	Intermountain Forensics	SOP #	EVD-205
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Forensic DNA Technical Leader Approval		Issue Date	
		03/01/2023	

Evidence Return

1. Purpose

To describe the steps to prepare and release items of evidence back to customers when testing has been completed.

2. Summary

Evidence must be properly prepared and packaged and collected from secure storage. Shipping arrangements are made with a courier and final transfer from Intermountain Forensics custody is made. Liquid extracts are prepared for shipment using a dry down procedure. Evidence is placed in a shipping container, sealed, and returned to the client specified location.

3. Procedure

Sample Dry down procedure for GenTegra®-DNA Tubes

1. Gather all samples to be returned to the customer.
    a. The sample set must include at least one reagent blank.
    b. Do not transfer more than one case at a time and only have one tube open at a time during sample transfer.
2. Document the lot number of the GenTegra-DNA tubes used in the Notes section for one of the extracts being dried down.
3. Label all GenTegra®-DNA tubes with the identifying information for each extract.
4. Pipette the extract into the GenTegra®-DNA tube.
5. Add water to the GenTegra®-DNA tube to bring the volume up to approximately 21ul, if necessary.
6. Mix to solubilize the GenTegra®-DNA coating by pipetting ~10 times.
7. Mark extract level on the outside of the tube.
8. Repeat Steps 3-6 for all DNA samples and reagent blanks being returned to the customer.
9. Open tube caps of samples.
    a. Screw top tube lids must be labeled and stored with the top of the lid facing up on a clean surface, to prevent contamination.
10. Arrange sample tubes on the tube rack so that there is sufficient room so that samples do not touch each other and to facilitate sample removal.
11. Place the open samples in a 60^{o}C incubator overnight or until completely dry.
12. Replace caps of all tubes and place tubes in a larger storage container (i.e., sealed plastic storage bag)
    a. Samples are ready for long term storage or shipping.

Packaging and Shipping Evidence

1. Under the “Search” tab in JusticeTrax® LIMS, locate all items of evidence for the case.
2. Collect Evidence
    a. Items of evidence may be stored in several locations, refer to the listing generated from JusticeTrax® LIMS to ensure all evidence is gathered.

3. Verify items collected against the list of original evidence items submitted as well as sub-items created during processing (i.e., extracts, cuttings).
4. Place evidence in a sturdy shipping container and include manifest of container contents.
    a. If liquid extracts are being returned, place extracts in container that will keep them cold in transport.
5. Verify the location of where the evidence will be returned (Police department or client)
6. Select the courier that will ship the evidence back (UPS, FEDEX, etc.) and complete all required shipping paperwork.
    a. Do not send any evidence on a Friday to ensure hand to hand receipt of evidence at the shipping destination.
    b. Send evidence containing liquid extracts overnight, if possible.
7. Arrange for pick up with the courier.
    a. The package may also be dropped off at a suitable drop off location for the selected courier, as appropriate.
8. Record the tracking number and complete the final transfer in JusticeTrax LIMS.
    a. Transfer date to the courier must be consistent with the final transfer date on the Intermountain Forensics Chain of custody.
    b. Refer to EVD-202 JusticeTrax Evidence Storage for the steps for electronic evidence transfers in JusticeTrax®
9. Print chain of custody receipts and place them in the package with the evidence.
10. Seal the shipping container and affix all documentation appropriate to the selected courier, so the package is ready for a direct transfer at the time of pick up/drop off.

4. References

N/A

5. Definitions

N/A