



North Carolina State Crime Laboratory

Department of Justice
121 E. Tryon Road
Raleigh, North Carolina 27603



ROY COOPER
ATTORNEY GENERAL

September 9, 2016

JOHN A. BYRD
DIRECTOR

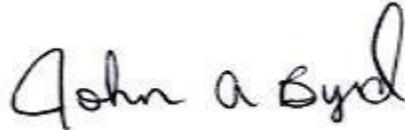
Dear Chief/ Sheriff / Agency Head,

The SCL recently partnered with the NC Sheriff's Association and the NC Association of Chiefs of Police to conduct a working group on evidence submission policies. During the working session I highlighted why the SCL needed to modify its evidence submission policies. Ultimately, because of our stringent ISO 17025 accreditation requirements, changes were needed to reduce risk with non-hand-to-hand transfers thereby strengthening our quality system. As a result, the SCL is requesting that all submitting agencies increase hand-to-hand transfers to the SCL. Understanding that some agencies may have limited resources available to effect this change, the SCL is setting an effective date of January 1, 2017 but will also establish a grace period through July 1, 2017 in order to accommodate unique circumstances. **The grace period exception will not apply to the FA Web Pre-log requirement.** Therefore, effective **January 1, 2017** the following changes will take effect:

1. All submitting agencies will be required to pre-log evidence submissions through Forensic Advantage Web Pre-Log services (FA Web Pre-log). This is a free service that speeds up submission times and is available to all submitting agencies. All agencies have access to FA Web; however, not all are using our pre-log service. There will be no grace period for this requirement. See enclosure for additional details.
2. If submitting agencies are unable to do hand-to-hand transfers then State Courier Service is requested. Since the working group meeting, many of you have begun using Courier Mail Service. Thank you for "leaning forward" and validating the process. With the increase in usage, some trends have already begun to appear. As a reminder, please ensure you use the correct Interagency address (the Raleigh address is 9052); remember to properly attach the barcoded facing slip; and ensure the return address is listed (courier # is most important here). Grace period will apply. See enclosure for additional details.
3. If USPS is preferred over State Courier, then Registered Mail will be required. Grace period will apply. See enclosure for additional details.
4. The **SCL will hold for pick up all evidence**. Agencies are **requested** to pick up their evidence **within 90 days from the date on the published lab report**. Agencies are **required** to pick up evidence **no later than 180 days from the date on the published lab report**. **After 180 days, the evidence will be returned to the submitting agency at their expense.**

All agencies should submit and pick up evidence at the closest SCL facility. The SCL will handle all internal transfers of evidence between Laboratory locations. The Laboratory is committed to assisting each agency with the transition. The Evidence Control Units in the Raleigh, Triad, and Western Laboratories are available to answer any questions and to schedule appointments for all evidence transfers. If you have a case with over ten items, please contact the SCL to set up a screening meeting so we can determine the best and most efficient way to assist you.

Sincerely yours,



John A. Byrd
Director, North Carolina State Crime Laboratory

Enclosure

Cc: Eddie Caldwell, NC Sheriffs' Association
Fred Baggett, NC Association of Chiefs of Police

Physical Address:

State Crime Laboratory
121 E. Tryon Road
Raleigh, 27603

Courier Address:

State Crime Laboratory
9052 Mail Service Center
Raleigh NC 27699

Telephone:

919-582-8700

Physical Address:

Triad Regional Crime Lab
2306 W Meadowview Rd
Greensboro NC 24707

Courier Address:

Triad Regional Crime Lab
02-18-57

Telephone:

336-315-4900

Physical Address:

Western Regional Crime Lab
9 - B Walden Ridge Drive
Asheville NC 28803

Courier Address:

Western Regional Crime Lab
12-90-01

Telephone:

828-654-0525