



Evidence Management Procedures

Effective Date: 7/17/2023

Document ID: TLD_EvidMgmt Revision: Original

Approved By: TLD Commander

Washington State Patrol Toxicology Laboratory Division

Seattle Laboratory
2203 Airport Way South, Suite 360
Seattle, WA 98134
(206) 262-6100

Federal Way Laboratory
33810 Weyerhaeuser Way South, Suite 100
Federal Way, WA 98001
(206) 262-6080

EVIDENCE MANAGEMENT

The Laboratory employs policies and procedures for the receipt, accessioning, transfer, protection, storage, retention, and disposal of evidence items. Evidence is to be handled so as to protect the integrity of the test items, and the interests of the Laboratory and customer(s).

Any exceptions or deviations from the procedures described below must be approved by a member of TLD Management, and appropriately documented.

1.1 DEFINITIONS

- 1.1.1 Chain of Custody (COC): Written record of all evidence transfers, including entrance to the Laboratory, internal and external transfers, and disposition from the Laboratory. For internal transactions, the COC will include the transaction date and the unique identifier for the test item(s). All transactions require the unique, secured PIN of personnel involved in the transaction, with the exception of the initial receipt/signing of the COC on the Request for Analysis.
- 1.1.2 Evidence: Test items received by the Laboratory for the purpose of performing forensic toxicological testing.
- 1.1.3 Evidence Vault: The primary, secured, limited-access storage area for evidence.
- 1.1.4 Examination/Analysis: The process of examination and testing of evidence items, using the Laboratory's defined procedures.
- 1.1.5 Laboratory Information Management System (LIMS): The evidence-management database which tracks evidence movement into, within, and out of the Laboratory.
- 1.1.6 Proper Seal: Prevents loss, cross transfer or contamination, and ensures the integrity of the evidence item(s), as an attempt to enter the container would be noticed. Examples include non-removable tape, evidence tape, or heat seals, with initials of the person applying the seal. All test items received by, and in custody of, the Laboratory will be properly sealed while not under examination/analysis.
- 1.1.7 Property & Evidence Custodian (PEC): Handles evidence entering and leaving the Laboratory, and maintains primary responsibility for the evidence vault and all evidence contained therein. Alternate PECs are granted access to the evidence vault for purposes of assisting in those responsibilities of the PECs.

1.2 EVIDENCE RESPONSIBILITIES

1.2.1 Property & Evidence Custodians (PECs)

PECs have primary responsibility for the receipt, accessioning, storage, and disposition of evidence. PECs or assigned personnel have primary responsibility for transfers of evidence between laboratories (e.g., to another Laboratory location within the Division, an external laboratory /subcontractor, or return to submitting agency). PECs have primary responsibility for transfers into and out of the evidence

vault. Only personnel employed by the TLD will receive evidence submitted to the TLD. Main responsibility of evidence receipt lies with TLD PECs or alternate PECs; however, if a TLD PEC is not available, any member of the TLD may receive submitted evidence (see 1.5.3 – 1.5.5).

1.2.2 Forensic Scientists (also referred to as scientists or analysts) are responsible for intra-laboratory transfers and security of evidence during analysis.

1.2.2.1 Scientists will secure evidence that is in their custody, and under examination, in a temporary refrigerator. The Laboratory Manager maintains a key-log and duplicate keys to the lock.

1.2.2.2 Scientists are responsible for securing evidence that is not actively being analyzed, but is in process of examination. The scientist will store evidence in the secured temporary refrigerator or return the evidence to the vault.

1.3 EVIDENCE VAULT ACCESS

1.3.1 Access to the evidence vault is limited to PECs and authorized alternate PECs (e.g., OA3, Supervisor, ASMB, LT2 and/or AA4).

1.3.2 Any other individual requiring access to the vault (including but not limited to maintenance workers, auditors, etc.) must be escorted by personnel with authorized access (as listed in 1.3.1), and signed in on the Property Room Access Record in the vault.

1.3.3 Additional secured refrigerators, outside the main evidence vault (other than designated for scientist access to evidence under examination), are available for overflow evidence storage. These refrigerators must be secured, with access limited as described in 1.3.1.

1.4 EVIDENCE SUBMISSION AND KITS

1.4.1 When available, the Laboratory provides information regarding content and purchase of evidence collection kits to user agencies.

NOTE: Miscellaneous evidence containers may also be submitted (e.g., assorted collection tubes for hospital samples, glass or plastic containers).

NOTE: Syringes with needles will not be accepted.

1.4.2 Evidence Request for Analysis Forms

All evidence must be submitted with a Request for Analysis Form (as described in section 6.2 of the Operations Manual). If no form is included, the submitting agency will be contacted.

NOTE: Request for Analysis Forms may be modified by user agencies to reflect that information that is most relevant to a specific case type (or agency). These forms will be accepted (current/previous revisions) by the Laboratory with accompanying

evidence, and the form should contain the following information; chain of custody documentation, subject and agency information, person submitting the evidence, and type of request.

1.5 RECEIPT OF EVIDENCE

- 1.5.1 Evidence submitted to the Laboratory for testing is received by TLD personnel only. The process of evidence examination/analysis begins when the evidence is received by TLD personnel.
- 1.5.2 The Laboratory directs user agencies to submit evidence that has been properly sealed. Due to the diversity of user agencies and volume of evidence submitted for analysis, the Laboratory will accept evidence that is not under proper seal at time of delivery.
- 1.5.3 The chain of custody on the Request for Analysis Form should be signed immediately when evidence is received by hand delivery. If the Request for Analysis Form is located inside the packaging, it will be signed after the package has been opened (*see 1.6.1*).
- 1.5.4 The initials of the individual receiving the package, the date received and the method of delivery shall be noted on the outer packaging (hand deliveries are initialed on the request for analysis form at the time of delivery).
- 1.5.5 Evidence will be stored under refrigeration in the evidence vault upon receipt. Evidence may be removed from refrigeration for accessioning within the evidence vault, and returned to the refrigerator while awaiting assignment.

NOTE: In the event that evidence must be received by TLD personnel without access to the evidence vault, evidence items may be stored in any refrigerator within the secured areas of the Laboratory and transferred to the evidence vault as soon as practicable. The person receiving the evidence and the location of temporary storage will be documented in the chain of custody.

1.6 ACCESSIONING/EXAMINATION EVIDENCE

- 1.6.1 A TLD PEC or alternate PEC will accession/examine the evidence. If the PEC accessioning the evidence did not originally receive the evidence, they will note who originally received the package (based on the initials and date on the package or signature on the COC).
- 1.6.2 If evidence is found to be not under proper seal upon opening the packaging, this will be noted on the Request for Analysis form.
 - 1.6.2.1 If individual evidence items are found to not be under a proper seal, the PEC will not seal the items at that time. This allows the testing scientist to verify the condition of the evidence items (e.g., labeling, seals, tube type) against the request form prior to beginning analysis.

- 1.6.3 All evidence should be handled as bio-hazardous and appropriate precautions should be taken (*see TLD Safety Plan 2.3*).
- 1.6.4 Photographs are taken of all evidence items submitted, at time of accessioning, with the exception of postmortem death investigation samples. Photographs are stored in LIMS in electronic form.
- 1.6.5 The following information is documented on the Request for Analysis Form. The PEC/alternate PEC recording the information will initial the Lab Use Only section of the form.

1.6.5.1 Case and Evidence Identifier

- Case identifiers will be designated by location (Seattle or Federal Way) and will serve as the Laboratory's unique identifier for the case and submitted evidence items. Evidence received at the Seattle laboratory will be designated by an ST prefix, with evidence received at the Federal Way laboratory designated by an FT prefix.
- ST or FT numbers begin with the two-digit year and are marked in succession (e.g., the first sample received in 2023 at the Seattle Laboratory will be marked as ST-23-00001. The first sample received in 2023 at the Federal Way Location will be marked as FT-23-00001.).
- Each item of evidence attached to a particular case will be uniquely identified and traceable to the unique case identifier (ST or FT number), with the addition of a letter suffix, in alphabetical order. For example, case ST-23-00001 has two gray top vials and one red top vial submitted as evidence, marked as ST-23-00001-A, ST-23-00001-B, and ST-23-00001-C, respectively.
- The unique identifier for each test item shall be retained throughout the life of the item in the Laboratory (*see also 1.8.2 Creation of Child Items*).

1.6.5.2 Chain of Custody

- The COC is signed and dated (date package was received by the Laboratory) by the individual who received the evidence.

1.6.5.3 Other Observations

- Observations made upon examination of sample (e.g., leaking sample, improperly completed form) are noted.
- Should the issue affect the ability of the Laboratory to perform the requested testing, the submitting agency will be notified.

1.6.5.4 Method of Shipping

- Check boxes are available in the "Lab Use Only" section for most methods of shipping.
- The condition of the shipping containers and any discrepancies (e.g., suggestion of damage or tampering in transit) are documented.

1.6.5.5 Seals

The presence of integrity seals on submitted test items are annotated by marking the appropriate boxes on the request form in the “Lab Use Only” section. Note that evidence may be sealed upon delivery, but not under “proper seal,” as defined in 1.1.6. The type of seal used by the submitting agency is noted on the request form.

1.6.5.5.1 If the outer packaging (bag, box) containing the evidence is properly sealed, but the individual evidence item(s) are not, this will be noted on the Request for Analysis Form.

1.6.5.5.2 The type of seal is indicated using the following abbreviations (this list is not all-inclusive):

- T – tape
- ET – evidence tape
- HS – heat seal
- G – gum seal
- P – Parafilm®

1.6.5.6 Evidence Description

A description of evidence is documented, with the following information:

- Type of evidence (e.g., blood, vitreous, liver)
- Sample container
 - i. The following is a list of commonly encountered containers and the applicable abbreviations (this list is not all-inclusive):
 - V – Vacuum-collection tube
 - T – Snap top tube
 - C – Cup
 - P – Plastic
 - B – Bag
 - BTL – Bottle
 - Tub – Tub
 - ii. The following is a list of commonly encountered vacuum-collection tubes and the applicable abbreviations (this list is not all-inclusive):
 - G – Gray top tube
 - R – Red top tube
 - Grn – Green top tube
 - Lav – Lavender top tube
 - Blu – Blue top tube
 - Pnk – Pink top tube

- SST – Serum Separator Tube
- Yel – Yellow top tube
- Estimated amount of sample received
- Whether or not the evidence is labeled
 - i. Samples are considered labeled if they include at least one of the following and is indicated by a “Y”:
 - Subject’s name
 - Agency case number
 - ii. If the name on the evidence does not match the name on Request for Analysis Form, the samples are considered labeled. The name on the evidence is the name of the subject in LIMS.
 - One exception is a death case where the subject is unidentified at the time of collection and is marked “John Doe” or equivalent. In this instance, both names provided will be recorded in the database.
 - If minor differences in the subject name are identified (e.g., missing or incorrect letter, hyphenation), this is noted in the “notes” section of the “Lab Use Only” section on the Request for Analysis form.
 - If the subject name is completely different from the request form, contact the submitting agency to verify.
 - iii. In the event of ii above (excluding minor differences) two copies of the evidence photographs are printed. One copy is sent with the Toxicology Test Report to the submitting agency and one remains as part of the physical case file.

NOTE: As described in 1.6.4, photographs of evidence submitted in post mortem cases will not be taken automatically at time of accessioning, and will need to be taken if discrepancies are identified.

- Unique suffix
 - i. Each evidence item receives a unique suffix (see 1.6.5.1) that will be added to the end of the ST number assigned to the case.
 - ii. If hospital evidence is received, suffix assignment most often occurs in the order of sample draw (based on date and time from the hospital labels), and/or by matrix type or sample volume.

1.6.6 A new case is generated in LIMS. The following information is included:

- Agency name and case number

- Subject's name and information
 - Evidence information including lot numbers of containers (when available)
NOTE: Lot numbers are not entered for death investigation cases, with the exception of police-submitted death-investigation cases, or for DFSA submissions.
 - Type of request and the date of incident
 - Other observations
 - Evidence submission and chain of custody
 - Additional information as needed or given (e.g., decomposed sample, where applicable)
- 1.6.7 Once the data has been entered, LIMS will generate evidence labels. White labels are used for evidence received at the Seattle Laboratory location and yellow labels used for evidence received at the Federal Way Laboratory location. Labels are then affixed appropriately.
- 1.6.7.1 A large ST or FT label is affixed to the case file folder (not LIMS-generated).
- 1.6.7.2 The request barcode label is placed on the folder tab.
- 1.6.7.3 The appropriate labels, with suffixes, are affixed to the evidence items, as noted on the Request for Analysis Form.
- A non-barcode label is affixed horizontally to the top of the tube or container.
 - The barcode label is affixed vertically to the side of the tube or container, with care taken not to cover up any identifying information, wherever possible.
 - A small ST or FT label is affixed to the Request for Analysis Form.
- 1.6.7.4 The PEC will mark the following additional information on case files, if applicable.
- A red "T" is marked on the file folder of Death Investigation cases where the cause of death is a traffic accident.
 - A black "DRE" is marked on the file folder of cases in which a DRE performed an evaluation and rendered an opinion.
- 1.6.8 The labeled evidence is placed in accession order in a rack and is secured by the PEC within the evidence vault until assigned to a Forensic Scientist for testing.
- 1.6.9 Case files are maintained by the PEC until the corresponding evidence is assigned to a Forensic Scientist.

1.7 SUPPLEMENTAL EVIDENCE

When supplemental evidence is received it will be processed as outlined in 1.6. The supplemental test items will be labeled with the same ST or FT number as the original case submission, with the appropriate suffixes, and the Forensic Scientist to whom the case was assigned will be notified (if applicable).

1.8 CREATION OF CHILD ITEMS

1.8.1 Definition of Parent/Child process

When evidence is created from an existing piece of evidence and placed into a new container (e.g., for testing purposes or shipment), a new (child) item number is created from the original (parent) item. For example, a sample from Item B (ST-23-00001-B) would become Item B-1 (ST-23-00001-B-1). The initial chain of custody is inherited from the parent item.

1.8.1.1 This creation must be recorded in LIMS using the following procedure:

- The scientist must have possession of the parent item and be logged into LIMS in order to create a child item.
- Select the applicable evidence kit.
- Select the inheritance information.
- Select the sample type.
- Generate label for the child item and affix to the container.

1.8.2 Child items shall be tracked in LIMS, with a documented chain of custody record, to the same extent that the original, parent items of evidence are tracked.

NOTE: For additional information, refer to the Help Contents file in LIMS and/or the LIMS Manual on the FLSB portal.

1.9 STORAGE OF EVIDENCE

1.9.1 Evidence will be stored appropriately in an upright position, wherever possible.

1.9.1.1 Evidence test tubes will be stored in test tube racks.

1.9.1.2 Evidence in plastic cups, paint cans, and other specimen containers unsuitable for test tube rack storage, may be stored in trays in the evidence vault refrigerators.

1.9.2 While under examination/analysis, evidence not actively being tested will be stored in a refrigerator within the secured, limited-access evidence vault or in a secured temporary refrigerator within the main laboratory.

1.9.2.1 Evidence awaiting shipment to an external laboratory for testing may be stored in a general-use refrigerator within the secured laboratory, provided each evidence item has been sealed with evidence tape, including the initials of the person sealing the item.

1.9.2.2 Evidence under examination/analysis may be left unattended for short periods of time but must be in the secured laboratory area (stored as in 1.9.1), protected from extreme temperatures, risk of breakage and contamination, with container lids/stoppers in place.

- Examples of short periods of time may include, but are not limited to, rest breaks, meal periods, phone calls, and short conferences.

1.9.3 Evidence submitted to the Laboratory is considered under examination/analysis from the time it is received by a TLD PEC until 120 days after the report is issued.

1.9.4 Evidence not in the process of examination will be stored under refrigeration within the secure, limited-access evidence vault, under proper seal (*see also 1.6.2*).

NOTE: Evidence items no longer under examination are generally identified when a LIMS list of evidence items eligible for final disposition (e.g., return to submitting agency or disposal) is pulled. This is done on a recurring basis, at which time items are sealed.

1.10 **RETRIEVING/RETURNING EVIDENCE FROM THE EVIDENCE VAULT**

1.10.1 Evidence is retrieved from or returned to the secured evidence vault by a PEC or alternate PEC.

1.10.2 Each individual involved in an evidence transaction shall scan the appropriate personnel barcode and enter their secure PIN number.

1.10.3 Transfers between Forensic Scientists can occur without a PEC but must be recorded in LIMS using the secured PIN transaction.

1.11 **TRANSFER OF EVIDENCE BETWEEN DIVISION LABORATORY LOCATIONS**

1.11.1 Evidence transfers between Division Laboratory locations will be conducted by a PEC/alternate PEC or Supervisor and will follow 1.10.2. The evidence will be transported via hand delivery or utilizing an available courier service (e.g., Campus Mail, or FedEx, UPS).

1.11.1.1 Evidence items will be sealed prior to transport

1.11.1.2 Evidence items will be moved to a closed container with refrigeration packs for transport.

1.12 TRANSFER OF EVIDENCE TO A SUBCONTRACTED OR REFERENCE LABORATORY

1.12.1 The Forensic Scientist assigned to the case, or if necessary, another Forensic Scientist, a PEC/Alternate PEC or Supervisor, will prepare the sample for shipping to an external laboratory/subcontractor. The test information/description (however named) for the selected test is printed (e.g., from subcontractor website), and the Supervisor adds initials/date to indicate approval for send-out. The page is retained in the case file.

For cases that are unassigned, a Supervisor will review the case to authorize appropriate testing. Testing codes will be entered in the external laboratory/subcontractor's website directly and no printed copy is needed to be included in the case file. A PEC/Alternate PEC or a Supervisor will then prepare the sample for shipping to the external laboratory/subcontractor.

1.12.1.1 For testing performed by an external laboratory/subcontractor, an aliquot of the previously opened tube/container can be transferred, creating a child-item. The original tube may be sent, with the appropriate documentation in LIMS. If the original tube is sent, the tube may or may not be returned to the TLD (as determined on a case-by-case basis).

1.12.1.2 For testing requested by the defense, an unopened tube should be sent, whenever possible.

1.12.2 All transfers to external laboratories/subcontractors, including shipment method and tracking numbers, are recorded in LIMS.

The Toxicology Laboratory Outbound Evidence Transfer Receipt is generated and signed by the sender. The original is maintained in the case file (note that when multiple transfers are performed simultaneously, the original, signed receipt is retained in the case file for the first specimen on the transfer list, with copies retained in case files for the other specimens).

1.12.3 For testing ordered electronically online, a copy of the external/subcontractor laboratory-specific paperwork (e.g., "Analysis Requisition and Chain of Custody", or however named) is printed and shall accompany the sample.

1.13 RETURN OF EVIDENCE TO SUBMITTING AGENCY

1.13.1 Evidence is retained for a minimum of three months following release of the Toxicology Test Report. All submitted evidence shall be returned to the submitting agency, unless otherwise indicated.

1.13.2 Return Procedure

- 1.13.2.1 A TOX Evidence Handling Inquiry Report in LIMS is used to generate lists of samples ready for return, based on entered parameters.
- 1.13.2.2 All return transfers, including shipment method and tracking numbers, are recorded in LIMS.
- 1.13.2.3 Two copies of the Toxicology Laboratory Outbound Evidence Transfer Receipt are generated. A second PEC/alternate PEC must verify the evidence against the receipt, with the PEC/PECs or alternate PEC/PECs preparing the returns/receipt and verifying signing the Transfer Receipt. Evidence must be verified against the return list by comparing the ST# or FT# on the evidence return list to the evidence items associated with the case, verbally identifying the subject's name on evidence items against the return list.
- 1.13.2.4 For evidence returns that occur in person, the agency representative shall also sign the Toxicology Laboratory Outbound Evidence Transfer Receipt, verifying the transfer.

NOTE: For batched returns to a single agency, one representative receipt is produced for all cases returned, with one copy accompanying the returned evidence, and one maintained on file by the Administrative Services Manager. For individual case returns, one copy accompanies the returned evidence, and one is maintained in the appropriate case file.

1.14 EXTENDED RETENTION OF EVIDENCE

- 1.14.1 The cycle for evidence retention in the Laboratory is three months from date of release of the Toxicology Test Report. The exception is evidence submitted by the WSP, which will be retained at the Laboratory until the Laboratory is notified by a WSP or other agency representative (e.g., prosecuting attorney) that the evidence may be disposed.
- 1.14.2 When a request for supplemental testing or retesting is received by the Laboratory, evidence items may be retained beyond three months.

1.15 EVIDENCE REQUESTS FOR COURT

- 1.15.1 Due to the safety hazards involved with the transportation of liquid biological samples, it is not the policy of the Laboratory to transport evidence to court. Any requests of this nature will be brought to the attention of TLD Management.
 - 1.15.1.1 Laboratory personnel will not transport evidence outside of the Division. Special circumstances must be authorized by TLD Management.
 - 1.15.1.2 Whenever possible, colored photographs of evidence shall be used in lieu of physical biological evidence.

1.15.1.3 Should the presence of the physical evidence be warranted, the submitting agency will be notified. Wherever possible, the Laboratory will transfer evidence items to a representative of the submitting agency for transport to court.

1.15.1.3.1 The submitting agency is responsible to protect the integrity of the evidence items while in their custody.

1.15.1.3.2 The submitting agency may retain the evidence or, if the evidence is not retained, the agency representative is responsible for transport of the evidence back to the Laboratory.

1.15.1.3.3 All transactions will be documented in LIMS.

1.16 EVIDENCE DISPOSAL

1.16.1 Evidence is retained for a minimum of three months following the release of the Toxicology Test Report. This does not preclude the disposal of evidence prior to the three month cycle, provided that written authorization from the submitting agency has been received.

1.16.2 Disposal Procedure

1.16.2.1 A TOX Evidence Handling Inquiry Report in LIMS is used to generate a list of those samples ready for disposal, based on entered parameters.

1.16.2.2 All disposals are documented in LIMS, and must be witnessed by a Supervisor or Manager.

NOTE: Evidence items selected for disposal will be stored according to 1.9.4, pending verification against the disposal list, as described below.

- A transfer shall be completed.
- Unique identifier information on each evidence item being disposed (ST# or FT# and subject name or agency case #) will be verified verbally against the disposal list.
- The disposal shall be set using "Setting Final Disposition" as the agency.

1.16.2.3 The Toxicology Laboratory Outbound Evidence Transfer Receipt is printed and signed by both the PEC and Supervisor/Manager.

1.16.2.4 The completed Toxicology Laboratory Outbound Evidence Transfer Receipt(s) are maintained by the Administrative Services Manager.

1.16.2.5 Discarded evidence samples will be handled in accordance with bio-hazardous material procedures detailed in the TLD Safety Plan.

1.17 BROKEN OR CRACKED TUBES/CONTAINERS

1.17.1 If an evidence tube or container becomes broken or cracked, it shall be disposed.

- 1.17.1.1 The disposal is documented in LIMS by completing a transfer and selecting "Setting Final Disposition" as the agency.
- 1.17.1.2 It shall be recorded in the notes section that the item is cracked or broken.
- 1.17.1.3 Photographs of the evidence item should be taken prior to disposal, especially if sample was broken upon receipt, only if this can be done in a safe manner.

NOTE: As described in 1.6.4, photographs of evidence submitted in post mortem cases will not be taken automatically at time of accessioning, and will need to be taken prior to disposal, wherever possible.
- 1.17.1.4 The Toxicology Laboratory Outbound Evidence Transfer Receipt is printed, signed by both the PEC/Scientist and Supervisor/Manager, and retained in the case file.
- 1.17.1.5 Discarded evidence samples will be handled in accordance with bio-hazardous material procedures detailed in the TLD Safety Plan.

1.18 MISSING EVIDENCE CONTAINER STOPPER

- 1.18.1 Occasionally, during storage, the vial stopper comes off an evidence tube. The following steps will be taken when this occurs.
 - Replace the stopper with an unused cap or stopper and properly seal the vial.
 - Discard the original stopper.
 - A note should be made under the appropriate evidence item in LIMS.

1.19 EVIDENCE AUDITS

- 1.19.1 As per the Property Inventory/Audit section of the WSP Regulation Manual (21.00.020), the following evidence audits will be performed.
 - 1.19.1.1 A 100% audit shall be conducted when there is a change (departure or incoming) in PEC or alternate PEC. A single audit may be performed, prior to granting authorization to the incoming PEC, which will also cover departure of previously authorized personnel. There is no prescribed time frame for this audit, provided an authorized PEC or alternate PEC is available to fulfill evidence responsibilities in that time frame.

The audit shall be conducted jointly by PECs/alternate PECs and member(s) of TLD Management (or QA designee) who do not control the Property function. This includes members of the FLSB (e.g., SAS section). Any discrepancies shall be documented and reported to the Laboratory Manager, TLD Commander, QA Manager, State Toxicologist, Risk Management Division Commander and the agency's Audit Section Manager or designee.
 - 1.19.1.2 A 100% audit shall be conducted within five business days when a property storage area has been breached and a loss of or theft of item(s) is suspected.

The audit shall be conducted jointly by PECs/alternate PECs and member(s) of TLD Management (or QA designee) who do not control the Property function. Any discrepancies shall be documented and reported to the TLD Commander, QA Manager, State Toxicologist and Bureau Director, with a copy sent to the agency's Risk Management Division Commander and Evidence Control Officer Audit Section Manager or designee within 10 business days following the completion of the audit.

1.19.1.3 Quarterly audits will be conducted of all evidence storage areas. This will be a joint audit with a PEC or alternate PEC and a member of TLD Management (or QA designee) who does not control the property function.

1.19.1.3.1 The annual audit performed by the agency's Audit Section Manager or designee may be substituted for the quarterly audit normally performed in that time period.

1.19.1.3.2 The audit shall review associated paperwork, chain of custody, accountability, and/or the final disposition of all suspected evidence discrepancies. Security, orderliness, and overall cleanliness of the storage facilities will also be ensured. This audit will be a random statistical sampling of all evidence in their inventory providing for a 95% confidence level with a +/- 10% confidence interval. This does not preclude the laboratory doing a 100% audit, if desired.

1.19.1.4 Audits Performed by the WSP Audit Section Manager or Designee

1.19.1.4.1 Annual Audit

- In addition to the required evidence audits described above, the Evidence Control Officer shall conduct an annual audit.
- This audit will provide for a 99% confidence level with a +/- 3% confidence interval of the evidence system. This shall include all evidence storage areas.

1.19.1.4.2 Spot Audit

- The agency's Audit Section Manager or designee shall conduct unannounced spot inspections providing for a 95% confidence level with a +/- 5% confidence interval of randomly selected evidence.
- Occurs at least annually.

1.19.2 A summary report for all audits will be created by the Administrative Services Manager or designee, in the form of an Intra-Office Communication (IOC). The IOC will include a description of the case selection, date(s) performed, the person(s) performing the audit, and the outcome, with all discrepancies and corrective actions noted. A copy of this report will be submitted to:

- The Risk Management Division

- Division Commander
- Laboratory Manager
- Quality Assurance (QA) Manager
- Laboratory Supervisors
- Laboratory PECs

1.19.3 The audit reports and the original audit documents will be filed and controlled by the QA Manager or designee.

1.20 OTHER EVIDENCE-RELATED PROCEDURES

The following documents are utilized by the Laboratory and contain additional policies, rules, and procedures:

- WSP Regulation Manual
- Laboratory Information Management System (LIMS) Operations Manual
- TLD Safety Plan
- FLSB Forensic Services Guide
- WSP Property and Evidence Custodian Manual
- WSP Officer's Evidence Handbook
- TLD Operations Manual

LIST OF CHANGES

Revision Date	Procedure	Change	Page Number
7/17/23	Original	<p>Evidence management procedures removed from the Operations Manual (Chapter 7) with revision 9; created stand-alone document.</p> <p>Edits throughout to reflect addition of the Federal Way laboratory location, including transfers between Division locations (1.11). Updated under examination time to 120 days after the report is issued (1.9.3). Added additional verbal verification during evidence return and disposal process (1.13.2.3 and 1.16.2.2). Added 1.14.2 for instances where evidence items are placed on hold when a request for supplemental testing or retesting is received. Updated reference to Agency Evidence Control Office to Agency Audit Section Manager or designee (1.19)</p> <p>Miscellaneous edits added for clarification throughout.</p>	All