

**Maryland State Police Forensic Sciences Division
Reference Table of Biological Evidence Collection**

Evidence	Condition	Location	Collection
Blood	Liquid	Person	EDTA Purple capped tube. At least 5 ml volume
	Liquid or clots	Scene	Pipet into purple capped tube
			Transfer onto sterile cotton swab. Air dry.
	Wet	Clothing	Air dry at room temperature.
		Moveable object	Air dry at room temperature.
		Snow/Water	Pipet into purple capped tube.
	Dried Stain	Person	Dampen sterile cotton swab with water. Concentrate stain. Air dry.
		Unmovable surface	
		Moveable Object	Collect Item
	Vehicle upholstery, carpet, wallpaper, wood	Cut out stained area.	
Semen	Liquid	Victim	Use sterile swabs in rape kit.
		Scene	Collect onto sterile cotton swab or cloth. Air dry.
		Scene: Object	Transfer onto sterile cotton swab. Air dry.
	Wet	Clothing	Air dry.
	Dried stain	Clothing	Collect item
		Carpet, upholstery	Cut out stain.
		Unmovable surface	Transfer onto dampened sterile swab. Air dry.
Urine/Saliva	Liquid	Person	Use swabs in rape kit.
		Scene	If possible, pipette into sterile container. Otherwise, collect onto sterile cotton swab. Air dry.
	Stain	Scene	Cut out stain or collect onto dampened sterile cotton swab. Air dry. If possible, collect item.
Tissue, organ, bone	Fresh or Dried	Scene	Place in airtight plastic container. Freeze at 0°C or below.
Fingernail Scrapings/Swabbing		Person	Scrape/swab under each fingernail with a wooden/plastic stick or a damp, sterile swab. A separate druggist fold or vial should be used to package the scraping from each hand.

Maryland State Police Forensic Sciences Division
Instructions for Handling, Marking and Shipping Firearms Evidence

Evidence	General Instructions	Descriptive Record to be Kept by Person Recovering and Submitted to FSD	Recommended Method of Marking for Identification	Instruction for Packing to Submit to Lab
Firearms	Remove magazine from autoloading firearms. Do not clean or fire. Do not operate mechanism except to unload. If loaded or fired cartridges are in revolver, mark positions on request for exam form.	A record of make, model, type, caliber or gauge, serial or lot numbers should be retained by person and placed on request form and package (box).	Marking of evidence firearm not acceptable. Place tag on firearm with initials or identification.	If possible, firearm should be unloaded. Otherwise the words in large printed block letters "DANGER - LOADED" must be printed in red on the upper right portion of the top of the box. Submit all handguns in "Firearms Evidence Box", if available. Label box "Bio-hazard" if firearm has been in contact with body fluids. Mark box as to contents.
Fired Bullets	Every precaution should be taken to prevent loss of trace evidence or mutilation rifling surface in any way. Do not wash or clean.	Assumed caliber. Source of recovery. Place this information on request form and container.	Marking of bullets is not acceptable. Place initials or identification on container or envelope.	Place in rigid container, envelope or cardboard box. Label container "Bio-hazard" if bullet has been in contact with body fluids. Mark container as to contents.
Fired Cartridge Cases	Do not mar, mutilate, scratch or nick case. If removed from revolver cylinder, mark chambers to correspond with case designation on request form.	Assumed caliber. Place this information on request form and container. Sketch showing relative position of shells when recovered on floor, street, etc.	Marking of casings is not acceptable. Place initials or identification on container or envelope.	Place in rigid container, envelope or cardboard box. Label container "Bio-hazard" if casing has been in contact with body fluids. Mark container as to contents.

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Fired Shot Shells	Do not mar, mutilate, scratch or nick head of shell.	Sketch showing relative position of shells when recovered on floor, street, etc.	Marking of fired shot shells is not acceptable. Place initials or identification on container or envelope.	Place in cardboard slide box, rigid container or envelope. Seal and label container "Bio-hazard" if shell has been in contact with body fluids. Mark container as to contents.
Shot Pellets	Recover as many as possible. Do not mutilate in removal.	Source of recovered pellets.	Marking of pellets is not acceptable. Place initials or identification on container or envelope.	Place in cardboard slide box, rigid container or envelope. Seal and label container for contents and "Bio-hazard" if applicable.
Shot Wads	Recover as many as possible.	Source of wads recovered.	Marking of shot wads is not acceptable. Place initials or identification on container or envelope.	Place in cardboard slide box, rigid container or envelope. Seal and label container for contents and "Bio-hazard" if applicable.
Loaded Shells or Cartridges	If loaded ammo or fired cartridge cases are recovered in investigation, forward to Lab. If ammo maker's boxes recovered, forward to Lab, marking box for identification	Source or where found. Head designation of maker.	Marking of shells or casings is not acceptable. Place initials or identification on container or envelope.	Place in cardboard slide box, rigid container or envelope. Seal and label container for contents and "Bio-hazard" if applicable.

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Shot or Powder Patterns	If on clothing, send only clothing to Laboratory that contains powder, powder residues, or bullet or shot penetrations. If on skin, doors, walls, etc., consult Laboratory.	Description and source of garment containing shot or powder patterns. Location and size of shot or powder patterns if on walls, doors or other immovable objects.	Clothing - attach tag to each article, indicating source. Mark with initials of person recovering. Indicate location of wound, if applicable.	Place individual air-dried items of clothing in separate clean paper bags. Seal and label bag for contents and "Bio-hazard" if applicable.

Maryland State Police Forensic Sciences Division
Reference Table for Latent Print/Impression Evidence Collection

SPECIMEN	PACKAGING	COLLECTION PROCEDURE*
Porous Items - Paper, cardboard, checks, currency, etc.	Manila envelopes, paper and/or plastic bags	Items may be grouped together.
Non-Porous Items - Metal, glass, plastic	Paper bags, cardboard boxes (no plastic). Plastic may develop static charges causing items to cling to package	Items should be grouped separately.
Tapes - duct, masking, etc.	Manila envelopes, paper and/or plastic bags	Leave tape intact if submitting to Laboratory. Do not force into packaging – specimen should fit in it loosely. If tape must be removed, gently (don't press hard) place onto sturdy plastic sheet (not plastic wrap or plastic bag-like material).
Plaster cast of shoe prints, foot prints, tire prints, etc.	Sturdy card board boxes	Package to avoid excessive movement. Don't remove soil clinging to casts
Fingerprints and shoe prints in dust	Avoid stuffing evidence into envelopes or boxes – use a flat, pizza-type box. Don't fold or crinkle surface.	After lifting with electrostatic lifter - place face up in box. Will be photographed in lab. Clearly mark box to indicate side to remain facing up.
Bloody or soiled fingerprints and shoe prints	Brown paper bags, cardboard boxes or Manila envelopes (no plastic)	Don't process with powders. Let prints dry before placing into packages
Large and Odd Sized Items	Call lab for specific instruction	Call lab for specific instruction

* Where applicable, handle specimen with tweezers. Do not place the tweezers over any obvious smudge.

**Maryland State Police Forensic Sciences Division
Reference Table of Trace Evidence and CDS Collection**

SPECIMEN	PACKAGING	CONTROL	AMOUNT OF EVIDENCE TO SUBMIT	COLLECTION PROCEDURE
ARSON ACCELERANTS Liquid	Sealed glass container. (Container volume should not exceed 1 oz as greater volumes create a potential for explosion.) Liquid sample vials/bottles need to be placed in cans and packed with an absorbent material to minimize spillage and leakage.	1/4 oz (10 ml)	Do not submit any more than 1/4 oz of volatile liquid to Lab.	Volatile liquids must be poured into clean containers and sealed. Submit original container.
ARSON ACCELERANTS Residues	Sealed metal container. Fill container <u>only</u> 1/2 to 2/3 full.	Identical material uncontaminated with suspect accelerant	All	Collect specimens which have an odor or trace of fluid, or those which are capable of absorbing the suspected accelerant. Prior training for recognition and collection may be required.

**Maryland State Police Forensic Sciences Division
Reference Table of Trace Evidence and CDS Collection**

SPECIMEN	PACKAGING	CONTROL	AMOUNT OF EVIDENCE TO SUBMIT	COLLECTION PROCEDURE
GLASS	<p>Place glass fragments in a paper pharmacy fold or pill box. If small particles of glass are collected, place the glass onto low tact tape and circle around the area containing the glass particle. Larger fragments should be packaged to prevent rubbing, shifting, or breakage.</p> <p>DO NOT attempt to remove glass from clothing unless absolutely necessary. Allow the item to dry if it is wet. Then package the item by paper fold into clean craft paper. Seal the paper fold & place in a paper bag.</p> <p>Package glass pieces from different locations in different containers.</p>	<p>Collect a representative glass standard sample from the scene. If more than one type of glass is broken, collect a representative sample from each different type (e.g. windowpane, vehicle lamp, container, etc.). Be sure to package each type separately, labeling the source of each known standard.</p> <p>If determination of “direction of force” is necessary, all broken glass must be recovered and submitted for analysis. Leave the remaining glass in the window or doorframe intact and mark as to exterior and interior surfaces.</p>	<p>Collect and submit all glass pieces if you believe numerous glass pieces were from the same object, such as a bottle, and request the TES to attempt a physical match.</p>	<p>Glass may be collected using clean/disposable tweezers. If the glass is a large fragment one may collect the fragment by hand (wearing a clean disposable glove) using caution.</p>
GUNSHOT RESIDUE	<p>Gunshot residue testing is not conducted by MSP-FSD. Please contact the Trace Evidence Section (443-357-1402) for assistance in selecting a lab that does provide this service.</p>			

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SPECIMEN	PACKAGING	CONTROL	AMOUNT OF EVIDENCE TO SUBMIT	COLLECTION PROCEDURE
FIBERS	Package in a pharmacy fold or vial. DO NOT place loose in an envelope	Entire garment or other cloth items	All	Package fibers collected from different sources separately; whenever possible submit entire article on which the fibers have been observed
HAIR	Pharmacy fold, pill box or vial	None	All	Package separately hair collected from different sources. Label location from which taken. Whenever possible, submit article on which the hair has been taken
HEADLAMPS AND OTHER LAMPS	Package securely to avoid any breakage of filament. Use disposable foam cups or small boxes to prevent further damage. Use cotton gauze or tissue padding if needed.	N/A	All	Remove headlamps, keeping the filament intact as much as possible
MISCELLANEOUS UNKNOWN	<p>This includes but is not limited to analyses concerning chemical bank dyes; polymers and plastics; abnormalities in soil; minerals; wood; building materials; cosmetics; and miscellaneous chemical and biological materials.</p> <p>When collecting evidence that falls in this category, use a container appropriate for similar evidence listed under the specific trace evidence collection categories. If any questions on collection and/or packaging please call the Trace Evidence Section at 443-357-1402.</p>			

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SPECIMEN	PACKAGING	CONTROL	AMOUNT OF EVIDENCE TO SUBMIT	COLLECTION PROCEDURE
PAINT Paint Chips or Scrapings	Pharmacy fold or vial. DO NOT place loose in envelope or plastic bag	At least 1/2 square inch of solid paint with all layers represented. Take known samples from near the damaged area.	Recover all the layers possible	Whenever possible, submit the entire article on which the paint has been observed. Otherwise, use a clean knife blade to remove all the layers of paint from the object. DO NOT use tape to collect paint
PLASTIC AND TAPE	Large pieces of plastic and tape evidence may be collected and packaged into paper envelopes or bags. Smaller pieces should be placed into a paper envelope.	N/A	All	Leave plastic and tape evidence intact. Tape pieces, that have exposed adhesive, should be affixed to a clean, colorless plastic sheet (or interior of plastic bag) prior to packaging.
QUESTIONED DOCUMENTS Anonymous letters, bank robbery notes.	Plastic sheet protector	Original documents in document cases. Reproductions may be acceptable for preliminary examinations crucial to case investigation. The known samples should be listed on a separate MSP Form 67 from the questioned documents	All original documents	DO NOT handle with bare hands. Place in proper enclosure envelope and seal with cellophane tape. Specify if evidence is to be analyzed for latent prints.
QUESTIONED DOCUMENTS Charred or burned paper	Solid Container	N/A	All	DO NOT handle with bare hands.

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SPECIMEN	PACKAGING	CONTROL	AMOUNT OF EVIDENCE TO SUBMIT	COLLECTION PROCEDURE
QUESTIONED DOCUMENTS Checks	Envelopes	N/A	All	As with anonymous letters, advise what parts are questioned or known. Furnish physical description of suspect.
QUESTIONED DOCUMENTS Check protector, rubber stamp and dater stamp sets, known standards	Plastic sheet protectors	Obtain several in full (complete series of numbers)	All	As with anonymous letters, DO NOT disturb inking mechanisms on printing devices. SEND ACTUAL DEVICE WHEN POSSIBLE
QUESTIONED DOCUMENTS Handwriting and hand-printing, known standards	Plastic sheet protector	N/A	All	DO NOT handle with bare hands. Place in proper enclosure envelope and seal with cellophane tape. Specify if evidence is to be analyzed for latent prints.
QUESTIONED DOCUMENTS Obliterated, eradicated or indented writing	Plastic sheet protector DO NOT FOLD	N/A	All	Advise if bleach or staining method may be used
QUESTIONED DOCUMENTS Paper money, documents, paper, etc.	Use tweezers. Do not place the tweezers over any obvious smudge. Place each item in a clean and clear evidence envelope.	N/A	All	N/A

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SPECIMEN	PACKAGING	CONTROL	AMOUNT OF EVIDENCE TO SUBMIT	COLLECTION PROCEDURE
<p>QUESTIONED DOCUMENTS Typewriting, known standards</p>	<p>Use tweezers. Do not place the tweezers over any obvious smudge. Place each item in a clean and clear evidence envelope.</p>	<p>Obtain minimum of one copy in full word for word order of questioned typewriting. Include partial copies in light medium, heavy touch. Also carbon samples of each character on keyboard.</p>	<p>All</p>	<p>DO NOT handle with bare hands. Place in proper enclosure envelope and seal with cellophane tape. Specify if evidence is to be analyzed for latent prints. Examine ribbon for evidence of questioned message thereon. For carbon paper samples, remove ribbon or place in stencil position and type directly on carbon paper placed over bond paper.</p>
<p>DRUGS</p>	<p>Kapak brand heat sealable polyester bag Evidence bag (bag #) of (# of bags submitted): One heat sealed bag containing the following:</p>		<p>Hypodermic syringes may be submitted only after request from State's Attorney's Office and approval from the Forensic Sciences Division Director</p>	<p>Vegetable matter must be dried</p>