

## **LRN Guidance for Proper Use of Chain of Custody Forms**

### **I. General:**

- A. The custodian is responsible to maintain and collect additional chain of custody documentation generated at the laboratory.
- B. The laboratory will maintain originals (copies if necessary) of all chain of custody documentation and provide originals to law enforcement official upon transfer of evidence. Copies should be maintained by the laboratory for its records.
- C. In the event that custodianship of the evidence is split, due to sampling of a specimen or the transfer of one or more items, the chain of custody forms must be initiated, maintained and transferred with that portion of evidence; the custodians receiving and releasing the sample or item will keep a copy of the Receipt of Property form.
- D. The chain of custody documentation should be considered confidential/classified information; it should be maintained in a secure location.

### **II. Receipt of Property form (LRN Form 0001):**

- A. This form must be completed, signed, providing date and time, upon the receipt of evidence. Both the laboratory and the law enforcement official will retain a copy of the completed form.
- B. This form must be completed, signed and dated upon the release of evidence to a law enforcement official. Both the laboratory and the law enforcement official will retain a copy of the completed form.
- C. Description information should include the following information for each and every item:
  - 1. Unique identifier for each item
  - 2. Number/quantity
  - 3. Type/description
- D. If multiple items are received, all items must be listed on the form or attached. Each item should be assigned a unique identifier (e.g., number). The original identifier should be maintained on the chain of custody records for any sample/portion of that item.
- E. The name of the carrier/courier and the shipping/reference number should be recorded if item(s) are delivered by a carrier/courier.
- F. Additional information may be attached as appropriate (e.g., original source/submitter, collected by, emergency contacts, situational information).

**III. Chain of Custody form (LRN Form 0002):** This form must be signed and dated when transferring custody within the laboratory, from the initial receipt of the evidence, through the processing, storage, and release of the evidence to a law enforcement official.

### **IV. Visitor's Log form (LRN Form 0003):**

- A. This form must be signed, dated, and maintained in an area in immediate vicinity of the restricted area (e.g., BSL-3 laboratory, refrigerator, freezer, etc.) where evidence is analyzed and/or stored.
- B. All visitors/personnel, including all personnel with routine access, entering/leaving the restricted area must sign in and out.



# LABORATORY RESPONSE NETWORK CHAIN OF CUSTODY

**Case ID:** \_\_\_\_\_

Received By (print/sign):	Date:	Time:
Organization:		
Reason:		
Received By (print/sign):	Date:	Time:
Organization:		
Reason:		
Received By (print/sign):	Date:	Time:
Organization:		
Reason:		
Received By (print/sign):	Date:	Time:
Organization:		
Reason:		
Received By (print/sign):	Date:	Time:
Organization:		
Reason:		
Received By (print/sign):	Date:	Time:
Organization:		
Reason:		
Received By (print/sign):	Date:	Time:
Organization:		
Reason:		

Refer to Guidance for Proper Use of Chain of Custody Forms. Attach additional pages as required.

LRN Form: 0002

