



**FTL WS-1 CASEWORK SAMPLE SUBMISSION AND CHAIN OF CUSTODY  
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**FORENSIC TESTING LABORATORIES, INCORPORATED**  
**3655 RESEARCH DRIVE, LAS CRUCES, NM 88003**  
 Phone: (575) 646-3465 Fax: (575) 646-6060  
 Emergency Contact: (575) 649-6389

**FTL OID:** \_\_\_\_\_

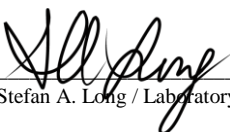
**SECTION 1 – General Information**

**SUBMITTER: Please complete Sections 1 & 2 and relinquish custody of evidence in Section 3**

<b>Submitter: (Print Name)</b>		<b>Date Submitted (mm/dd/yy):</b>	
<b>Agency:</b>		<b>Agency Case Number:</b>	
<b>Address:</b>			
<b>Phone Number:</b>	<b>Fax Number:</b>	<b>Email:</b>	
<b>Person Authorized to Discuss Case Details:</b>	<b>Phone Number:</b>	<b>Email:</b>	
<b>Person Authorized to Receive Case Report:</b>	<b>Agency:</b>		
<b>Street Address</b>			
<b>Phone Number:</b>	<b>Fax Number:</b>	<b>Email:</b>	

**Brief Case History, *collection location and date/time of collection:***


**SECTION 2 – Sample Information**

Approved By:   
 Stefan A. Long / Laboratory Director

Date: 03 / 28 / 11  
 (mm/dd/yy)

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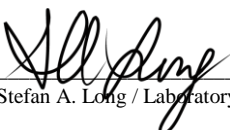
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**Persons relinquishing and receiving evidence:** Provide a signature, agency name and date/time to document evidence transfers. This page may be duplicated as necessary.

<b>Relinquished By (If Hand-Delivered): (Signature and Agency)</b>  <input type="checkbox"/> N/A  _____  _____	<b>Date / Time</b>  ____/____/____ mm/dd/yy  _____ <input type="checkbox"/> AM <input type="checkbox"/> PM	<b>Received By: (Signature and Agency)</b>  <input type="checkbox"/> N/A  _____  _____	<b>Date / Time</b>  ____/____/____ mm/dd/yy  _____ <input type="checkbox"/> AM <input type="checkbox"/> PM
<b>Method of Delivery:</b> <input type="checkbox"/> Hand Delivery <input type="checkbox"/> FedEx (Courier) <input type="checkbox"/> USPS (US Mail) <input type="checkbox"/> UPS (Courier) <input type="checkbox"/> Other: _____		<b>Shipping Tracking Number (If Applicable)</b>  _____  _____	
<b>Relinquished By (If Hand-Delivered): (Signature and Agency)</b>  <input type="checkbox"/> N/A  _____  _____	<b>Date / Time</b>  ____/____/____ mm/dd/yy  _____ <input type="checkbox"/> AM <input type="checkbox"/> PM	<b>Received By: (Signature and Agency)</b>  <input type="checkbox"/> N/A  _____  _____	<b>Date / Time</b>  ____/____/____ mm/dd/yy  _____ <input type="checkbox"/> AM <input type="checkbox"/> PM
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<b>Relinquished By (If Hand-Delivered): (Signature and Agency)</b>  <input type="checkbox"/> N/A  _____  _____	<b>Date / Time</b>  ____/____/____ mm/dd/yy  _____ <input type="checkbox"/> AM <input type="checkbox"/> PM	<b>Received By: (Signature and Agency)</b>  <input type="checkbox"/> N/A  _____  _____	<b>Date / Time</b>  ____/____/____ mm/dd/yy  _____ <input type="checkbox"/> AM <input type="checkbox"/> PM
<b>Method of Delivery:</b> <input type="checkbox"/> Hand Delivery <input type="checkbox"/> FedEx (Courier) <input type="checkbox"/> USPS (US Mail) <input type="checkbox"/> UPS (Courier) <input type="checkbox"/> Other: _____		<b>Shipping Tracking Number (If Applicable)</b>  _____  _____	

**Number of Duplicates of this Page Attached:** \_\_\_\_\_

**SECTION 4 – Disposal (if appropriate) – To be completed by FTL Evidence Custodian <<<FTL USE ONLY>>>**

Approved By:   
 Stefan A. Long / Laboratory Director

Date: 03 / 28 / 11  
 (mm/dd/yy)

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<b>Disposal Site:</b>	<b>Method of Disposal:</b>	<b>Date of Disposal (mm/dd/yy):</b>
<b>Performed By (Printed Name and Signature):</b>		<b>Date (mm/dd/yy):</b>
<b>Witnessed By (Printed Name and Signature):</b>		<b>Date (mm/dd/yy):</b>

**SECTION 5 – INSTRUCTIONS FOR SAMPLE PACKAGING, TRANSPORT AND CHAIN-OF-CUSTODY**

**Sample Packaging:** Correctly preserving and preparing samples for transport are critical to ensuring the integrity of the sample and the safety of those handling these samples. Steps for preparing samples for transport are as follows.

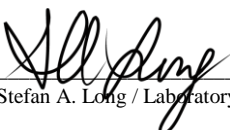
1. The sampler/submitter should contact the laboratory if unsure of any aspect of sample collection, preservation, packaging and/or transport.
2. Samples must be labeled, tightly sealed in a sample container, and double bagged in plastic where applicable.
3. Samples should then be placed in a puncture proof transport container (e.g. Styrofoam box, paint can, plastic box, or cooler) and padded (bubble wrap, Styrofoam peanuts).
4. Transport containers may be locked (i.e. padlock or evidence seal) or secured with evidence tape. If evidence tape is used, it should be placed across the container and the signature of the person sealing the evidence and date are written across the seal in indelible ink.
5. The submitter is also responsible for preserving sample integrity. Consult the laboratory if unsure about sample storage and preservation requirements. If ice is required, it will need to be contained in a way to prevent leakage.

**Chain of Custody:** Each person that accepts custody of a legal sample also accepts responsibility for ensuring the security of that sample. If a legal sample is to be left "unattended", it should always be stored in a locked compartment. When possible the sample transport container should also be locked or sealed (i.e. evidence tape) in a manner to detect tampering. FTL provides this Chain-of-Custody form to document sequentially those who have accepted custody of legal samples.

1. The submitter will complete Sections 1 and 2, and ensure custody is documented by signature in Section 3. Please provide as much information as possible in Sections 1 and 2 including a detailed description of the number and types of samples and physical characteristics.
2. The completed Chain-of-Custody form, with any other supporting documentation, should be sealed tightly in a separate plastic zip-lock bag and affixed to the exterior of the sample transport container.
3. The Submitter is responsible for ensuring sample security as long as the sample is in his or her custody. When the custody of the sample is transferred, each receiver will document (signature and date/time) sample receipt and release in Section 3.
4. Although copies of the Chain-of-Custody form may be provided to submitters, the original is retained with the sample.

**Sample Transport:** Samples may be delivered to the laboratory by several means:

1. Delivery by the Sampler/Submitter. Coordinate delivery arrangements through by calling the lab in advance (an appointment may be necessary).
2. Delivery by Bonded Courier. FTL recommends FedEx courier service to transport legal samples to the laboratory. Samples must be prepared and secured for transport as described in the *Sample Packaging* and *Custody* sections.

Approved By:   
Stefan A. Long / Laboratory Director

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