

**Oklahoma State Bureau of Investigation - Criminalistics Services Division
(OSBI CSD)
Evidence Management Requirements**

The following requirements must be met for the OSBI CSD to consider evidence for analysis:

1. The evidence must be submitted by an individual or agency authorized to request services from the OSBI CSD. The agencies and individuals authorized to request services are listed in Title 74, Sections 150.2 and 150.5. The OSBI CSD cannot consider evidence from private citizens or other individuals/agencies not listed in statute.
2. The evidence must be relevant to a criminal investigation which should, in most circumstances, be expected to result in criminal charges being filed. Evidence relevant to civil investigations or non-criminal product cases such as food or drugs suspected of being old, faulty, etc., will not be considered for analysis.
3. The evidence must not include any explosive devices, explosive samples, or post-blast samples.
4. The evidence must not include syringes which, under normal circumstances, will not be considered for analysis. Exceptions to this will be evaluated on a case-by-case basis and exceptions must be approved by a Criminalistics Administrator or the CSD Director.
5. Evidence must be submitted in person, via evidence locker, or through a delivery service such as the United States Postal Service (USPS), United Parcel Service (UPS), or Federal Express (FedEx). Latent print images will not be accepted by email submission. However, digital images of impressions for the sole purpose of identification of deceased or living individuals may be accepted by email.
6. Evidence must be collected and packaged in a manner that preserves the integrity of the evidence. Evidence which is packaged in a manner that would invalidate the results of testing will be deferred.
7. Evidence must be properly collected, packaged, and sealed. Refer to [QMA 3](#) for evidence sealing guidelines.
8. The evidence must have a legitimate associated service request which complies with policies outlined in [QMA 4.1](#) and [4.2](#). A listing of available services is detailed in [QMA 4.1](#). A listing of services which are not provided or which may be limited is included in [QMA 4.2](#). Evidence will not be accepted for the purpose of long-term storage or if the OSBI CSD cannot meet the needs of the stakeholder.

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9. Evidence samples submitted for the purpose of comparison (paints, fibers, projectiles, DNA, etc.) must be accompanied by the appropriate reference samples. In most cases, comparison samples will not be considered unless both the questioned and reference samples are provided. However, this does not apply to samples submitted for comparison to a database. For example, DNA cases with no suspect identified may be submitted with the evidence sample(s) and victim reference sample.
10. Weapons submitted for analysis must be submitted in person.
11. All Forensic Biology evidence, with the exception of Sexual Assault Evidence Collection Kits and known buccal (cheek) swabs for reference samples, must be submitted in person. Sexual Assault Evidence Collection Kits and known buccal swabs may be submitted to the laboratory via evidence locker or using one of the delivery services described in number 5 above.