



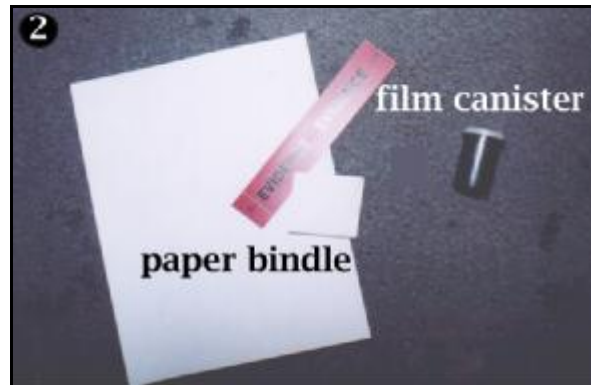
# TRACE

West Manheim Twp. Police Dept.

Property Manual



Collect unknown (Questioned) and known (Standard or Control) samples of **trace evidence**. Package **separately** to prevent cross-contamination.



**Place in film canister**, except hair or moist samples, **or in paper bundle**. Do not staple bundle. Do not place sample directly in envelope, item could be lost in folds.



**Seal container with evidence tape**. Mark with identifiers such as name or initials, date, and area found. **Place in size "A" envelope**.



**Seal with evidence tape** and affix tag on front with clear tape. If processing at lab, attach *Lab Request* form to front, over tag, by stapling top corners.

## Points of Interest

- *Clothing containing trace evidence* should be **wrapped in paper** to protect against loss and packaged as described under CLOTHING in this manual.
- If *collecting trace evidence from small object*, package entire object. Do not remove trace evidence.
- *Soil* should be air dried and packed in film canister or paper bag. Keep lumps intact. (½ cup recommended)
- *Known hair samples* should be collected with the root intact, if possible. (25-30 samples recommended)
- Collect *all* evidentiary *glass, wood, paper or other trace fragments* found at the scene.
- *Tweezers* or an *evidence vacuum* may be used to collect trace evidence. Do not use adhesive tape.
- Sample containers should be marked as either “known”/“control”/ “standard” or “unknown”/“questioned.”