



Tennessee Bureau of Investigation

Evidence Submission Guide

Packaging Evidence

All evidence submitted to the TBI Crime Lab must be properly sealed. A proper seal is tape (of any kind) and initials extending off the tape onto the packaging. The tape must fully cover any opening in the packaging.

Blood Alcohol Kits must have a filled out **Toxicology Request for Examination Form** inside or attached to the kit.

Please note: The expiration date for Blood Alcohol Kits applies to the tubes' vacuum seals. If the tubes still draw blood, they may be used. Do not throw away "expired" kits. If you will not use them, please return them to the TBI.

The full agency name (no abbreviations) must be written, typed, or stamped on the packaging.

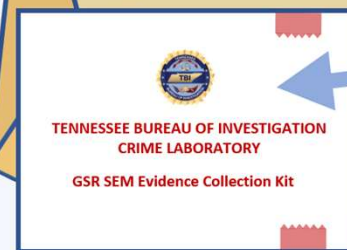
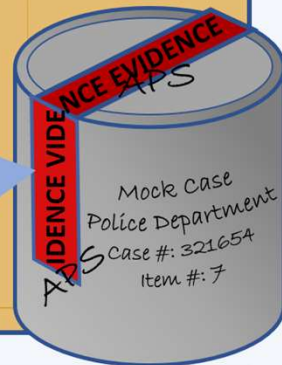
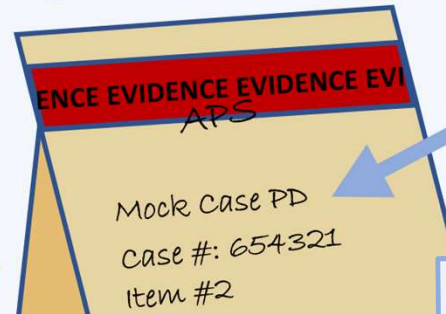
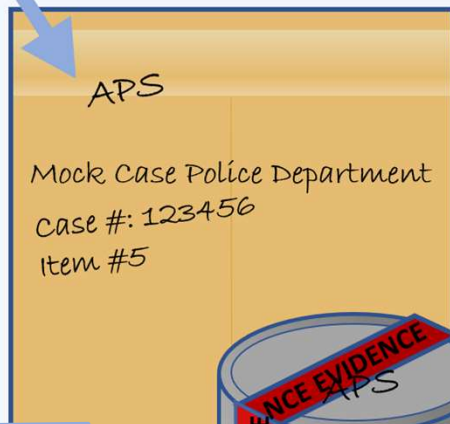
The TBI does not accept GSR Kits collected from victims without a letter from a District Attorney.

By law, Sexual Assault Kits must be entered into **SamsTrack** before submission. Do not place the **Request for Examination Form** inside the kit. Similar to Blood Alcohol Kits, these do not expire.

Fire debris submitted for accelerant detection must be packaged in sealed metal cans.

Every piece of evidence must list the agency case number and item number(s) somewhere on the packaging.

Important: All evidence submitted to the TBI Crime Laboratory must be packaged, properly sealed, correctly labelled, and accompanied by a **Request for Examination Form!**



EVIDENCE/PROPERTY	
Case #:	123456
Item #:	1
Mock Case P.D	

APS	
Mock Case P.D	
Item #1	





Tennessee Bureau of Investigation Evidence Submission Guide Request for Examination Forms

Form BI-0004 (Rev. 4/21) titled "Request for Examination" from the Tennessee Bureau of Investigation. It includes fields for "FROM" (Requesting Officer, Agency, Address, City, State, ZIP, Phone) and "Officer Email" (Agency Case No., County of Offense, Type of Offense, Date of Offense). It features a table for "Subject" information (Sex, Race, Date of Birth) for both the individual and the victim. A "Statement of Facts" section is provided for additional information. A table for "LAB ONLY" is used to list items, with columns for "Item Number", "Description of Evidence", and "Where Recovered". A "FOR LABORATORY USE ONLY" section includes checkboxes for "ALC", "DUI", "FAD", "LEP", "USRO", "TOX", and "MICRO", along with fields for "Received by", "Received from", "Date Received", and "LAB #".

The requesting officer should fill out all highlighted portions of the **Request for Examination Form**. It is important to write the officer's first and last name to avoid confusion.

Important: To ensure that the correct information is entered into our system, please write neatly or consider typing the information in a fillable PDF.

Please make sure that all item numbers match those listed on the corresponding evidence. Each separately packaged item of evidence should be listed on its own line.

Note: Regardless of the type of examination being requested, all evidence associated with one case may be listed on the same **Request for Examination Form**. A second page has been included for your convenience.

All submitted evidence must have a corresponding examination request listed in the designated field.

Record the agency case number exactly as it appears in your agency's system.

The submitting officer must include their contact information in case the TBI needs to obtain further information.

Neatly write the subject's first and last name on the form. Verify that the subject's full name matches the one listed on all blood tubes submitted in the kit.

PDF versions of both Request for Examination Forms can be found at <https://www.tn.gov/tbi/law-enforcement-resources/law-enforcement-resources0/forensic-services.html> under "Request Forms/Resources" at the bottom of the page.

Form BI-0004 (REV. 3/13) titled "ALCOHOL TOXICOLOGY REQUEST" from the Tennessee Bureau of Investigation - Crime Laboratory. It includes fields for "Agency Case Number", "Badge Number", "Requesting Agency", "Address", "City", "State", "ZIP", "Phone Number", "Email Address", "Subject" (Last, First, Middle, Sex, Race, Date of Birth), "Drivers License Number", "Driver/Passenger", "Living/Deceased", "Specimen of" (Blood, Urine, Other), "Collected Date/Time", "Breath Alcohol Results", "Analysis Requested" (Alcohol, Drug Screen, Other), "Nature of Death" (Accidental, Natural, Suicide, Homicide, Unknown), "Comments", "Signature" of the Requesting Individual, and a section for "FOR TBI Laboratory Use Only" including "Specimen Received Date/Time", "Packaging", "Via", "Initials", and "Laboratory No." (Blood, Urine, Other).