



## Controlled Substances Submission Guidelines

### General Submission Guidelines

The Colorado Bureau of Investigation Forensic Services (CBIFS) recognizes that each case is distinctive. Our submission guidelines will address typical situations encountered by your agency but cannot speak to all of the unique circumstances that are often exclusive to a particular case. With this understanding, the CBIFS provides the following information to assist you in the submission of your evidence.

### Evidence NOT Suitable for Analysis

Certain cases and types of evidence are not conducive to controlled substance analysis and will not produce effective results. The following describes those cases or types of evidence that most frequently will not undergo controlled substance analysis:

- To increase efficiency and effectiveness items with no probative value will not be accepted: examples include: driver's licenses, rolling papers, empty plastic bags, lighters, etc.
- Grow tanks; remove and submit those items with probative value such as mushrooms or plant material. If you are uncertain as to how best to accomplish this, please call your local CBIFS.
- If your case is a bulk seizure, please take core samples to submit to the laboratory. Core samples are representative samples from the center of the material. If uncertain as to how to properly perform the core sample technique, please contact your local CBIFS. If time constraints prohibit you from communicating with us or if a total weight of the items is necessary, please contact us prior to arriving at the laboratory so we are prepared to accommodate your request. Additionally, you may contact us to make arrangements for pick-up of these items. Due to certain packaging constraints, it may not be possible for CBIFS to provide a net weight on bulk seizures.
- Items of evidence that contain mold are dangerous to all who come in contact with the item. If your item has visible mold, please contact CBIFS prior to submission so we can determine how best to submit the evidence.

### Additional Considerations

- Drug chemistry analysis will be conducted on drug paraphernalia/residue items if these are the only items in a case. If your item is a residue, please do not perform a presumptive test, as you may not leave enough of the substance for laboratory analysis.
- Due to the inherent risk of working with syringes, they will be accepted and tested if they are the only item in the case. Syringes should be packaged in a rigid, plastic syringe tube. If liquid is present in the syringe, a gross weight will be taken and a recording of where the liquid is in the syringe will be provided.
- Due to the potential hazardous nature of unknown liquids, please limit your liquid submissions to 60mL or less. These items must be in a sealed container with a lid. The container should then be sealed inside a plastic bag to prevent leaking. If leaking is noted upon submission, CBIFS staff will help to remediate the situation.
- If your item is wet when confiscated, please allow the item to dry in a suitable, safe environment where no contamination can occur prior to submitting to CBIFS. This allows for proper preservation of the evidence.

- To ensure that all necessary items are properly tested, please indicate probable cause exhibits on the submission form.
- Clearly label all bio-hazard items of evidence prior to submission. Bio-hazard items include anything that has bodily fluids.

## Summary

These controlled substance guidelines are recommendations of what should be included in the initial evidence submission to the CBIFS, but do not reflect what should or should not be collected at the crime scene. In support of your agency and upon request, the CBIFS will provide training on the proper collection and submission of controlled substances. Please see our General Submission Guidelines for an overview of the submission process.

Please feel free to contact us at any time regarding your controlled substance submissions. It is our goal to ensure your understanding, educate you on situations that may be unfamiliar to your agency and to work collaboratively to ensure the citizens of Colorado are served at the highest possible level.