



Controlled Substances Submission Guidelines for Laboratory Stakeholders

The goal of the OSBI Controlled Substances discipline is to provide the best service possible to stakeholders, which includes 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:

Case Requests Typically Not Accepted:

1. Syringes (including syringes with contents)
2. Animal poisoning cases
3. Spores for drug analysis (mushrooms)
4. Used field test kits

Case Requests with Special Requirements:

1. In order to ensure the safety of our employees and for all evidence, we ask for stakeholder assistance and compliance with removing any heat source (i.e. battery) from any electronic cigarette submitted for analysis. Electronic cigarettes utilize an oil that is vaporized using a heat source. The heat source can create a fire hazard. Prior to submission, the oil should be separated from the battery portion for each evidence item, allowing only the oil component to be submitted. If the battery cannot be removed, the electronic cigarette will not be accepted for analysis.
2. Suspected controlled substances that have been recovered from a body cavity should be separated from the original outer packaging, when possible, prior to submission.
3. Plant material should be thoroughly air dried before packaging. Wet or moldy plant material will not be accepted.
4. If a weighable amount of material is present in other evidentiary items, we ask that stakeholders not submit paraphernalia or residues. If there is no weighable amount present, generally only one residue item per substance type will be analyzed.
5. Items consisting of marked tablets or capsules in a prescription bottle where the drug and the defendant's name match the bottle will not be accepted for analysis.
6. Factory-sealed, tamper-proof, or sealed blister pack items will not routinely be accepted for analysis.
 - a. Information regarding the contents is provided on the packaging; as long as the packaging is intact/not compromised, analysis will not be performed on these items.
7. Items such as rolling papers, lighters, or other items not suspected to contain a controlled substance will not be accepted for analysis.

NOTE: In order to ensure the highest quality and timely services for all stakeholders, please avoid submitting items that are not vital to the investigation.

Considerations:

We encourage stakeholders to call with any questions.

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