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## Procedure for Evidence Management

**1.0 Purpose** – To establish the procedures for the submission, receipt, protection, accountability, marking, transfer, destruction, and return of evidence.

**2.0 Scope** – This procedure applies to all State Crime Laboratory (Laboratory) employees who receive, handle, or process evidence.

### 3.0 Definitions

- **Container** – A designation in Forensic Advantage for a package that contains work product, evidence, or items that may be tested. Containers are created in the Laboratory and have an associated chain of custody.
- **Convenience package** – A container which is used to facilitate storage and/or transfer of sealed containers or items but is not part of the chain of custody.
- **Evidence** - An item submitted for analysis. An item of evidence is equivalent to a “test item” as described in ISO 17025.
- **Forensic Advantage (FA)** – The Laboratory’s information management system.
- **Intact seal** – Closure of a package containing evidence by a taped, heat, or other tamper-proof means in order to prevent loss, contamination, or deleterious change while ensuring that attempted entry into the container is detectable.
- **Proper seal** – An intact seal with initials.

### 4.0 Procedure

#### 4.1 General

**4.1.1** The Laboratory shall ensure the integrity of evidence by following procedures for receiving, handling, storing and returning evidence, and by documenting the chain of custody to provide for the generation of legally admissible chain of custody records. All evidence receipts, transfers, and returns shall be documented in FA. External transfers may be documented in writing and the receipt scanned into FA.

**4.1.2** The Laboratory shall not permit any action that may compromise the integrity of evidence or breach confidentiality or safety. Therefore, it is the policy of the Laboratory that, with the exception of persons being trained by the Crime Laboratory, non-Laboratory personnel shall not be permitted to observe the analysis of evidence. Any exception to this policy shall be approved by the Lab Director or designee.

**4.1.3** Evidence (including partially examined evidence and verifications of previously completed cases) shall not be accepted for analysis if it has been previously examined in any manner unless prior approval by the Lab Director is obtained. This does not include evidence that has been partially processed for latent prints or screened for the presence of blood (e.g., Kastle-Meyer or luminol). This policy is set forth to prevent contamination, to prevent the possibility of altering evidence, and to ensure the maximum evidentiary value.

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## 4.2 Evidence Submission

- 4.2.1** All evidence accepted by the Laboratory shall be accompanied by a Request for Examination of Physical Evidence Form or electronic equivalent (RFLE). If evidence is submitted in person, the contributor shall receive a copy of the Request for Examination Form, Evidence Receipt, or equivalent to acknowledge receipt.
- 4.2.2** The RFLE shall be reviewed by the receiving Laboratory employee to ensure that:
- The requirements, including the methods to be used, are defined, documented, and understood.
  - The Laboratory has the capability and resources to meet the requirements.
  - The selected test method is capable of meeting the customer's requirement.
  - The selected test method is current and appropriate.
- 4.2.3** Any changes or corrections to the RFLE must be made and initialed by the submitting officer or agency.
- 4.2.4** A corrected copy of the RFLE shall be imported in the RFLE tab in FA. Evidence Control personnel shall provide a copy of the corrected form to the submitting officer.
- 4.2.5** Any differences between the request or tender and the contract shall be resolved before any work commences. Each contract shall be acceptable to both the Laboratory and the customer.
- 4.2.6** All evidence received must be packaged and sealed in accordance with the Policy and Procedure for Evidence Submissions.
- 4.2.6.1** Improperly packaged evidence shall not be accepted by Evidence Control until properly repackaged by the submitting officer.
- 4.2.6.2** Improperly packaged evidence received via mail or courier shall be refused by the receiving Evidence Technician according to the Refused Submissions section. This action shall be recorded in FA in the Case Details tab comment section.
- 4.2.6.3** Evidence without proper seal shall not be accepted by the Evidence Control until remediated by the submitting officer according to the Policy and Procedure for Evidence Submissions.
- 4.2.6.4** If the evidence is too large (e.g., tires and doors) or cannot be sealed, it must be tagged for identification by the submitting officer.
- 4.2.7** Once evidence is inventoried, identified, and correctly sealed, the receiving technician imports the pre-logged information. Once submitted, a copy of the

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RFLE Confirmation Receipt shall be saved automatically in the RFLE tab in FA.

- 4.2.8 For in-person submissions, the representative of the submitting agency must sign the electronic signature pad for each case submitted. An evidence receipt will be printed for each case for the submitting agency's records at the same time as one is placed in the case object repository.
- 4.2.9 Forensic Scientists may receive evidence directly from the submitting officer. The Forensic Scientist shall be responsible for ensuring the subsequent case submission and data entry is completed.

### 4.3 Processing a Request for Examination

- 4.3.1 An FA-generated lab number shall be assigned upon receipt of the first RFLE. The Laboratory that assigns the number shall be designated the originating Laboratory. Only one Laboratory number shall be assigned to the same criminal event in a single jurisdiction regardless of the number of submitting agencies, suspects, or victims. Submissions involving criminal events committed by a suspect in more than one jurisdiction shall be assigned a unique Laboratory number for each criminal event. Any supplemental submission(s) shall be assigned the same Laboratory number as the original submission. Laboratory cases in which an FA-generated lab number has been allocated shall be assigned by the respective Forensic Scientist Manager or his/her designee.
- 4.3.2 Upon submission to the Laboratory, evidence shall be described in FA as stated on the Request for Examination Form or its equivalent. Administrative (typographical) errors shall be changed in the database by the Forensic Scientist performing the analysis. For stop work cases, the Evidence Technician and/or Forensic Scientist shall make the changes in the database.
  - 4.3.2.1 The Technician or Forensic Scientist shall inventory the sealed evidence packages and compare the evidence with the Request for Examination Form to ensure all evidence is present and meets the specifications in the Policy and Procedure for Evidence Submissions. If there is a discrepancy, the submitting officer/agency shall be contacted and the discrepancy shall be clarified. Any changes to the submission information shall be documented in FA. No further processing of the evidence shall occur until the discrepancy is reconciled.
    - 4.3.2.1.1 If evidence is not present during the inventory, the Forensic Scientist/Technician shall have a verification review performed by a witness. The submitting agency shall be contacted regarding the missing evidence. The missing evidence shall be transferred out in FA with a comment added to the

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chain of custody indicating that the evidence was not submitted.

**4.3.2.1.2** If additional evidence is located during the inventory, the Forensic Scientist/Technician shall have a verification review performed by a witness. The submitting agency shall be contacted regarding the additional evidence. The submitting agency needs to provide instruction on how to proceed including (as applicable): agency item number, evidence description, type of examination requested, and location found. The additional evidence shall be added into FA as a new item. The new item shall inherit the chain of custody from one of the other items in the same submission. A note shall be added to the Evidence Receipt indicating additional items were located after submission.

**4.3.2.2** The condition of evidence packaging shall be evaluated and any condition(s) adverse to quality shall be recorded. When the suitability of an item of evidence for examination is questionable, or the request for examination is unclear, the Evidence Technician or Forensic Scientist who has custody of the evidence shall contact the submitter for clarification prior to testing. This shall be documented in FA.

**4.3.3** When a piece of physical evidence first comes into the possession of an Evidence Control Section (ECS) technician or other Laboratory employee, it shall be marked or labeled for identification stating the Laboratory number assigned by FA. If the evidence does not lend itself to marking, its proximal container or identifying tag shall be marked. All submitted items must have one RFID label affixed. Additional item labeling on internal packaging may be accomplished either by hand or with a barcode label. Receiving personnel shall place signature or initials and date received on the evidence packaging. Laboratory labeling shall not cover submitting agency information.

**4.3.3.1** Once Toxicology evidence has been transferred to Toxicology, the evidence shall be labeled, initialed, and dated as outlined in the Toxicology Evidence Handling procedure.

**4.3.4** FA shall generate consecutive item numbers and barcode or RFID labels for each item of evidence submitted. Laboratory employees shall maintain the item number designation assigned by FA. No duplicate Laboratory item numbers shall exist within a case.

**4.3.5** A sub-item shall be created by a Forensic Scientist in FA only when a part, portion and/or component of an item is transferred or uniquely described for clarity. Sub-item numbers shall be generated by FA using a numeric sequence separated by a hyphen (e.g., 1-1, 1-2, etc.). All sub-items must have one RFID label affixed unless created for clarity of reporting (e.g.; contents of sexual

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assault evidence collection kits, bullets, cartridge cases). These sub-items do not require a RFID label unless it is being removed from the parent item for subsequent transfers.

- 4.3.6 A container may be created by a Forensic Scientist. All containers shall have an RFID label.
- 4.3.7 An investigating officer may request that evidence from his/her case be compared to evidence submitted in another case and the request may involve a different jurisdiction. To establish uniformity, the cases shall be cross-referenced in FA and noted on the report. The request shall be documented in the communication log of each case.

#### 4.4 Protection of Evidence from Loss, Cross-contamination, and Deleterious Changes

- 4.4.1 It is the responsibility of Laboratory staff to ensure, insofar as possible and reasonable, that evidence does not experience loss, cross-contamination, or deleterious change while in the possession of the Laboratory.
  - 4.4.1.1 When a Forensic Scientist or technician recognizes that evidence has been contaminated so as to alter or affect the results, the employee shall notify the Forensic Science Manager or Supervisor and initiate the appropriate corrective action.
  - 4.4.1.2 When potential biological evidence as defined in N.C.G.S § 15A-268 may be present on an item and the examination that is requested may impact the preservation of this evidence, the Forensic Scientist or technician processing the evidence shall take all reasonable precautions to preserve the biological evidence. If testing may destroy biological evidence regardless of the use of reasonable precautions, the district attorney shall be contacted prior to examination to determine how to proceed with the examination.
  - 4.4.1.3 Evidence which may experience deleterious change without refrigeration shall be placed in an evidence refrigerator as quickly as possible. Evidence shall remain refrigerated until testing is commenced.
  - 4.4.1.4 Evidence which may experience deleterious change without freezing shall be placed in an evidence freezer as quickly as possible. Evidence shall remain frozen until testing is commenced.
- 4.4.2 Evidence shall be sealed properly. Personnel shall check for proper seals whenever evidence is received. The seal on evidence being submitted shall bear the initials of the individual placing the evidence under seal. The initials may be under the tape, on the tape, or spanning the tape onto the evidence

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package. All initials placed on seals by Laboratory personnel shall be partially on the tape and extend onto the package.

**4.4.3** Outer evidence packaging without proper seal received by Laboratory personnel shall be remediated immediately.

**4.4.3.1** All evidence stored in the Laboratory shall be sealed properly or remediated unless work is in progress.

**4.4.3.2** To remediate a seal which fails to bear the initials of the individual sealing the evidence, Laboratory personnel shall place a piece of tape perpendicular to the seal and initial across the tape.

**4.4.4** Convenience packages do not need to be sealed as evidence but may be closed using tape/staples. Convenience packages may be labeled or marked with the phrase "Convenience Package" and the assigned Laboratory case number. Only sealed containers and/or items shall be placed in convenience packages.

**4.4.5** It shall be the responsibility of Laboratory staff to educate submitting agencies in proper packaging procedures. When an agency delivers evidence packaged in a fashion or in a container that may cause the evidence to deteriorate, the submitter shall be asked to repackage the evidence.

**4.4.6** Any questions regarding the proper storage and/or packaging of evidence shall be directed to the Section to which the evidence shall be assigned.

**4.4.7** Only evidence shall be stored in a locker, drawer, cabinet, etc. that has been identified as an approved evidence storage area. Items used to aid in the identification, storage or protection of evidence (such as empty convenience containers, pens, markers, tape guns/dispensers, post-its, etc.) may be stored with evidence in a manner which would not contribute to the loss, cross-contamination, or deleterious change of evidence.

#### **4.5 Evidence received by mail or personal delivery**

**4.5.1** If not delivered to the Laboratory, evidence submitted via Registered Mail shall be picked up from the Post Office by an Evidence Technician, Supervisor or Manager.

**4.5.2** Evidence delivered to the Laboratory shall be checked and recorded in FA in the same manner as evidence received by mail.

**4.5.3** Evidence shall be received by Evidence Technicians, except in rush cases or situations when the Forensic Scientist(s) assigned to the case is/are involved directly with the submitting officer in a review of the evidence.

**4.5.4** Evidence received in an unsealed state (due to damage to packaging) shall be opened by an Evidence Technician with another Laboratory employee as witness in order to inventory the package.

**4.5.4.1** Discrepancies noted between the package and the Request for Examination of Physical Evidence Form shall be documented in FA using a verification review or the Evidence Control Verification Review form. The verification must contain the names of both the receiving technician as well as the witness.

**4.5.4.2** The submitting officer shall be notified of the discrepancy.

**4.5.4.3** If the discrepancy cannot be rectified, the Supervisor/FSM shall be notified. If the discrepancy cannot be resolved by Supervisor/FSM, the Laboratory Procedure for Corrective Actions shall be followed.

#### **4.5.5 Refused Submissions**

**4.5.5.1** Evidence submissions received via mail or courier may require return to the submitting agency (e.g., the Request for Examination of Physical Evidence Form was not attached to the outer packaging, submission does not meet case acceptance guidelines, request for an examination not performed by the Laboratory).

**4.5.5.2** If the submission requires return to the submitting agency, the receiving technician must identify the outer packaging with his/her initials and the date.

**4.5.5.3** After notifying the submitting agency, the case will be processed as a stop work following the Laboratory Procedure for Stop Work Orders.

**4.5.5.4** The evidence will be held for return to the submitting agency until corrections or additional information can be obtained.

#### **4.6 Management of Evidence by a Laboratory Employee**

**4.6.1** Evidence marked with a Laboratory case number and item number and subsequently transferred for testing purposes shall be marked with the initials of the individual receiving the evidence and the date received. Testing purposes include any hand-to-hand transfer and verification reviews. The process of changing a storage location, placing in a lockbox, removing from a lockbox, or removing from storage for return to the submitting agency does not require the initials and date of the employee performing the task to be added to the packaging. If the individual receives the evidence multiple times during the examination, only the first date received is required.

**4.6.1.1** Toxicology evidence that is received into the custody of an individual for the sole purpose of changing the storage location within the section need not be initialed and dated by the individual.

**4.6.1.2** When digital evidence is in storage (Digital Imaging lab) and currently running brute force attacks, the device is not required to be transferred into personal custody nor does it need to be initialed and dated when reconnected to a forensic tool for the sole purpose of checking the device status.

**4.6.2** Evidence shall be retained in designated evidence storage areas at all times the evidence is not being examined.

**4.6.3** At the time the evidence is opened, the employee shall check the contents against the items listed on the Request for Examination Form or equivalent. If a discrepancy with the evidence is noted, it shall be noted in FA by the employee and witnessed in FA by another employee. If tampering is suspected, the Forensic Scientist Manager shall immediately notify the Quality Manager who shall determine the appropriate course of action.

**4.6.4** Containers/items shall be re-sealed upon completion of analysis and retained securely until transferred.

**4.6.5** Upon finalization of the Laboratory Report, all evidence shall be transferred to the Evidence Control Section (unless the evidence needs to be transferred to another Laboratory Forensic Scientist), retained for additional examination, or destroyed pursuant to lawful authority.

**4.6.6** In the event an employee with evidence remaining in his/her secure evidence storage location leaves employment or transfers to an administrative role, the Forensic Scientist Manager (FSM) shall ensure custody of the evidence is transferred from the analyst to a secure evidence storage location. The FSM or designee shall maintain the keys to the secure evidence storage location. If additional analysis is requested or evidence disposition documentation is received, the FSM/designee shall assign appropriate personnel to complete the request. The FSM/designee shall reassign any un-worked evidence to appropriate personnel.

#### **4.7 Evidence storage and maintenance**

**4.7.1** Evidence in the process of being examined shall be maintained in a manner to avoid loss, contamination and/or deleterious change but still allow easy access by the examiner during the examination process. All other evidence shall be sealed properly.

**4.7.2** No evidence submitted to the Laboratory shall be stored at the Laboratory indefinitely.

**4.7.3** Evidence in the custody of Forensic Scientists shall be stored in evidence storage rooms or personal evidence storage areas when not actively being examined. Large and/or cumbersome items may be stored in a limited access area.

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**4.7.4** Access to Laboratory and Section evidence rooms/areas is limited to designated personnel. In the event that the Forensic Science Manager, Lab Director, or designee enters a Forensic Scientist's evidence storage area and removes evidence, the transaction shall be documented in FA.

**4.7.5** Evidence shall be replaced in the original container when possible.

#### **4.8 Documentation of Case Transactions**

**4.8.1** All receipts, transfers, and releases shall be documented in the electronic chain of custody in FA each time an evidence transaction takes place. The chain of custody shall be documented initially on the Request for Examination or by electronic receipt. The chain of custody shall include the individual or location receiving or transferring the item, date of receipt or transfer, and a description or unique identifier of the evidence.

**4.8.2** Certain case transactions shall be witnessed and recorded in FA. Evidence submissions containing cash or coins in excess of \$100.00 shall be opened and counted in the presence of a witness at the time of receipt and prior to sealing the package and returning to Evidence Control. The Forensic Scientist shall document the verification in FA and the witness shall attest to the amount in the electronic file.

**4.8.3** If seals are not intact on evidence packages containing controlled substances or currency, the Forensic Scientist or technician shall document the condition of the package using FA. A witness shall attest to the condition of the package in FA.

#### **4.9 Accountability and Inventory of Laboratory Evidence**

**4.9.1** Annually, as a required part of the Laboratory's Internal Quality System audit process, at least three cases per Forensic Scientist/technician shall be selected randomly by the audit team and audited to ensure compliance with existing policies and procedures.

**4.9.2** A complete inventory of the Evidence Control Section in the Triad and Western Laboratories shall be conducted biannually and documented by the respective Forensic Scientist Manager. At the Raleigh Laboratory, the inventory shall be conducted biannually and documented by the Evidence Control Supervisor. Using the FA NC Inventory application, the inventory shall be conducted in a manner to confirm the location of evidence. All storage locations shall be cross checked to FA and documented even if there is no evidence physically present in the location. The Procedure for Corrective Action and Non-Conformities shall be followed for all unresolved issues. The results (e.g. lost/found results) of each inventory, including the dates of inspection and the names of the individuals who conducted the inventory, shall be documented in a memorandum to the Quality Manager in the months of June and December.

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**4.9.3** A complete inventory of any storage location not controlled by an Evidence Control Section shall be conducted annually using the same procedure in 4.9.2. A memorandum shall be issued to the Quality Manager in the month of June with the results of the inventory.

**4.9.4** Twice per year (in March and September), the Evidence Control Sections shall conduct a random audit for accountability and compliance with all evidence handling procedures. Evidence inspected for audits will be randomly selected, and the Evidence Control Review Form shall be completed. If no issues arise, the audit documentation shall be filed and notification of the audit results shall be made to the Quality Manager. If issues arise as a result of the audit process, the Procedure for Corrective Actions and Non-Conformities shall be followed.

#### **4.10 Return of Evidence by a Laboratory Employee**

**4.10.1** The submitting agency shall be notified of the disposition of all evidence items received.

**4.10.2** Forensic Scientists shall return sealed evidence to Section or submitting agency and record the transfer electronically in FA. If it is impractical to seal the evidence, the evidence shall be tagged securely, and the tag shall contain all required identifying information.

**4.10.3** All seals placed on the package by the Forensic Scientist or technician shall be initialed. In addition, the date the evidence was sealed and the barcode label or RFID label shall be placed on the package.

**4.10.4** If evidence is being returned by mail, the Evidence Control Technician shall attach one of the following: Laboratory Report, letter, or Evidence Return Inventory Form. If evidence is retained for pick-up, the Laboratory Report shall be disseminated to the appropriate individuals via FA.

**4.10.5** The Laboratory shall retain evidence for pick up unless otherwise authorized. If authorized the evidence may be returned via Courier Mail, Registered Mail, Commercial Carrier (e.g., United Parcel Service, Federal Express), or Personal Delivery. The employee packaging the evidence is responsible for determining the most appropriate, cost effective, and lawful method of return (i.e., live ammunition/UPS; hazardous materials/held for pick-up).

**4.10.6** In all cases submitted by personal delivery for controlled substances analyses, the evidence shall be held for personal pick up by the requesting agency.

**4.10.7** If evidence is submitted by an SBI agent and is held for pick-up, it shall not be released to anyone other than the submitting agent unless authorized by the agent in writing on agency letterhead.

**4.10.8** Laboratory personnel who release evidence shall record the final disposition of the evidence in FA upon transfer to an external source.

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**4.10.9** If a Laboratory employee becomes aware of evidence which has been lost in transit to or from the Laboratory, the employee shall immediately notify the supervisor of ECS. In the Triad and Western Regional Laboratories, the Forensic Scientist Manager shall be notified. The Forensic Scientist Manager shall notify the Quality Manager who shall initiate a QAR if necessary.

**4.11 Destruction of Evidence** - If there is legal authorization to destroy evidence, a copy of the destruction paperwork (i.e., court order) shall be imported into FA, and the Forensic Scientist/Technician shall document the destruction in FA. A witness shall attest to the destruction in the electronic case file.

**4.12 Evidence Received at a Crime Scene**

**4.12.1** Upon request by an SBI district office or a local agency, a Forensic Scientist (s) may assist with the examination of a crime scene and/or collection of evidence.

**4.12.2** The Forensic Scientist shall assist in determining what to seize as evidence and perform field tests on site, as appropriate.

**4.12.3** Items seized as evidence by a Forensic Scientist shall be annotated appropriately with unique identifying information.

**4.12.4** Evidence collected from a crime scene by a Forensic Scientist shall be protected from loss, cross-transfer, contamination, and/or deleterious change whether in a sealed or unsealed container during transportation to the Laboratory or other appropriate evidence facility.

**4.13 Evidence Garage**

**4.13.1** Laboratory garages shall be used to process evidence such as vehicles, trailers, large items, bulk drug cases, etc. The evidence shall be processed as soon as practical upon receipt and the evidence removed from the garage to other storage. The garage shall not be used for long term storage of evidence by any Laboratory Section.

**4.13.2** A Forensic Scientist with evidence in the garage shall maintain limited access to the garage area.

**4.13.3** Laboratory safety procedures and precautions shall be used while working in the garage area.

**4.13.4** Employees unfamiliar with the use of mechanical equipment (specifically hoists and lifts) which may be located in the garage shall not use the mechanical equipment under any circumstances. In the Raleigh Laboratory, the Latent Evidence Section maintains the equipment in the garage area and shall be contacted if assistance is needed.

**4.13.5** Each Forensic Scientist who uses the garage shall ensure the facility is cleaned, disinfected, and the equipment/tools organized prior to vacating.

## **5.0 Safety**

### **5.1 Biological Evidence**

- 5.1.1** Evidence containing suspected human blood or body fluids, or evidence confiscated from a body shall be considered contaminated. Tubes of blood or other liquid body fluids shall not be opened by Evidence Technicians.
- 5.1.2** Packages containing biohazard evidence shall be identified with “Biohazard” labels prior to mailing or returning.
- 5.1.3** In the event of a biohazard spill, the employees shall use the biohazard spill kit to contain the spill. Every effort shall be made to preserve the evidentiary value of the material and the evidence container. The Forensic Scientist Manager of the discipline for which analysis is requested shall be contacted immediately for further assistance regarding disposal.

### **5.2 Firearms**

- 5.2.1** Firearm safety checks shall be conducted by the receiving Evidence Technician on all firearms submitted as evidence to ensure they are unloaded and safe. All firearms shall be handled as if they are loaded even after they have been declared safe.
- 5.2.2** A notation of the safety check shall be made on the evidence package by the Evidence Technician performing the test, along with the date and his/her initials.
- 5.2.3** If the Evidence Technician is unable to secure the firearm, a Forensic Scientist within the Firearms Section shall be contacted for assistance. The Forensic Scientist may take custody of the firearm at that time if deemed necessary.

### **5.3 Tasers/Stun Guns and other Weapons**

- 5.3.1** Tasers and stun-guns shall be handled with care.
- 5.3.2** The battery pack shall remain in the unit at all times in order to preserve the data. The device shall be transferred to an employee of the Digital Evidence Section as soon as possible.
- 5.3.3** Sharp evidence (e.g., knives or needles) shall be handled with extreme caution. These items shall be packaged to protect the evidence from deleterious effects during transfer and to protect any handler of the evidence from injury. If the evidence is not properly packaged, it must be re-packaged by the submitting officer before submission to the Laboratory.

## **6.0 Records**

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- Documentation in FA
- Evidence Inventory Memorandum

**7.0 Attachments – N/A**

<b>Revision History</b>		
<b>Effective Date</b>	<b>Version Number</b>	<b>Reason</b>
03/25/2024	13	4.2.1, 4.2.2, and 4.3.1 – updated RFLE usage 4.2.3, 4.2.4, 4.2.6, 4.2.7, 4.2.8, 4.2.9, 4.4.1.3, 4.4.1.4, 4.5.4, 4.5.5, 4.9.4, and 5.0 – incorporated Evidence Control procedures 4.3.2 and 4.3.3 - Moved to the Procedure for Record and Data Management. 4.4.5 - moved requirement to 4.4.13 4.6.1 – updated labeling requirement 4.8.2 – removed acronym use 4.10.6 – updated since all evidence retained for pickup. 4.13.1 – updated garage use requirement