Please submit a completed form with this evidence. All evidence items should be shipped to the address below via delivery that requires signature receipt. If evidence items are perishable, please ensure that the evidence is sent on dry ice.

**EVIDENCE STORAGE/PACKAGING/SHIPPING PROCEDURES**

**STORAGE OF EVIDENCE SAMPLES PRIOR TO SHIPPING**

- **Liquid blood** must be kept **refrigerated (not frozen).**
- **Tissue** (e.g. abortus, autopsy sample) must be kept **frozen.**
- **Swabs** must be packaged individually in a paper container (e.g. manila envelope).
- **Dried stains** must be packaged individually in a paper container (e.g. manila envelope).
- **Hairs** must be packaged individually in a paper container (e.g. manila envelope).
- **Clothing/bedding/etc.** must be packaged individually in a paper container (e.g. sack).
- **Slides** must be packaged in a manner which protects against breakage (e.g. slide mailer).

**NOTE:** As a general rule, biological evidence should **never** be packaged in plastic **except** when the biological material is **continually maintained in a frozen state** for storage and/or shipping.

**SHIPPING OF EVIDENCE SAMPLES TO NDSU FDF**

- **Liquid blood** (e.g. EDTA purple top Vacutainer) must be packaged in a manner which protects against breakage and then placed in a sealed container along with ice and/or cold packs sufficient to keep the blood cold for a minimum of 24 hours. The evidence must be shipped overnight by a carrier which provides appropriate security and item tracking information (e.g. Federal Express).

- **Tissue** (e.g. abortus, autopsy sample) must be packaged in a manner which prevents potential leakage of liquid (e.g. sterile screw cap plastic tube) and then placed in a sealed container along with dry ice sufficient to keep the tissue frozen for a minimum of 24 hours. Should dry ice be unavailable then ice and/or cold packs may be used with the understanding that some degree of DNA degradation may occur. The evidence must be shipped overnight by a carrier which provides appropriate security and item tracking information (e.g. Federal Express, UPS, DHL).

- **Dried Stains/Swabs/Hair** must be placed in a sealed paper container and the evidence must be shipped overnight by a carrier which provides appropriate security and item tracking information (e.g. Federal Express).