See Also: LOM 7709.3

ACTION BY:	***ACTION:***
Evidence Specialist	1. **Receives** evidence identified by the submission paperwork containing biohazard items (e.g., internal body carry, syringe(s), contaminated with blood, etc.) NOTE: Syringes will only be accepted by laboratory personnel for analysis upon authorization by the Laboratory Director (LD). 2. **Marks** in LIMS during evidence creation that the evidence is a biohazard and **affixes** a biohazard label to the container(s).
Analyst	3. Once assigned and in possession, **works** in the room designated for handling biohazard evidence. NOTE 1: Analyst may consult with the safety and occupational health specialist regarding the appropriate precautions necessary for safe handling and personal protection. NOTE 2: Honoring requests for fingerprint analysis may not be possible depending on the type and degree of decontamination required for safety. 4. **Uses** the laboratory hood and proper personal protective equipment (PPE). 5. **Opens** evidence as described in discipline-specific manuals. 6. **Photographs** exhibit prior to decontamination procedures as a precaution to rendering information illegible. 7. If necessary, **pre-cleans** the exhibit to remove larger, visible contaminants. NOTE 1: Due to safety considerations, debris such as fecal matter is discarded in a receptacle designated for biohazard waste and is not considered to be evidence and need not be maintained as reserve evidence. NOTE 2: Documents observations and records discarded debris, if applicable, as per the discipline-specific manuals. 8. **Chooses** either chemical or steam autoclaving method for decontamination. NOTE: Careful consideration is necessary to minimize damage to

the exhibit.

8a. Chemical Decontamination:

1. **Prepares** a disinfectant solution.

   NOTE: Disinfectant may be obtained from commercial sources or prepared fresh using a 1:9 ratio of bleach to water.

2. **Removes** entire contents from the evidence container.

3. **Submerges** the contents of the evidence container for at least 30 minutes.

4. **Rinses** the contents with water and air dries.

8b. Steam Autoclaving:

1. **Adds** approximately 2 mL of water into the opened evidence envelope.

2. **Places** heat-sensitive tape on the outside of the container to ensure proper operation of the autoclave.

3. **Uses** standard sterilization cycle, according to the autoclave manufacturer's instructions.

4. **Verifies** heat-sensitive tape indicates sterilization.

5. **Removes** contents and proceeds with analysis.

9. **Repackages** original evidence envelope in a new evidence envelope, along with the remaining contents.

10. **Decontaminates** work area(s).

End of Document

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