

ESH Appendix 28: Evidence Packaging and Submission Recommendations by Evidence Type

The Illinois State Police (ISP) maintains six operational laboratories and one Training and Applications Laboratory throughout Illinois. The department encourages all Illinois law enforcement agencies to take advantage of the many technical services available to support their criminal case efforts. Contract your local ISP laboratory for more information.

To minimize deterioration and potential contamination, evidence must be handled and packaged with care. The following guidelines will help achieve that goal. Evidence submitted must be in sealed containers or appropriate sized clear evidence bags, whenever possible. Evidence tape is the preferred sealing method. Seals must be marked with the initials of the officer and the date sealed.
IMPORTANT: Notice of requests for Forensic Biology/DNA analysis must be given when the evidence is submitted.

TYPE OF EVIDENCE	IDENTIFICATION	AMOUNT DESIRED	PRESERVATION	WRAPPING/PACKAGING	MISCELLANEOUS
Adhesive Tape e.g., Duct Tape, Cellophane Tape, Packaging Tape, etc.	Label or tag on outside of container. Show: 1) type of material, 2) date obtained, 3) CSI or investigator's initials, 4) agency, case name and number.	Standard: 1 ft. Evidence: All	None	<u>For Latent Print Submissions:</u> Avoid surface contact of the adhesive side to the packing by placing sticky side up in box and pin down. <u>For Fracture Match, Trace Material Recovery, or Tape Comparison:</u> Exposed adhesive may be placed on plastic sheet protector. *Pack in box, paper container, or druggist's fold. Seal edges.	See "Forensic Biology/DNA" or "Latent Prints" sections (below) for additional submission guidelines.
Ammunition (Live)	Label or tag on outside of container. Show: 1) type of material, 2) date obtained, 3) CSI or investigator's initials, 4) agency, case name and number.	Standard: All available rounds. Evidence: All available rounds.	None	Place in soft paper bags or in small container. Prevent friction, shifting, and contact while in transit.	DO NOT MAIL
Arson	Label outside of can or jar. Show: 1) date obtained, 2) CSI or investigator's initials, 3) agency, case name and number.	Standard: Taken from unburned area near evidence. Evidence: Taken from origin of fire.	None	Clean previously unused, metal friction (paint) cans or glass jars. Seal container with tape.	Indicate if debris is from automotive fire or contains soil. Do not use plastic or paper bags to package evidence.

FORENSIC BIOLOGY/DNA (BIO/DNA)

BLOOD and BODY FLUIDS

<u>Body Tissue</u>	On outside of box, paper bag, envelope or packaging show: 1) type of specimens, 2) date secured, 3) CSI or investigator's initials, 4) agency, case name and number.	Standard: None Evidence: None	Freeze tissue sample in a leak-proof specimen container with no added liquid.	Package specimen container in an envelope or paper bag.	Contact the BIO/DNA Section of the forensic science laboratory for further instructions, if necessary.
<u>Bones/Teeth</u>	On outside of box, paper bag, envelope or packaging show: 1) type of specimens, 2) date secured, 3) CSI or investigator's initials, 4) agency, case name and number.	Standard: submit entire long bone (not sawed, femur preferred) or unrestored teeth (molars preferred). Evidence: None	If not submitted dry, freeze in a leak proof container.	Package in a box, envelope, or paper bag.	Contact laboratory for other possible usable samples or for additional instruction. Provide laboratory with any anthropological or coroner's reports in cases of unidentified remains.
<u>Cans, Bottles, or Cups</u>	On outside of box, paper bag, or envelope show: 1) type of specimens, 2) date secured, 3) CSI or investigator's initials, 4) agency, case name and number.	Standard: None Evidence: Submit entire container, or swab drinking area with sterile cotton swabs moistened with distilled water.	Dry all swabs before packaging.	Package in box, envelope, or paper bag; never in plastic.	
<u>Cigarette Butts</u>	On outside of box, paper bag, or envelope show: 1) type of specimens, 2) date secured, 3) CSI or investigator's initials, 4) agency, case name and number.	Standard: None Evidence: Submit entire cigarette butt.	Keep dry.	Package in box, envelope, or paper bag; never in plastic.	

TYPE OF EVIDENCE	IDENTIFICATION	AMOUNT DESIRED	PRESERVATION	WRAPPING/PACKAGING	MISCELLANEOUS
<u>Envelopes</u>	On outside of box, paper bag, or envelope show: 1) type of specimens, 2) date secured, 3) CSI or investigator's initials, 4) agency, case name and number.	Standard: None Evidence: Submit entire envelope whenever possible.	Keep dry.	Package in another outer envelope or a paper bag. Never package in plastic.	
<u>Fetal tissue</u>	On outside of box, paper bag, or envelope show: 1) type of specimens, 2) date secured, 3) CSI or investigator's initials, 4) agency, case name and number.	Standard: None Evidence: None	Freeze tissue sample in a leak-proof specimen container with no added liquid. Do not add any type of preserving agents, chemicals, or mounting medium.	Package specimen container in a plastic bag.	The medical provider collecting the sample should separate fetal from maternal tissue as much as possible.
STAINS					
<u>Dry Stains</u>	On outside of box, paper packet, or envelope show: 1) type of specimens, 2) from where/what sample was taken, 3) date secured, 4) CSI or investigator's initials, 5) agency, case name and number.	Standard: None Evidence: Collect as much of the stain as possible. Submit entire stained object. A swabbing should be submitted when the item cannot be submitted due to size, shape, or of a hazardous nature. If swabbing, collect as much stain onto as few swabs as possible.	Keep dry.	Tops, ends, and all folds sealed. Never package in plastic, always use paper.	Dry completely under natural conditions before packaging.
<u>Stained Clothing or Fabric</u>	On outside of package show: 1) type of specimens, 2) date obtained, 3) CSI or investigator's name or initials, 4) agency, case name and number and 5) owner of garment.	Standard: None Evidence: As found. Submit entire stained garment, whenever possible.	If wet when found, dry under natural conditions. USE NO EXCESSIVE HEAT TO DRY.	Each article packaged separately and identified on outside of package. Place in cardboard box or paper bags, packed to prevent shifting of contents. Always use paper bags, never use plastic bags or containers that do not allow air flow.	Submit no less than 1 sq. inch of stain if entire article cannot be submitted. Be sure to label from where on the garment the stained areas were taken.
<u>Swabs of stains</u> (From large items which cannot be submitted)	On outside of envelope show: 1) type of specimens, 2) date secured, 3) CSI or investigator's initials, 4) agency, case name and number, and 5) from where sample was taken.	Standard: None Evidence: Using sterile cotton swabs moistened with distilled water, collect as much stain as possible onto as few swabs as possible.	Allow swabs to dry before packaging.	Package in envelope or paper bag. Never package in plastic.	Contact the BIO/DNA Section of the forensic science laboratory for further instructions, if necessary.
<u>Convicted Offender Samples</u>	Collection of Convicted Offender Samples or others pursuant to 730 ILCS 5/5-4-3 shall be made with a DNA Indexing Database Buccal Swab collection Kit. All sections of the provided receipt must be completed.	Six (6) swab constitutes an adequate sample			Note: These collections are not evidence and the kits are not to be used for any other use.
<u>STANDARDS</u> Suspect, Victim, Elimination, or Relatives of Missing Persons	Biological Standards Collection Kits are available at the Forensic Science Laboratory. Directions are included with the kit. If using your own sterile swabs instead of the Collection Kit, label the outside of the box, paper bag, or envelope and include: 1) type of specimens, 2) date secured, 3) CSI or investigator's initials, 4) agency, case name and number, 5) name of person from whom sample was collected.	Standard: None Evidence: Two to four swabs constitute an adequate sample.	None	None	All appropriate standards, including suspect and elimination standards (example: consensual sex partner(s) in an assault case) should be submitted with the case evidence, if known. Pursuant to Illinois Statute, coroner's offices may directly submit standards of homicide victims to the laboratory. Standards for relatives of missing people must be accompanied by appropriate paperwork available from the laboratory. Alternative standards for a person (example: tooth brush) will be considered under special circumstances. A suspect's standard is required before Y-STR analysis will be performed. <i>Also see Bones/Teeth.</i>
<u>Sexual Assault Evidence</u>	Illinois State Police (ISP) Sexual Assault Evidence Collection Kit is available at most hospitals. Directions are included with the kit.	Standard: None Evidence: None	None	None	

TYPE OF EVIDENCE	IDENTIFICATION	AMOUNT DESIRED	PRESERVATION	WRAPPING/PACKAGING	MISCELLANEOUS
Blood/Body Fluids (Toxicology) *Collections must be made in accordance with 20 Ill. Adm. Code 1286.320.	When possible, use standard DUI or Coroner's kit, as appropriate. Fill out provided labels (name of subject, date/time collected, officer's name and agency) and place on the tubes. Fill out case history form provided with the kit.	Standard: None Evidence: Two 10 ml grey stopper vacutainers. Two red top tubes for body fluids.	*Sterile vacutainer containing an anticoagulant and preservative. (Standard DUI kits contain potassium oxalate and sodium fluoride.) *When possible, refrigerate sample until mailed.	Place in kit and seal with provided seals. If a DUI kit is not available, place in suitable mailing package to prevent breakage and spillage.	Reference ISP Command Directive ESH Appendix 17 for additional information.
Bullets (Projectiles, not Cartridges)	Seal in container and mark container, not projectile. Place CSI or investigator's initials, date, agency, case name and number on the container.	Standard: None Evidence: Collect all fragments.	Do not clean.	Place on tissue soft paper. Place in pill, powder, or match box. Pack to prevent shifting in transit. If wet, avoid plastic containers.	Do not pack in cotton or gauze.
Cannabis - See Plant Material					
Cartridges or Rounds (Live) <i>Also see "Ammunition"</i>	Place in bag or box and mark container. Place CSI or investigator's initials, date, agency, case name and number on the container.	Standard: All available. Evidence: All available.	None	Package to prevent shifting.	
Cartridges Cases (Empty Shells)	Place in bag or box and mark container. Place CSI or investigator's initials, date, agency, case name and number on the container.	Standard: None Evidence: All available.	None	Package to prevent shifting.	When fingerprint analysis is desired, do not remove from weapon. Hand carry to laboratory.
Casts	On back of cast and on the outside of container indicate date obtained, CSI or investigator's initials, agency, case name and number.	Standard: None Evidence: All.	Let dry 24 hours before putting in package.	Support well and pack in rigid container. Use layers of newspaper to avoid shifting or breakage. Avoid sealing in plastic bags. Mark package as FRAGILE.	Dental stone is the preferred casting material. Do not clean. Take photos of impressions before casting.
CLOTHING					
<u>Blood and Body Fluids</u>	Attach property tag or label outside of container describing item, owner, CSI or Investigator's initials, date obtained, agency, case name and number.	Standard: None Evidence: Only pertinent items.	Do not handle with bare hands.	Package each article individually with identification written on the outside of package. Place in strong container. Use paper bags, never plastic.	Leave clothing whole, if possible. Do not cut out stains or cut through bullet holes. If wet, dry before packing. Never package in plastic bags.
<u>Touch DNA/Cellular DNA</u>	Label outside of box or paper bag with the type of item, owner, CSI or investigator's initial's, date obtained, agency, case name and number.	Standard: None Evidence: Submit entire garment or using sterile cotton swabs moistened with distilled water, swab the area of interest using as few swabs as possible.	Allow swabs to dry naturally before packaging.	Package each article individually with identification written on the outside of package. Place in strong container. Use paper bags or cardboard boxes; never plastic.	Evidence in cases with a known suspect must be submitted with approval for consumption of the sample. Victim's clothing (or swabs from victim's clothing) will not be accepted unless probative to the case and the exact area touched by the perpetrator is known. Elimination standards may be required before DNA analysis can be conducted. Contact the BIO/DNA Section of the forensic science laboratory for further instructions.
DIGITAL					
<u>Digital Media</u>	Label or tag on outside of packaging.	Standard: None Evidence: All	None	Package each individual digital data disc (CD, DVD, Blue-ray, etc.) or media card separately in an appropriate sleeve or case to prevent damage. Seal packaged digital media in an appropriately labeled paper envelope or bag.	
<u>Digital Images</u>	Label disc, indicate date obtained, CSI or investigator's initials, agency, case name and number. Also, label or tag out side of container.	Standard: None Evidence: All images depicting evidence for comparison.	Digital images should be copied to an appropriately sized NON rewritable disc.	Use an envelope large enough for the disc or disc packaging.	Images for comparison purposes MUST have a scale visible. These images should be submitted in original RAW format. Impression evidence MUST be captured with the camera lens parallel to the surface of the impression.

TYPE OF EVIDENCE	IDENTIFICATION	AMOUNT DESIRED	PRESERVATION	WRAPPING/PACKAGING	MISCELLANEOUS
DRUGS					
<u>Liquids</u>	Label or tag on outside of container. Show: 1) type of material, 2) date obtained, 3) CSI or investigator's name or initials, 4) agency, case name and number.	Standard: None Evidence: All to 1 pt. Not less than 15cc or 1/2 oz., if available.	None	If bottle has no stopper, transfer liquid contents to glass stoppered bottle and seal with adhesive tape and wax or other appropriately sealed evidence container such as a Nalgene bottle.	Mark FRAGILE. If the bottle is glass, see the "Sharp Objects" section for proper packaging. Determine alleged normal use of drug and if prescription, check with druggist to determine supposed ingredients.
<u>Powders, Tablets, and Capsules</u>	Label or tag on outside of container. Show: 1) type of material, 2) date obtained, 3) CSI or investigator's name or initials, 4) agency, case name and number.	Standard: None Evidence: Amount slightly over maximum penalty amount. Packages should be kept to a maximum of 25 lbs. when feasible.	None	Seal with tape to prevent any loss.	If possible, drugs and packaging materials should be separated and packaged separately for Drug Chemistry or Latent Print cases. Consult with the forensic science laboratory for further instructions.
<u>Internal Carry (Body Cavity)</u>	Label or tag on outside of container. Show: 1) type of material, 2) date obtained, 3) CSI or investigator's name or initials, 4) agency, case name and number.	Standard: None Evidence: All	None	Seal container. Wrap in paper or soft packaging, place in suitable package to prevent breakage or spillage.	Items recovered from an internal carry that need analysis should be cleaned off as best as possible, then submit with a "BIOHAZARD" label attached to the container.
<u>Residues</u>	Label or tag on outside of container. Show: 1) type of material, 2) date obtained, 3) CSI or investigator's name or initials, 4) agency, case name and number.	Standard: None Evidence: A maximum of five residues should initially be submitted per case.	None	Seal container. Place in suitable package to prevent loss. If the item is glass or a sharp item, see "Sharp Objects" section for additional information.	Items with visible powder or residue tend to be the most probative in value.
<u>Syringes (See below)</u>					
Electrostatic Dust print Lifts	Label or tag on outside of container. Show: 1) Identify contents, 2) date lifted, 3) location, 4) CSI or investigator's name or initials, 5) agency, case name and number.	Standard: None Evidence: All	None	Secure edges inside suitably-sized box or between two firm non-corrugated pieces of cardboard. A manila folder may also be used if the lift is completely contained within the folder. (Manila folder should NOT be the outermost packaging.) Avoid surface abrasion. Seal outer package.	Take photos of impression before lifting. Make a second lift of the impression if first lift has excessive dust/debris.
Fibers	Label or tag on outside of container. Show: 1) type of material, 2) date obtained, 3) CSI or investigator's name or initials, 4) agency, case name and number.	Standard: Submit entire article if possible. Evidence: All	None	Druggist fold inside of sealed envelope. Use tape on exterior package to seal edges to prevent loss.	
Firearms	Attach tag with pertinent data. Show: 1) date obtained, 2) CSI or investigator's name or initials, 3) agency, case name and number. Record serial # data on evidence record.	Standard: None Evidence: None	Keep from rusting.	Wrap in paper, wooden box, or cardboard box, and identify contents of package. Identify if loaded. Prevent shifting while in transit. Indicate direction of barrel. If you unload, mark position of cylinder and note location of cartridges. Do not place in gun case if fingerprints are requested.	Unload all firearms. If circumstances warrant (rusted, accidental discharge, suicide, etc.) call the laboratory in advance to submit loaded firearms. Do not put anything into barrel. Do not disassemble. Do not test or manipulate action after unloading. Do not package with anything that may scratch or mark firearm. Advise if other exams (Latent Prints, BIO/DNA, malfunction, accidental discharge, etc.) are needed.
<u>Firearms recovered in water</u>	Label or tag with pertinent data. Show: 1) date obtained, 2) CSI or investigator's name or initials, 3) agency, case name and number. Record serial # data on evidence record.	Standard: None Evidence: None	Keep from drying.	Place in container of same water. Capped 6" plastic pipe works for long guns.	
Fractured Evidence or Physical Matches	Label or tag on outside of container. Show: 1) type of material, 2) location and date obtained, 3) CSI or investigator's initials, 4) agency, case name and number.	Standard: Submit all evidence with broken, torn, or separated edges. Evidence: All	None	Place in cardboard box or paper bags, packed to prevent shifting of contents. Protect fragile fractured edges with packing material as necessary.	For submission to Latent Prints or Forensic Biology/DNA, see General guidelines.

TYPE OF EVIDENCE	IDENTIFICATION	AMOUNT DESIRED	PRESERVATION	WRAPPING/PACKAGING	MISCELLANEOUS
Gasoline and Ignitable Liquids	Label or tag on outside of container. Show: 1) type of material, 2) location and date obtained, 3) CSI or investigator's initials, 4) agency, case name and number.	Standard: 1/4 cup Evidence: All to 1/4 cup	Fireproof container.	Glass vial or jar cushioned in a metal container.	Label IGNITIBLE LIQUID
Gelatin Lifts	Label or tag back of lift and outside of container. Identify contents and show date lifted, location, CSI or investigator's initials, agency, case name and number.	Standard: None Evidence: All	Avoid high heat or extreme cold.	Replace cover and seal in suitably-sized paper bag or envelope.	Take photos of impressions before lifting. Transport to laboratory as soon as possible.
Glass Fragments	Label or tag on outside of container. Show: 1) type of material, 2) date obtained, 3) CSI or investigator's name or initials, agency, case name and number.	Standard: Submit fingerprint cards for all persons known to have handled glass, if latent prints are requested. Evidence: All	Avoid chipping.	Wrap each piece separately. Pack in strong box to prevent shifting and breakage. Identify contents.	Mark FRAGILE. If being submitted for Latent prints, see Latent Print guidelines. For Fracture Match, see Fractured Evidence.
Guns - See FIREARMS					
Gunshot Residue on Clothing for Primer Gunshot Residue Analysis	Label or tag on outside of container. Show: 1) Location and date obtained 2) CSI or investigator's initials, 3) agency, case name and number.	Standard: None Evidence: Pertinent items.	None	Avoid excessive handling. Package in paper bags, one item per bag.	If ownership of the clothing may be in question, submission of evidence to the BIO/DNA section for the collection of wearer's DNA must precede GSR examination. Guidelines for areas to be sampled for PGSR can be found in ESH 26.
Gunshot Residue on Clothing for Range Determination	Attach tag or mark directly on article, date obtained, CSI or investigator's initials, agency, case name or number.	Standard: None Evidence: Only pertinent items.	Do not handle with bare hands.	Fold fabric flat and then wrap so that no residue is lost through friction. Place clean paper between folds. Package in paper bags, one item per bag.	Do not cut through bullet holes. Dry before submitting. Avoid shaking. Do not package in plastic bags.
Hair (for DNA Analysis)	Label or tag on outside of container. Show: 1) type of material, 2) date obtained, 3) CSI or investigator's name or initials, agency, case name and number.	Standard: None Evidence: All	None	Druggist fold. Seal edges and openings with scotch or adhesive tape.	Envelope not satisfactory. Use fingers to pull hairs, not tweezers. DO NOT CUT.
Latent Prints					
<u>Lifts</u>	Label outside of sealed package. Each lift must be properly marked to include exact location, date, and name of person taking the lift.	Standard: (The database searches require the submission of elimination prints.) Evidence: All	Use coated lift backings or fixed photographic paper.	May be submitted collectively in a sealed package.	Use of black powder is recommended. Use of transparent lifts, white powder, and fluorescent powders is discouraged.
<u>Non-Porous Items</u> (Glass, Metal, Plastic, Finished Wood, Firearms) <i>Also see Firearms</i>	Label or tag on outside of sealed package. Show: 1) Location and date obtained 2) CSI or investigator's initials, 3) agency, case name and number. Attach tag to large items.	Standard: None Evidence: All	Package securely to prevent movement of item. Avoid abrasion of surface within the container.	Use cardboard boxes and paper bags whenever possible. Paper containers should avoid surface contact as much as possible.	Touch as little as possible and only while wearing gloves.
<u>Porous Items</u> (Paper, Cardboard, Unfinished Wood)	Label outside of sealed package. Show: 1) Location and date obtained 2) CSI or investigator's initials, 3) agency, case name and number.	Standard: None Evidence: All	No special requirements once packaged.	No special packaging requirements.	Touch as little as possible and only while wearing gloves.
<u>Items in Water</u>	Label outside of sealed package. Show: 1) Location and date obtained 2) CSI or investigator's initials, 3) agency, case name and number.	Standard: None Evidence: All	Whenever possible, keep wet with the water in which the item was found. Do not air dry.	Use plastic containers.	Touch as little as possible and only while wearing gloves.

TYPE OF EVIDENCE	IDENTIFICATION	AMOUNT DESIRED	PRESERVATION	WRAPPING/PACKAGING	MISCELLANEOUS
<u>Adhesive Tape</u>	Label outside of sealed package. Show: 1) Location and date obtained 2) CSI or investigator's initials, 3) agency, case name and number.	Standard: None Evidence: All	None	Place sticky side up in box and pin down. Avoid surface contact of the adhesive side to the packing.	Touch as little as possible and only while wearing gloves.
<u>Fingerprint Cards</u>	Label outside of sealed package. All standards should be labeled with the subject's name. The name must be legible.	Standard: None Evidence: All	None	Use an envelope large enough for the card.	Inked prints are preferred. Rolled and plain impressions are recommended.
Marijuana - See Plant Material					
Matches	Label or tag on outside of container. Show: 1) type of material, 2) date obtained, 3) CSI or investigator's name or initials, 4) agency, case name and number.	Standard: One to two books of paper matches. One full box of wooden matches. Evidence: Up to 1/4 lb.	Keep away from fire.	Metal container and packed in large package to prevent shifting. Matches in box or metal container.	Label "KEEP AWAY FROM FIRE"
Medicines - See Drugs					
Oil or Waxes	Label or tag on outside of container. Show: 1) type of material, 2) date obtained, 3) CSI or investigator's name or initials, 4) agency, case name and number.	Standard: 1 qt. together with specifications, if available. Evidence: All to 1 pt., if available.	Keep away from fire.	Metal or glass container with tight screw top. Pack in strong box using excelsior or similar material.	DO NOT USE DIRT FOR PACKING MATERIAL.
Paint					
<u>Liquid</u>	Label or tag on outside of container. Show type of material origin if known, date obtained, CSI or investigator's initials, 4) agency, case name and number.	Standard: 1/4 pt. Evidence: All to 1/4 pt. Not less than 30cc or 1 oz., if available.	None	Friction top paint can or large mouth screw top jars; if glass, pack to prevent breakage. Use heavy corrugated paper or wooden box.	
<u>Solid</u>	Label or tag on outside of container. Show: 1) type of material, 2) date obtained, 3) CSI or investigator's initials, 4) agency, case name and number.	Standard: At least 1/2 sq. in. Evidence: All and if on small object, send object.	Wrap so as to protect smear.	If small amount, non-plastic pillbox or small glass vial with screw top or druggist fold in sealed envelope. Seal exterior package to prevent leakage.	Do not pack paint chips in cotton, plastic containers, or secure with scotch or adhesive tape. Do not recover paint chips on lifts or tape.
Paraphernalia (Drug) <i>Also see Syringes.</i>	Label or tag on outside of container. Show: 1) type of material, 2) date obtained, 3) CSI or investigator's initials, 4) agency, case name and number.	Standard: None Evidence: Pertinent items.	None	Pack glass items to prevent breakage.	Empty any liquid from smoking devices into a separate container. If the paraphernalia is glass, see the "Sharp Objects" section for proper packaging.
Plant Material e.g. Cannabis, Mushrooms, Peyote, etc.	Label or tag on outside of container. Show: 1) type of material, 2) date obtained, 3) CSI or investigator's initials, agency, case name and number.	Standard: None Evidence: Amount over maximum penalty limit. Keep package weight to a maximum of 25 lbs. when feasible.	Dry fresh plant material to prevent molding.	Loosely fill paper bag and seal if drying is impossible. In order to preserve the integrity of the evidence, do not seal wet or fresh plant material into a plastic bag or container. Use any suitable sealed container if dry. Individual plants should be wrapped separately within the evidence container. Notify laboratory of condition upon submission. Dirt or other growing material should not be submitted with the plants.	When a cannabis case will be charged based on plant count instead of weight, individual sample of cannabis plants can be substituted for whole plants if clearly marked.
Powder Patterns - See Gunshot Residue on Clothing for Range Determination					
Powders - See Drugs					

TYPE OF EVIDENCE	IDENTIFICATION	AMOUNT DESIRED	PRESERVATION	WRAPPING/PACKAGING	MISCELLANEOUS
Rope, Twine, Cordage, and Miscellaneous Ligatures	Label or tag on outside of container. Show: 1) type of material, 2) date obtained, 3) CSI or investigator's initials, agency, case name and number.	Standard: 2 ft. or 1 lb. Evidence: All up to 2 ft.	None	Wrap securely in clean paper. If strands or fibers, use druggist fold in pillbox. Seal edges and openings with scotch or adhesive tape.	Do not untie knots. Identify any cuts made to facilitate removal.
Sharp Objects e.g., Knives, Axes, Razor Blades, etc.	Label or tag on outside of container. Show: 1) type of material, 2) date obtained, 3) CSI or investigator's name or initials, 4) agency, case name and number.	Standard: None Evidence: None	None	Pack in cardboard box with appropriate packing to prevent shifting or use plastic cylinders.	Use "SHARPS" label on container. See other appropriate areas, i.e. Blood, Latent Prints.
Shoes	Label or tag on outside of container. Show: 1) type of material, 2) date obtained, 3) CSI or investigator's initials, 4) agency, case name and number.	Standard: All Evidence: None	If wet, let dry before sealing in package.	Seal in suitably-sized paper bag or box.	Package shoes separate from other clothing and physical evidence. Make note of possible biohazard if blood is on shoes. Be aware of and avoid loss of trace evidence. Do not wrap shoes tightly or seal them in plastic bags.
Stomach Contents	Place in clean, sterile container. Label outside of container with name of subject, date taken, officer's name and agency.	Standard: None Evidence: All available sample.	None	Seal container. Wrap in paper or soft packaging, place in suitable mailing package to prevent breakage or spillage.	Refrigerate sample until mailed. Label "Stomach Contents". Stomach contents should never be submitted to the Drug Chemistry Section. If there are items in the stomach contents that need analysis, the items should be removed and cleaned off as best as possible and then submitted with a "BIOHAZARD" label attached.
Syringes* <i>*Actual syringes will only be accepted with documented prior approval from Laboratory Management (see ESH 16).</i>	Label or tag on outside of container. Show: 1) type of material, 2) date obtained, 3) CSI or investigator's initials, 4) agency, case name and number.	Standard: Agency should remove contents from the syringe and submit contents in an appropriate container or glass vial. Evidence: Pertinent items.	None	Place needle in plastic cylinder and seal to prevent needle sticks and loss. Needle caps are also preferred.	Mark container as a "BIOHAZARD" and "CONTAINS SHARPS".
Tires	Label or tag tires. Identify vehicle and position from which they were removed (e.g., front, right, rear, etc.), owner of vehicle if known, date of recovery, CSI or investigator's initials, 4) agency, case name and number.	Standard: All Evidence: None	None	Tires can be large and are more easily handled independently. Tires should minimally be wrapped in paper. Any packaging that protects the tread and potential trace evidence is acceptable.	Inked test prints of tires should be made while tires are on vehicle. Consider whether or not spare tire may have been involved.
Tools	Label or tag on outside of container. Show: 1) type of material, 2) date obtained, 3) CSI or investigator's initials, 4) agency, case name and number.	Standard: None Evidence: All	None	Cover end or edges with paper bag to catch trace evidence. Never place tape directly on edge.	Wrap each tool separately in paper, strong cardboard, or wooden box to prevent shifting and protect ends. Do NOT use tool to collect suspect marks.
Toolmarks	On packaging or on a tag attached to or on opposite end from where toolmarks appear. Show: CSI or investigator's initials, agency, case name and number.	Standard: Send in the tool. Evidence: None	Cover ends bearing toolmarks with bag and wrap with paper. Never use tape on cut ends.	After marks have been protected, package each item of evidence separately. Place in strong box and pack to prevent shifting.	Use silicone casting material, make two casts if practical. Keep questioned specimens separate from known standards. Identify end with questioned cut and with agency cut.
Urine (Toxicology) <i>*Collections must be made in accordance with 20 Ill. Adm. Code 1286.330.</i>	When possible, use standard DUI kit. Fill out provided labels (name of subject, date/time collected, officer's name and agency) and place on urine bottles. Fill out DUI case history form provided with DUI kit.	Standard: None Evidence: Two 35 ml. plastic bottles.	None	Place in kit and seal with provided seals. If DUI kit is not available, place in suitable mailing package to prevent breakage and spillage.	Reference ISP Command Directive ESH Appendix 17 for additional information.
Wire <i>Also see Toolmarks</i>	Label or tag on outside of container. Show: 1) type of material, 2) date obtained, 3) CSI or investigator's initials, 4) agency, case name and number.	Standard: 1 ft. or more. Evidence: All	Do not put tape on cut ends.	Wrap securely; pack to prevent friction, shifting, breakage, or contact while in transit.	Identify end with questioned cut and end with agency cut.