

Do's and Don'ts for iLab Evidence Prelog:

General Log-In Information-

- Do not put dashes in agency case number
- Do not use All Caps when entering information (names, items, etc.)
- Please make sure you list the type of case, a CC, or any important case information in the case comments
- Indicate resubmitted items in the submission comments box on the submission tab
- Delivering officers are requested to print and sign your name on the bottom of the packing slip
- If the subject is unknown, please do not enter this information (it makes it difficult for us to search for the case if this information is entered)
- CSC kits, these should be one item and have only a DNA-Semen request
- DUI cases - only the name of the subject is required for item description and only a toxicology request is required. A drug analysis request should not be included.
- Items received from a person (Kits, Blood, Clothing, Fluids) should include the owner's name in the item description.
- When resubmitting evidence, only put the SLED Lab Number and Item/Container Number in the item description:
 - Example: Resubmit L10-10054 Container A

Latents cases-

- Please enter all available information on the subject and victims in the name tab. When searching latents and AFIS – First and Last names, Race, Sex, DOB are all very important.
- If submitting latent lifts, these must be itemized (each index card or hinge lifter containing lifts must have its own item number) for example
 - If there are 5 lift cards they should be listed as 5 items
 - Latent lift
 - Latent lift
 - Latent lift
 - Latent lift
 - Latent lift
 - Not 1 item as 5 latent lifts.

FA cases –

- If submitting multiple cartridge cases and/or fired bullets, these items must be individually listed. (see latent lifts)
- Bullet fragments from the same source can be logged in as one item.

DRUG cases –

- No item description is required on BEST kit evidence
- Enter the BEST kit barcode number into the tracking # field located under tab 4 – LAB Submission. **The BEST kit barcode number does not go into the serial number field on the items tab.**
- A drug case that does not fit into a best kit should be entered as item type Drug Evidence [159] and a full description of the evidence must be entered in the item description box.
- If you have multiple best kits on the same agency case number, each BEST kit must have its own submission.

DNA cases–

- If submitting swabs from different locations, each swab must be listed individually listing the location found:
 1. swab from dresser
 2. swab from counter
 3. swab from sink
- “DNA-Known Standard” request is used only for known standards from subjects, victims, or eliminations
- If you are submitting swabs, please do not describe them with the word blood. Describe the swab and the location where the swab was taken (i.e. swab from glass)
- If submitting clothing, each piece of clothing should receive an item number and the paperwork should state who this clothing belongs too. If the clothing was found at a scene, please indicate such.
- Cigarettes are counted as individual items.
- DNA prefers not to receive items for Touch DNA on non-violent crimes