

CHAPTER 69D-5 THE ARSON LABORATORY

69D-5.001 Bureau of Forensic Services Requirements and Procedures for Submission of Evidence

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(1) Evidence will be accepted from public law enforcement agencies and fire service agencies in matters related to criminal investigations. Other evidence is permitted to be accepted from other public agencies in special circumstances, but must be approved by the Bureau Chief. The criteria that will be considered for approval are the urgency of the evidence submitted, the use to which the evidence will be put after analysis, the importance of the evidence, and any other relevant factor bearing on the need for the laboratory to analyze the evidence. The Bureau publishes a Guide to the Collection, Packaging, Submission and Analysis of Evidence, Form DFS-K1-2127, <http://www.flrules.org/Gateway/reference.asp?No=Ref-03898>, Eff. 09/30/2013, which is hereby adopted and incorporated by reference, that provides the minimum requirements for submitting evidence. The guide may be obtained by writing to the Bureau of Forensic Services at 38 Academy Drive, Havana, Florida 32333 or by accessing the Bureau's website under the Chemical Analysis page at

<http://www.myfloridacfo.com/Division/DIFS/BFFEA/BFSCollectionsSubmissions.htm>

(2) The Evidence Submission Form. By completely and properly filling out the submission form, Form DFS-L1 ~~K1~~-1096, <http://www.flrules.org/Gateway/reference.asp?No=Ref-03897>, Revised 04/27/2012, which is hereby adopted and incorporated by reference, the investigator is documenting all the information necessary for the laboratory to track and process the case. Form DFS-L1 ~~K1~~-1096 also provides a chain of custody for the evidence's receipt and return. This laboratory uses a computerized laboratory information management system. Because of this, there are certain items of information that are required to properly log the case. The information required on the Evidence Submission Form (Form DFS-L1 ~~K1~~-1096) is described within the Guide to the Collection, Packaging, Submission and Analysis of Evidence, rev. 09/30/2013. The form itself may be obtained by writing to the Bureau or by downloading it from the Bureau's website under the Chemical Analysis page,

<http://www.myfloridacfo.com/Division/DIFS/BFFEA/BFSCollectionsSubmissions.htm>

(3) Sample Return – All items of evidence shall be returned to the submitting agency or their representative. Agencies are requested to provide their third party courier account number to cover the costs for return of evidence. Submitters must additionally be aware that following testing and identification, there may be some samples which cannot be commercially shipped. The submitter has the responsibility to pick up their evidence from the Bureau within 60 days of the Bureau's request or their submission privileges shall be revoked.

Rulemaking Authority 633.104(1) FS. Law Implemented 633.112 FS. History–New 7-13-03, Formerly 4A-63.001, Amended 4-13-14, Formerly 69A-63.001.