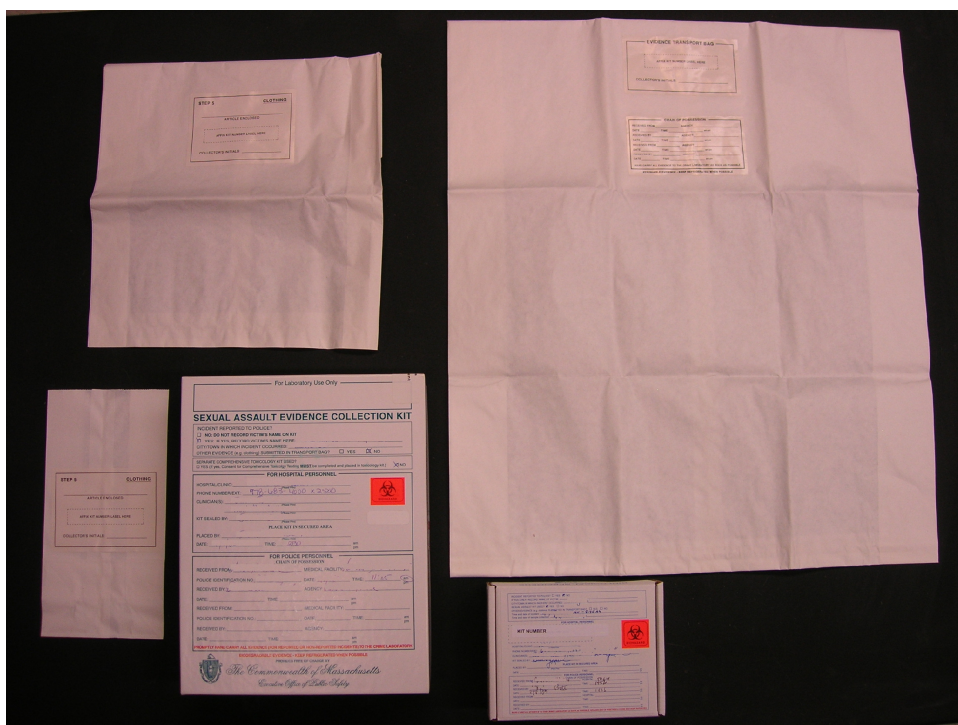


# Sexual Assault Evidence Collection Kit Information Paper

To provide information to submitting agencies on the recommended procedures for the collection, storage and transportation of Sexual Assault Evidence Collection Kits.



## Evidence Control Unit

Massachusetts State Police Crime Laboratory  
59 Horse Pond Rd.  
Sudbury, MA 01776  
Phone: 508-358-3155  
Fax: 508-358-3222

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## EVIDENCE CONTROL UNIT

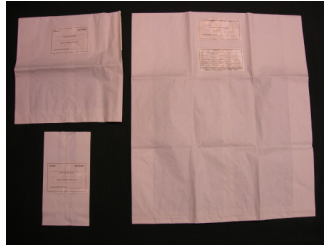
### Sexual Assault Kits, White Evidence Transport Bags, Toxicology Kits

#### Sexual Assault Kit

When Sexual Assault evidence is picked up from a hospital it should be submitted to the Evidence Unit at the Massachusetts State Police Crime Laboratory (MSPCL) as soon as possible. If the evidence cannot be submitted right away, it should be stored in a refrigerated area to preserve the biological material within the Sexual Assault Kit. The Sexual Assault Kit should never be opened by the submitting agency.

#### White Evidence Transport Bag

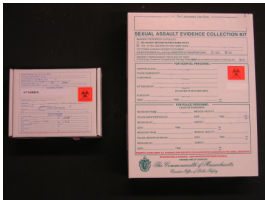
The large White Evidence Transport bag contains smaller, individual evidence transport bags. The large Transport bag can be opened for inventory purposes but the submitting agency should avoid opening the small individual evidence transport bags.



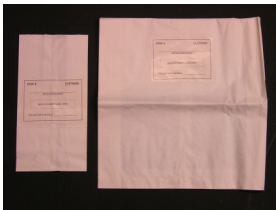
#### Toxicology Kit (Biological Specimen)

Toxicology Kits are time sensitive and should be submitted to the Evidence Unit at the MSPCL as soon as possible. If the evidence cannot be submitted right away, it should be stored in a refrigerated area to preserve the biological material contained within the Toxicology Kit. The Toxicology Kit should never be opened by the submitting agency.

**All Sexual Assault Kits and Toxicology Kits should be submitted to the Evidence Unit of the Crime Laboratory even if the case is not being investigated or going forward.**



Tox Kit & Sexual Assault Kit



Individual Evidence Transport Bags (Should not be opened)

#### Submission of Sexual Assault Evidence

- All Sexual Assault Evidence must be submitted using an Evidence Submission Form (ESF)
- Please list each item being submitted on a separate line of the submission form and use the Recovery Location field to document from whom it was collected
- The Toxicology Kit can be listed on the same ESF as the Sexual Assault Kit
- The submitting agency should notify the Evidence Unit, at the time of submission, of any evidence that is damp or wet
- Sexual Assaults that have been reported must be submitted with an Incident Report
- If an unreported case becomes active, please contact the Case Management Unit or Evidence Unit as soon as possible
- Sexual Assault evidence can only be submitted to the Sudbury, Springfield, Danvers and Lakeville facilities

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#### *For Scene Response*

*GHQ: 508-820-2121*

#### *Technical Questions*

*Criminalistics: 978-451-3500*

*Toxicology: 857-377-3010*

#### **Evidence Submission Appointments**

Sudbury: 508-358-3155 / Springfield: 413-205-1837

Lakeville: 508-946-1310 / Danvers: 978-538-6111