

BRAZORIA COUNTY SHERIFF'S OFFICE CRIME LABORATORY

We have **TWO** different forms, one for seized drug evidence and one for biological evidence. These are **NOT** interchangeable forms.

Brazoria County Sheriff's Office Crime Laboratory
Seized Drug: Evidence Submission Form (v1.1) SD-SUB-01 Page 1 of 2

Brazoria County Sheriff's Office Crime Laboratory
Seized Drug Submission Form

FOR LAB USE ONLY

LAB NUMBER ASSIGNED BY LABORATORY PERSONNEL

Received By: _____ Date: _____
Received: _____

Delivered By: _____ **1**

Case Information:

Case Officer: _____ Agency-City: _____
Case Number: _____ E-mail: _____ **2**

Subject(s) Information:

Name (Last, First Middle)	Race	Sex	DOB (MM/DD/YYYY)
_____ 3	_____	_____	_____

Offense Information:

Type of Offense: _____
(Reason for Submission)

Date / Time of Offense: _____

Charge(s) Filed
 Pending Charge(s)
 Investigative **4**

Evidence: **BIOHAZARD**

Exhibit #	Evidence Submitted	Suspected Substance	Weight (in grams)
_____ 5.1	_____	_____	_____ 5.2

Effective Date: May 2, 2022 Issuing Authority: Upper Management Authorized for Distribution by Laboratory Director

All boxes in red are required.

Please make sure all information on the evidence bag is accurate and matches the submission form.

All evidence must be sealed with your initials and date on the seal.

Brazoria County Sheriff's Office Crime Laboratory
Toxicology: Evidence Submission Form TOX-SUB-01 Page 1 of 2

Brazoria County Sheriff's Office Crime Laboratory
Biologicals Submission Form

FOR LAB USE ONLY

LAB NUMBER ASSIGNED BY LABORATORY PERSONNEL

Received By: _____ Date: _____
Received: _____

Delivered By: _____ **1**

Case Information:

Case Officer: _____ Agency-City: _____
Case Number: _____ E-mail: _____ **2**

Subject(s) Information:

Name (Last, First Middle)	Race	Sex	DOB (MM/DD/YYYY)
_____ 3	_____	_____	_____

Offense Information:

Type of Offense: _____
(Reason for Submission)

Date and Time of Offense: _____

Date and Time of Specimen: _____

Evidence: **BIOHAZARD**

Exhibit #	# of Items	Evidence Submitted	Suspected Substance
_____ 5.1	_____ 5.3	_____	_____

Subject's History:

List any known or suspected drugs taken by the subject: _____ Last Dose Date/Time: _____

List any known drugs of abuse used in the past by subject: _____

Effective Date: May 10, 2022 Issuing Authority: Upper Management Authorized for Distribution by Laboratory Director

We do not accept handwritten forms. All forms must be typed. You can make appointments and find our most up-to-date forms and any information we release at <https://www.brazoriacountytx.gov/departments/sheriff-s-office/crime-lab>.

BRAZORIA COUNTY SHERIFF'S OFFICE CRIME LABORATORY

1. Whoever is submitting the evidence to the laboratory needs to make sure they put their name in this box. We do not need date and time. This is to establish our initial chain of custody.
2. If we need to reach you, this is how we will contact you. In the future when we begin our transition to paperless, this is the email we will use to send you your final report.
3. Please make sure the full name on the form matches the name on the evidence. The last name is always first. If the Subject's name is John J. Doe, it should appear Doe, John J. There is no comma between the first and middle names.
4. Please check the appropriate box. Investigative is typically only used for DOA cases and the Narcotics department.
5. Evidence: Please make sure all information on the evidence bag corresponds with the submission form.
 - 5.1 Exhibit # ≠ # of Items
 - 5.2 Weight is something new we added with our last revision. Please weigh before placing and sealing your evidence in the bag. If your scale cannot read less than one gram, that is fine and you can put "< 1 g." If you do not have a scale, we have one available for you to use in the evidence receiving area.
 - 5.3 For blood kits, you have two options:
 - 5.3.1 Option 1: 1 Exhibit and # or tubes = # of items.
 - 5.3.2 Option 2: 1 Exhibit and kit = # of items. If you choose this option, the evidence submitted description must include the number of tubes.
6. Evidence Containers

Evidence Bags: Each Seized Drug exhibit gets its own bag. Make sure it is an evidence bag - we do not accept brown paper bags. Fold on the line and be sure to initial and date the seal. Be sure to use a ball point pen or ultra-fine sharpie or it will smear. The top part of the bag must be filled out. The bottom chain of custody part is optional.

Blood Boxes: The seal must be initialed and dated. Make sure the subject's name is on the outside of the box.