



# *The Commonwealth of Massachusetts*

## *Department of State Police*



MAURA T. HEALEY  
GOVERNOR

KIMBERLEY DRISCOLL  
LIEUTENANT GOVERNOR

TERRENCE M. REIDY  
SECRETARY

Forensic Services Division

Crime Laboratory

124 Acton Street

Maynard, MA 01754

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GEOFFERY D. NOBLE  
COLONEL/SUPERINTENDENT

MARK D. CYR  
DEPUTY SUPERINTENDENT

### **NOTICE TO ALL AGENCIES WHO SUBMIT EVIDENCE TO THE MSPCL OR REQUEST LABORATORY PERSONNEL TO PROVIDE CRIME SCENE RESPONSE**

Please be advised that if your agency is submitting evidence to the Massachusetts State Police Crime Laboratory (MSPCL) or requesting MSPCL personnel to provide crime scene response, you are agreeing to and hereby acknowledge the following terms and conditions:

1. The MSPCL is responsible for conducting all tests according to standard procedures unless otherwise communicated to the MSPCL upon submission or prior to testing.
2. By submitting to the MSPCL, or by requesting laboratory personnel to provide crime scene response, your agency is authorizing the MSPCL to make all decisions regarding scientifically necessary deviations from said procedures. This may include sending an item(s) to another laboratory for analysis. All procedural deviations shall be documented in the laboratory case record according to laboratory procedure, but notice of each such deviation need not be given to the agency in advance.
3. By submitting to the MSPCL, or by requesting laboratory personnel to provide crime scene response, your agency agrees to receive test reports in accordance with the current revision of the Crime Laboratory Reporting Agreement, available on the MSPCL website at [www.mass.gov](http://www.mass.gov), and at all evidence intake locations.
4. Items submitted for entry into the NIBIN computer system will be continually searched by the system. The status of the NIBIN entry will be maintained in the case record and available upon request. All leads generated by the NIBIN system will be provided to the customer by the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF).
5. Information regarding test methods used, any deviations from the test method, and disposition of evidence, including items received, collected, created, or preserved for future testing, are maintained in the case record and are available upon request.
6. The MSPCL is committed to ensuring the protection of confidential information contained within case records. As Laboratory records are subject to disclosure pursuant to the public records laws and in response to discovery requests, subpoenas, and court orders, the Laboratory may be legally obligated to provide records associated with a submitted case to an external party. This provision of records may occur without additional notice to your agency.

The information contained within this notice is posted at each MSPCL evidence intake window. If you have questions regarding this notice, please do not hesitate to contact the MSPCL at 978-451-3300 or [mspcl@pol.state.ma.us](mailto:mspcl@pol.state.ma.us).