

Guidance for Filling out the MSPCL Evidence Submission Form

January 16, 2026

Case Information Section:

Victim/Other's Name(s) <i>First, Middle, Last</i>		DOB	Sex Assigned at Birth	Suspect's Name(s) <i>First, Middle, Last</i>	DOB	Sex Assigned at Birth	Charged?
V: <input checked="" type="checkbox"/> John E. Smith O: <input type="checkbox"/> John Smith John Edward Smith		1/1/1957	M	Jane Smith-Jones	5/5/1958	F	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Case Individuals (Victim/Suspect/Other):

- Names:**
 - Please enter names in First Middle Last order and give full name whenever possible (include hyphenated names)
- Sex Assigned at Birth:**
 - This information is requested for DNA purposes. Gender identifications should not be used.
- Charged?**
 - Please indicate if an individual has/has not been charged with a crime.

Evidence Item Section:

Please list Item Type and a brief description including recovery location.

Only list an individual's name if the item was removed directly from or off them.

Drug Evidence:

- Drug evidence recovered from different addresses must be submitted as unique laboratory cases.

Firearm Evidence – See section Page 3 (Firearm and Firearm Related Evidence)

Item Type with brief description and recovery location <i>List each item of evidence separately</i>	Property Room #	Analysis Requested <i>Select all that apply</i>
1. Poland Springs water bottle from under driver side front seat of MA Reg: 1YXH15	24-1253	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input checked="" type="checkbox"/> Prints <input type="checkbox"/> Footwear <input type="checkbox"/> Photos Only </div> <div style="width: 45%;"> <input checked="" type="checkbox"/> Crim/DNA* <input type="checkbox"/> Toxicology <input type="checkbox"/> Trace </div> <div style="width: 10%;"> <input type="checkbox"/> Arson <input type="checkbox"/> GSR <input type="checkbox"/> Drugs </div> <div style="width: 10%;"> <input type="checkbox"/> Firearm Cert <input type="checkbox"/> Comparison <input type="checkbox"/> NIBIN Only </div> </div> <p>* Previously processed for fingerprints <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A</p>
2. Toxicology evidence for examination (from John Smith)	N/A	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Prints <input type="checkbox"/> Footwear <input type="checkbox"/> Photos Only </div> <div style="width: 45%;"> <input type="checkbox"/> Crim/DNA* <input checked="" type="checkbox"/> Toxicology <input type="checkbox"/> Trace </div> <div style="width: 10%;"> <input type="checkbox"/> Arson <input type="checkbox"/> GSR <input type="checkbox"/> Drugs </div> <div style="width: 10%;"> <input type="checkbox"/> Firearm Cert <input type="checkbox"/> Comparison <input type="checkbox"/> NIBIN Only </div> </div> <p>* Previously processed for fingerprints <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
3. Drug Item (3 plastic bags of brown powder, 2 plastic bags of white powder)	N/A	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Prints <input type="checkbox"/> Footwear <input type="checkbox"/> Photos Only </div> <div style="width: 45%;"> <input type="checkbox"/> Crim/DNA* <input type="checkbox"/> Toxicology <input type="checkbox"/> Trace </div> <div style="width: 10%;"> <input type="checkbox"/> Arson <input type="checkbox"/> GSR <input checked="" type="checkbox"/> Drugs </div> <div style="width: 10%;"> <input type="checkbox"/> Firearm Cert <input type="checkbox"/> Comparison <input type="checkbox"/> NIBIN Only </div> </div> <p>* Previously processed for fingerprints <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>

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Analysis Requested Options:

- **Prints** – Fingerprint examination by the Crime Scene Services Section (CSSS).
 - Spent projectiles and discharged cartridge casings will not be processed for prints.
- **Footwear** – Footwear examination by the Crime Scene Services Section (CSSS).
- **Photos Only** - Photographs of latent fingerprints for examination by Crime Scene Services Section (CSSS).
- **Crim/DNA** – Request for examination for biological fluid screening (blood, semen, saliva, urine, feces), identification of hair/fibers, damage analysis on fabrics, bloodstain pattern analysis, GSR testing (distance determination, metals), GSR collection (clothing, gloves) and/or the collection of DNA of potential skin cells (items handled, worn, and/or used during a crime) as applicable to the case.
 - Items selected for DNA testing are per MSPCL policies and may be conducted in rounds.
 - Except for found firearms, firearm evidence related to non-violent crimes are not routinely sent for DNA testing, however samples will be preserved for testing upon request if the item meets our Item Analysis Policy.
 - Please reference the Sample Summary Form once a Criminalistics examination is completed for a list of items selected/retained for DNA testing.
- *** If Crim/DNA is selected, indicate if the item has previously been processed for fingerprints**
- **Toxicology** – Requests for Toxicology analysis on biological samples (blood/urine) and vomit. Vomit samples submitted will be assessed for outsourcing.
- **Trace** – Requests for paint and fiber comparisons, serial number restorations on firearms, glass, tape, rope, and physical match analysis.
- **Arson** – Requests for analysis of explosive materials, ignitable liquid detection and/or fire debris. Analysis of non-biological liquids (including potential breastmilk), beverages, and/or foods submitted for possible poisoning/tampering and Gunshot Residue testing on stubs only. To request GSR (primer or distance determination on clothing items) select Crim/DNA.
- **GSR** – Requests for Gunshot Residue testing on stubs or other items or distance determination.
- **Drugs** – Requests for analysis of seized drug evidence such as powders, liquids, organic materials and tablets/capsules to determine the presence or absence of controlled substances.
 - All requests for Drug analysis must be activated by contacting the MSPCL Case Management Unit at mspclcmu@mass.gov once the evidence has been submitted.
 - Fingerprint and DNA testing is not routinely conducted on packaging from seized drug evidence; all requests must be approved by the MSPCL – contact the MSPCL Case Management Unit for details.
- **Other** – If you are unsure which analysis to request please consult an Evidence Technician at the window or call the Evidence Control Unit at 508-358-3155 prior to submission for assistance.

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Firearm and Firearm Related Evidence

- Items recovered from different locations should always be packaged separately and listed as separate items.
- Firearm, Magazine and Ammunition recovered together should be submitted as one item (one item with multiple components).
- If submitting multiple of the same type of item (e.g., 3 magazines) submit them in separate packages with unique identifier. If they are not separated and/or labeled with a unique identifier the MSPCL cannot differentiate.
- Do not package multiple firearms in a single box.

Item Type with brief description and recovery location <i>List each item of evidence separately</i>	Property Room #	Analysis Requested <i>Select all that apply</i>
Example 1: Firearm recovered loaded with magazine and ammunition – submit as 1 item		
1. Firearm, magazine, and numerous rounds of ammunition, one live round from chamber Do not remove ammunition from the magazine. Package magazine in separate package within box. Live round from chamber can be placed into envelope.	24-1253 	<input checked="" type="checkbox"/> Prints <input checked="" type="checkbox"/> Crim/DNA* <input type="checkbox"/> Arson <input checked="" type="checkbox"/> Ballistics (select one) <input type="checkbox"/> Footwear <input type="checkbox"/> Toxicology <input type="checkbox"/> GSR <input type="checkbox"/> Firearm Cert <input type="checkbox"/> Photos Only <input type="checkbox"/> Trace <input type="checkbox"/> Drugs <input type="checkbox"/> Comparison <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> NIBIN Only <small>* Previously processed for fingerprints <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A</small>
Example 2: Firearm recovered empty, magazine with ammunition recovered in a separate location – submit as 2 items		
1. Firearm Package firearm alone in firearm box. Do not package magazine within the box.	24-2823 	<input checked="" type="checkbox"/> Prints <input checked="" type="checkbox"/> Crim/DNA* <input type="checkbox"/> Arson <input checked="" type="checkbox"/> Ballistics (select one) <input type="checkbox"/> Footwear <input type="checkbox"/> Toxicology <input type="checkbox"/> GSR <input type="checkbox"/> Firearm Cert <input type="checkbox"/> Photos Only <input type="checkbox"/> Trace <input type="checkbox"/> Drugs <input type="checkbox"/> Comparison <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> NIBIN Only <small>* Previously processed for fingerprints <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A</small>
2. Magazine with numerous rounds of ammunition Do not unload ammunition. Package magazine with ammunition in an envelope.	24-2824 	<input checked="" type="checkbox"/> Prints <input checked="" type="checkbox"/> Crim/DNA* <input type="checkbox"/> Arson <input checked="" type="checkbox"/> Ballistics (select one) <input type="checkbox"/> Footwear <input type="checkbox"/> Toxicology <input type="checkbox"/> GSR <input type="checkbox"/> Firearm Cert <input type="checkbox"/> Photos Only <input type="checkbox"/> Trace <input type="checkbox"/> Drugs <input type="checkbox"/> Comparison <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> NIBIN Only <small>* Previously processed for fingerprints <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A</small>
Example 3: Three (3) magazines: 2 with ammunition, 1 empty – submit as 3 items		
1. Magazine #1 with numerous rounds of ammunition (kitchen) Do not unload ammunition. Package magazine with ammunition in individual envelope and label with unique identifier.	PR-123 	<input checked="" type="checkbox"/> Prints <input checked="" type="checkbox"/> Crim/DNA* <input type="checkbox"/> Arson <input checked="" type="checkbox"/> Ballistics (select one) <input type="checkbox"/> Footwear <input type="checkbox"/> Toxicology <input type="checkbox"/> GSR <input type="checkbox"/> Firearm Cert <input type="checkbox"/> Photos Only <input type="checkbox"/> Trace <input type="checkbox"/> Drugs <input type="checkbox"/> Comparison <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> NIBIN Only <small>* Previously processed for fingerprints <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A</small>
2. Magazine #2 with numerous rounds of ammunition (bedroom) Do not unload ammunition. Package magazine with ammunition in individual envelope and label with unique identifier.	PR-124 	<input checked="" type="checkbox"/> Prints <input checked="" type="checkbox"/> Crim/DNA* <input type="checkbox"/> Arson <input checked="" type="checkbox"/> Ballistics (select one) <input type="checkbox"/> Footwear <input type="checkbox"/> Toxicology <input type="checkbox"/> GSR <input type="checkbox"/> Firearm Cert <input type="checkbox"/> Photos Only <input type="checkbox"/> Trace <input type="checkbox"/> Drugs <input type="checkbox"/> Comparison <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> NIBIN Only <small>* Previously processed for fingerprints <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A</small>
3. Magazine #3 (basement) Package magazine in an individual envelope and label with unique identifier.	PR-125 	<input checked="" type="checkbox"/> Prints <input checked="" type="checkbox"/> Crim/DNA* <input type="checkbox"/> Arson <input checked="" type="checkbox"/> Ballistics (select one) <input type="checkbox"/> Footwear <input type="checkbox"/> Toxicology <input type="checkbox"/> GSR <input type="checkbox"/> Firearm Cert <input type="checkbox"/> Photos Only <input type="checkbox"/> Trace <input type="checkbox"/> Drugs <input type="checkbox"/> Comparison <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> NIBIN Only <small>* Previously processed for fingerprints <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A</small>

Unique Identifier can be any of the following:

- Property or Evidence Room #
 - e.g., 24-1245
- Recovery location – should be short and different from another item of the same type.
 - e.g., kitchen table, kitchen counter
- Number each item
 - e.g., magazine #1, magazine #2

Ammunition and Discharged Cartridge Casings

- Discharged cartridge casings and spent projectiles should be packaged as individual items but may be submitted under one line on the ESF if submitted in bulk.
- Bulk ammunition collected from one location can be packaged and listed as one item.
- Bulk ammunition is not required to be counted. List as uncounted on the ESF.
- If a count is listed and there is a discrepancy during examination, it will delay the examination and require your agency's approval prior to proceeding.

Item Type with brief description and recovery location <i>List each item of evidence separately</i>	Property Room #	Analysis Requested <i>Select all that apply</i>
Example 4: Four (4) discharged cartridge casings – 4 separate interior containers – submit as 1 item		
1. 4 Discharged Cartridge Casings from scene Each casing should be individually packaged into a coin envelope, sealed and labeled with unique identifier and then all envelopes can be placed into one large envelope. 	24-1255 24-1256 24-1257 24-1258	<p>Ballistics (select one)</p> <input type="checkbox"/> Prints <input checked="" type="checkbox"/> Crim/DNA* <input type="checkbox"/> Arson <input type="checkbox"/> Firearm Cert <input type="checkbox"/> Footwear <input type="checkbox"/> Toxicology <input type="checkbox"/> GSR <input type="checkbox"/> Comparison <input type="checkbox"/> Photos Only <input type="checkbox"/> Trace <input type="checkbox"/> Drugs <input checked="" type="checkbox"/> NIBIN Only
* Previously processed for fingerprints <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A		
Example 5: Bulk ammunition collected from two different locations – submit as 2 items		
1. Box of uncounted ammunition - bedroom Package separately from ammunition recovered in other locations. Seal and label with unique identifier.	PR-856	<p>Ballistics (select one)</p> <input checked="" type="checkbox"/> Prints <input checked="" type="checkbox"/> Crim/DNA* <input type="checkbox"/> Arson <input checked="" type="checkbox"/> Firearm Cert <input type="checkbox"/> Footwear <input type="checkbox"/> Toxicology <input type="checkbox"/> GSR <input type="checkbox"/> Comparison <input type="checkbox"/> Photos Only <input type="checkbox"/> Trace <input type="checkbox"/> Drugs <input type="checkbox"/> NIBIN Only
* Previously processed for fingerprints <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A		
2. Bag of uncounted ammunition – kitchen Package separately from ammunition recovered in other locations. Seal and label with unique identifier.	PR-857	<p>Ballistics (select one)</p> <input checked="" type="checkbox"/> Prints <input checked="" type="checkbox"/> Crim/DNA* <input type="checkbox"/> Arson <input checked="" type="checkbox"/> Firearm Cert <input type="checkbox"/> Footwear <input type="checkbox"/> Toxicology <input type="checkbox"/> GSR <input type="checkbox"/> Comparison <input type="checkbox"/> Photos Only <input type="checkbox"/> Trace <input type="checkbox"/> Drugs <input type="checkbox"/> NIBIN Only
* Previously processed for fingerprints <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A		

Analysis Requested:

- **Ballistics Testing Options:**
 - **Firearm Cert** – Request for examination by the Firearms Identification Section to determine if item meets the definition of a firearm. Samples will be uploaded automatically to NIBIN if applicable.
 - **Comparison** – Request for microscopic examination by the Firearms Identification Section to determine if casings/projectiles came from the same source. Samples will be uploaded to NIBIN if applicable.
 - **NIBIN Only** – Request for upload to the NIBIN database only.