more common e-cig cartridge. It screws on directly to the atomizer. Allows the user to drip e-liquid on to it. This eliminates the need for cartridges.

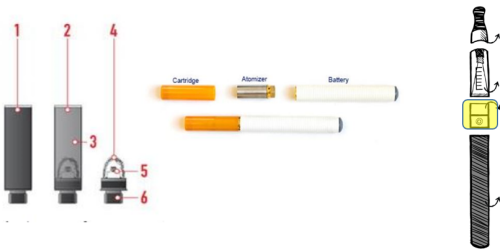


Breakdown of E-cigarettes

Breakdown of E-cigarettes

- **Atomizer**-Is the heating element that heats the liquid. Majority have a heating coil on the bottom with metal mesh on top of coil. Some atomizers utilize silica wick instead of metal mesh.

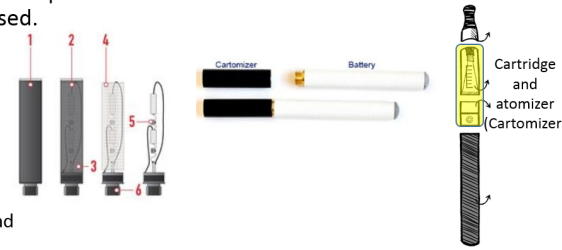
1. Assembled atomizer
2. Atomized transparent view
3. Atomizer tank
4. Metal mesh
5. Heating coil
6. Base with battery thread



Breakdown of E-cigarettes

- **Cartomizers**-Combines the atomizer and cartridge. Big difference is that it has polyfill (absorbent material) wrapped around a heating coil. A polyfill soaks e-juice and allows for longer vape time. Also has the option of adding a drip tip or just using the cartomizer to vape. Once it's not usable it has to be thrown out and a new one can be purchased.

1. Assembled cartomizer
2. Transparent view
3. Cartomizer tank
4. Polyfill material
5. Heating coil
6. Base with battery thread



Breakdown of E-cigarettes

- **Clearomizer**-Are one of the newest and most popular devices. This device has a clear polycarbonate plastic or pyrex glass tank. It allows you to see the level of e-juice. The e-juice is delivered to the heating coil by ways of silica wick. A drip tip must be used. The silica wick and coil can be interchangeable making the clearomizer re-usable.

1. Assembled clearomizer
2. Drip tip
3. Clearomizer tank
4. Wick
5. Base with battery thread
6. Heating coil



Power Supply

- **Battery**-It provides the electricity that powers the whole thing. Almost all e-cigs use lithium ion or lithium polymer batteries.

- 1st generation devices such as cigalikes have what are called a closed systems. Everything is sealed, including the battery, so once done it can be thrown away. The more complex have rechargeable batteries.
- 2nd generation devices such as eGos have what are called open systems. They have rechargeable batteries that can be taken out and recharged.
- 3rd generation devices such as mods have what are called open systems. They have a variety of batteries that are more powerful and last longer that can be taken out, replaced, and recharged. These also have option of higher voltage.



Fentanyl

- Do NOT send suspected or known Fentanyl in the mail!
- Any evidence item with suspected or known Fentanyl **MUST be double bagged.**
- **Indicate on the 750 submittal form** the item contains suspected or known Fentanyl.
- It is preferred that the evidence item is marked as containing suspected or known Fentanyl.

Firearms

- Do NOT mail live ammunition!
- Ensure that the firearm is UNLOADED before submitting it to the Crime Lab.
- Be sure the firearm is secure in its packaging.
- Submit the firearm and loose ammunition separately.
- When submitting in-person, a firearm and the magazine may be submitted in the same packaging as long as the magazine is removed from the firearm.
- If the ammunition is unable to be removed from the firearm, it may be brought in to the Crime Lab in-person and a Firearms examiner will take a look before it is submitted to the lab.
- For more information about mailing restrictions go to <https://www.usps.com/ship/shipping-restrictions.htm> and scroll down on the page.

Submitting items with different storage requirements

- When packaging items for a case that have different storage requirements it is important that they are packaged separately.
- This will help preserve the integrity of the evidence items by ensuring proper storage and not having to open the package to separate the items.
- When **resubmitting** items from a case with different storage requirements **CONTACT THE CRIME LAB** for assistance.

Link to How-To videos for evidence packaging

- <https://statepatrol.nebraska.gov/divisions/investigative-services/crime-laboratory/videos-how-package-evidence-and-urine-samples>

Questions or Comments

- Do you have a question about something in particular related to evidence packaging?
- Is there something you would like more guidance on as it related to submitting evidence?
- Is there a particular item you are not sure how to package or submit to the Lab?
- What other information would be helpful to you when submitting evidence to the Lab?
- Call us at 402-471-8950
- Evidence Section
 - Margaret Wiesen and Elvira Lopez Rosales