

## Notice to the Customer

- Evidence submitted must be in sealed packaging along with the sealing officer/agent's initials across the seal. Large bulky items may be exempt from this requirement if the integrity of the evidence is not compromised.
- Please label all evidence with Agency name and Case Number.
- All evidence submitted for Biology must be packaged in paper and include a case synopsis. The synopsis should state the type of crime committed and how the submitted evidence is related to the incident (ex: owner of item, seizure location of item, etc.). A written agency report may be attached for this purpose.

### Confidentiality

The laboratory views all customer information as confidential and will not disclose any information publicly unless required by law or otherwise stated. Details of the information released will be provided to you. Generalized statistics, free of identifying information, may be provided to external bodies for purposes such as reporting drug trends or evaluating laboratory performance.

### Agreement:

The laboratory Request for Testing form is a contract between the laboratory and our customer. Before the request is accepted into the laboratory, the laboratory will make sure that any potential issues are resolved or clarified before the request is accepted into the laboratory and laboratory activities commence, ensuring that the request is acceptable to both parties.

The laboratory will not accept any request or perform any activity that the laboratory is not capable of performing, that would impact the integrity of the laboratory, or that would impact the laboratory's ability to produce a valid test result.

After testing commences, you will be notified of any changes to the agreed upon request.

O.C.S.O. Forensic Science Laboratory customers agree, prior to any laboratory testing, that the laboratory staff will determine the specific methods to be utilized and the items to be tested based upon information provided and/or legal statutes. Tests will be conducted according to established laboratory procedures written in accordance with ISO/IEC 17025 and ANAB forensic accreditation requirements.

The O.C.S.O. Forensic Science Laboratory acknowledges that each case is unique and will provide the most appropriate testing possible. The O.C.S.O. Forensic Science Laboratory encourages input from the submitting agency and the assigned prosecutor to determine the best approach.

In addition, customers should be aware of the following details:

1. Laboratory reports will be issued in a simplified manner. All additional information not included in the report is available and will be provided upon request. This information includes identification of the methods used, additions/deviations/exclusions from methods, date of evidence receipt, date(s) of performance of laboratory activities, specific test and environmental conditions.
2. All evidence will be returned after testing is completed with the following exceptions:
  - The O.C.S.O Biology and Chemistry units may need to consume an entire item of evidence (ex: touch swab, residue, etc.) in order to perform a complete analysis. If this occurs, the DNA or Chemistry extract will be returned.
  - Test fires created for comparison purposes will be retained by the laboratory unless otherwise requested.
  - Latent lifts will be retained by the laboratory unless otherwise requested.

### Database Entries:

Evidence items entered into a database system (AFIS, NIBIN, CODIS, etc.) may not result in an immediate match and the laboratory report may state no match was found. The extent of the database search is identified in the laboratory report. Database entries are not deleted and are continually searched until identified. In the event that a database match and subsequent identification is generated at a later time, the customer will be notified.

NIBIN hit information is provided by the ATF.

**Submitting a Request for Testing constitutes acceptance of these terms and conditions**