



Controlled Substances Submission Guidelines for Laboratory Customers

The goal of the OSBI Controlled Substances discipline is to provide the best customer service possible - quality results in a timely manner. We can achieve this goal with your help. Some guidelines to keep in mind when submitting evidence for controlled substances analysis:

Benefits for following these guidelines:

- Faster turnaround time.
- Completed reports before court dates.
- Clearer reports benefit the court process.

Guidelines:

- Please do not submit syringes.
 - o This is a safety hazard.
 - o Exceptions can be approved by OSBI Lab Administration if a syringe is the only item in the case or specific circumstances require analysis.
- Ensure the evidence is sealed properly.
 - o See Evidence Packaging and Sealing Requirements (OSBI CSD QMA 3).
- Only submit the evidentiary items necessary for the charge(s) and suspect(s).
 - o Analyzing only relevant items allows faster analysis times.
- Use only the packaging needed.
 - o Allows analysts to open items without damaging the contents and saves time.
- Consolidate to the least number of packages possible.
- Do not include non-evidence items.
 - o Analysts must account for all items received. Inventorying non-evidence items can increase the time for analysis.
- Do not submit field test kits.
 - o We cannot test field test kits.
 - o Field test kits can leak onto evidence items.
 - o This can be a safety hazard.
 - Repackaging field test kits to protect evidence integrity adds time to analysis.
- Items with residue generally do not need to be submitted if weighable amounts of similar substances are being submitted.
- Do not package wet items (fresh marijuana, mushrooms) in plastic bags or buckets.
 - o Package in "breathable" containers such as brown paper sacks, evidence envelopes, or boxes.

Considerations:

- We encourage customers to call with any questions.
 - o Carrie Farris, Supervisor, FSC-Controlled Substances Unit (Edmond) – 405-715-9538
 - o JD Lindstrom, Supervisor, Northeast Regional Laboratory (Tahlequah) – 918-456-0653

NOTE: These are guidelines for OSBI Lab submissions only. Please follow your agency-specific standard operating procedures. We encourage you to work with your prosecutor for any legal questions you may have.