



## **EVIDENCE HANDLING GUIDELINES**

Evidence should be packaged and shipped by someone professionally trained in evidence handling and Chain of Custody. The following are intended as guidelines only.

### **SHIPPING ADDRESS:**

**Bode Technology**  
Attn: Evidence Department  
10430 Furnace Rd., Suite 107  
Lorton, VA 22079  
703.646.9740

All cases must be accompanied by a Case Submission Form. Evidence should be shipped for overnight delivery using a traceable courier (FedEx, UPS, etc) with a tracking number and signature required. This will maintain Chain of Custody for the evidence. Make sure evidence will arrive Monday-Friday only. Do not ship to a specific person as this may compromise Chain of Custody. For hand deliveries, you must contact the Technical Services Team at 866-263-3443 to setup an appointment for the delivery.

### **Packaging**

Always wear gloves and other appropriate personal protective equipment when handling evidence.

All items should be individually packaged, but can be shipped in the same outer shipping container such as a sturdy box or shipping envelope.

The individual packaging of the items should contain an initial and date across the evidence tape seal. Our evidence department will ensure that the seals have not been tampered with when the evidence arrives.

It is best to store and ship each item individually in paper packaging, such as a paper bag or envelope.

If the sample is stored at room temperature and has the potential to leak, i.e. a collected soda can, it can be sent in a plastic Ziploc bag.

Items that are stored at room temperature such as a dried stain, clothing with potential touch DNA, buccal collectors, dried blood cards or dried DNA extracts can be mailed at room temperature.

Samples that have been stored in the refrigerator (i.e. DNA extracts, tissue samples) should be shipped in an insulated container with ice packs. Make sure the outer packaging is clearly labeled that the contents are on ice and contact the Technical Services Team at 866-263-3443 to advise of delivery date.

Samples that have been stored frozen should be sent in an insulated container on dry ice. If dry ice is not available, the samples can be sent in an insulated container with frozen ice packs.

Frozen or refrigerated evidence shipped on ice packs/dry ice should be shipped for Priority Overnight delivery and should be shipped out Monday-Wednesday to allow for adequate time to arrive at the laboratory.