

# Trace Evidence Collection and Packaging

Specimen	What to Collect?		Wrapping & Packaging	Remarks
	Standard/Known	Evidence/Unknown		
<b>Broken Parts (Physical Matches)</b>	Areas that are broken	All pieces recovered.	Protect edges from further breakage and damage. Place in a sturdy container.	Do not attempt to fit them together prior to submission. It may alter the edges.
<b>Building Materials and Wood</b>	Collect a sample of drywall, wood, particle board, bricks, cinder blocks, cement, etc.	All recovered pieces, tools, clothing, etc.	Use an envelope or small box with all of the seams and corners sealed.	
<b>Clothing</b>	All clothing of principals, blankets, comforters, sheets, carpet, etc. from the scene	Clothing of principals, blankets, comforters, sheets, carpet, etc from the scene	Place each item of clothing in a separate clean brown paper bag. Items of bedding should be packaged separately.	Avoid the use of plastic bags. Air dry wet items before packaging
<b>Fabric Impressions</b>	All outer clothing.	Object the impression is on.	Protect the impression against loss through abrasion (secure to box).	Photograph the impression with a scale prior to packaging. Submit photos with impression.
<b>Fibers</b>	All clothing of principals, blankets, comforters, sheets, carpet, ligatures/cordage etc.	Loose fibers, objects containing fibers or tape lifts or vacuumings of areas of interest.	Place fibers in a "druggist fold" or inside a folded yellow "Post-It," then inside an envelope with all seams taped closed.	Avoid the use of plastic bags. Gloved fingers or tweezers are best. Tape lifts are acceptable. Vacuumings only as last resort.
<b>Glass</b>	At least 1 square inch from each broken window (take from frame - not from the ground) or as much of the container that remains. Both panes and the polymer should be sampled on windshields.	Any fragments recovered, clothing of suspects, objects that may have been used to break glass, etc.	Use puncture resistant packaging such as pillboxes, film canisters, cardboard boxes, etc. with all edges taped. Keep each source separate.	Be aware of possible shoeprints on broken pieces. All pieces should be submitted for attempt of a physical match.
<b>Hairs</b>	25 - 50 <u>pulled</u> hairs from head and pubic area (packaged separately and labeled).	Loose hairs, objects containing hairs or tape lifts or vacuumings of areas of interest.	Place in a "druggist fold" or inside a folded yellow "Post-It," then inside an envelope with all seams taped closed.	A good known sample consists of hairs from all areas of the head/pubic area.
<b>Headlights and Tail lights</b>	Headlight(s) and taillights	Any broken pieces from the scene.	Place in a sturdy container and protect from further damage (use styrofoam cups to protect filament area).	Do not turn on lamps in question at the scene. All information regarding incident is helpful. Photographs of damaged area on vehicle are useful.
<b>Paint</b>	Paint source (e.g., spray paint can, tool) or a small portion of the larger painted object (enough to cover an area the size of a penny, include the substrate which paint is on)	Collect objects with smears, victim/suspect clothing, transferred paint, etc.	Use a druggist or paper fold inside an envelope with all the seams taped.	Do not use tape or plastic bags to collect. Collect known samples from an area close to but outside of damage. If automotive, collect known from each damaged panel.

Call the Trace Evidence Section if you need further assistance.

651-363-0572

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	Standard/Known	Questioned/Unknown		
<b>Shoepoints</b> <a href="#">Shoepoint/Tire Track Collection Guideline</a>	Collect all known shoes.	Collect photographs, lifts, and casts of questioned impressions	Package shoes in a paper bag. Questioned images should be submitted on a CD-R, DVD-R, or in another write protected format.	Ensure photographs include a proper scale at the same depth as the impression. It is useful to have both casts and photographs.
<b>Tape</b>	Rolls of tape or objects with similar tape to the one in question.	All pieces recovered.	Place rolls in a box or paper bags. Zip tie questioned tape to the bottom of a box to prevent further 'balling'.	Tape may also contain other evidence (e.g., hairs, fibers, latent prints, or DNA). Never unwrap bindings, rather cut bindings away from torn tape ends to remove. Label the cut ends clearly..
<b>Tire Tracks</b> <a href="#">Shoepoint/Tire Track Collection Guideline</a>	Collect photographs, impressions of tires and tires.	Collect photographs, lifts, and casts of questioned impressions	Submit photos on CDs. Place casts in boxes to prevent breakage. Place lifts in envelopes.	Ensure photographs include a proper scale at the same depth (bottom) of the impression. Impressions of the tires are best taken if they remain on the suspect car but can be removed and submitted also.
<b>Tools</b>	Any tools of interest.	Known comparison samples of paint or glass from scene. Also collect casts or objects containing possible tool marks.	Protect the area of interest (e.g. by taping a paper bag around the end), and sealing in a sturdy container.	Make certain that suspect tools are not in contact with scene samples.
<b>Wood</b>	1 cubic inch	All	Use sturdy container.	
<b>Additional notes:</b> Dry all wet or bloody items over clean paper prior to packaging. Once dry place paper and items in a paper bag or box. Information concerning a case should be submitted with the evidence. Each item of evidence should be marked for identification. Standard/known and evidence/unknown items <u>must</u> be packaged separately. Containers must be sealed and marked. Tape-seal all seams and sign initials across the seals. All photographs of fabric impressions, tire tracks, shoeprints, etc. must contain a scale (ruler) and be taken with the film plane parallel to the object.  Photographs should be submitted.  In general, avoid the use of plastic bags as evidence containers for Trace Evidence.				

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