



# **WEST VIRGINIA STATE POLICE FORENSIC LABORATORY**

725 Jefferson Road, South Charleston, West Virginia 25309-1698

An ASCLD/LAB Accredited Laboratory Since September 26, 1994

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Date: May 21, 2014

To: Sheri Lemons  
Acting Laboratory Director/Quality Assurance Manager

From: Carrie Ozalas  
Drug Identification Section Supervisor

RE: Addendum to the West Virginia State Police Forensic Laboratory Field Manual

It is requested that the Quality Assurance Board approve the following change in the Forensic Laboratory Field Manual.

In the current Field Manual, Clandestine Labs are covered in section 4.3. The following should be inserted on page 86.

### **Sampling Requirements:**

- A. Duplicate items (containers of camp fuel, acetone, table salt, Heet, etc) shall be grouped together and photographed
- B. Only one sample from the duplicate samples should be submitted to the laboratory
- C. Samples submitted to the laboratory should be properly packaged in a glass vial inside of a Nalgene bottle to prevent cross contamination.
- D. Approximately 25 ml of sample is all that is necessary for analysis
- E. Any sample of 6 ml or less will not be analyzed
- F. A copy of the photographs, to be placed on CD(preferably) or other digital media (ie SD card), taken during the sampling process must be submitted with the Case Submission Form and the Clandestine Evidence Form. No printed photographs are to be sent with samples

### **Submission Requirements:**

- A. Evidence
- B. Photographs (This is for State Police cases)
- C. WVSP Form 32- Clandestine Laboratory Report Form
- D. "Destruction Notice" (This is for State Police cases)
- E. WVSP Form 53- Forensic Laboratory Case Submission Form

Components of a clandestine laboratory may rupture or leak posing severe health threats to individuals in proximity to such components. Further, many of the chemicals associated with clandestine laboratories are combustible, toxic or corrosive and very dangerous. Based on the dangers presented by clandestine laboratories and the chemicals associated therewith, the West Virginia State Police has adopted a policy to destroy all components and chemicals of a clandestine laboratory upon completion of testing. At the conclusion of the analysis by the WVSP Forensic Lab all WVSP clandestine lab evidence will be picked up from the WVSP Forensic Lab and immediately destroyed by the Clandestine Laboratory Training and Response Coordinator or by his/her designee, not including finished methamphetamine. The forensic laboratory report and any finished product will be returned to the investigating officer upon completion. This option is available to non-state police agencies if the above procedures are followed.