

6. Click on tab **(3) Items** at the top of your screen, then click **Add** at the bottom of the screen to enter the additional evidence items you are submitting for examination. Click **Save** at the bottom to continue the final tab. *While going through your evidence, double-check your packaging, making sure you have initial/dated over your evidence tape, to avoid refusal of your evidence.*

OCA#	Package	Quantity	Item Type	Item Description
5	sealed manila envelope	1	[009S]Buccal sample - suspect	Buccal sample from suspect
6	sealed brown paper bag	1	[023]Clothing	clothing worn by victim
7	sealed tube	1	[055]Knife(s)	Knife with possible blood stains
8	sealed tube	1	[055]Knife(s)	Knife possibly used in assault

OCA# = Originating Case Agency Number

OCA# [18] Description Knife possibly used in assault
 Package sealed tube
 Quantity 1
 Type Knife(s) [055]
 Collect Loc: Victim's home

Add Edit Save Cancel Delete Dupe Done Back

7. Click on tab **(4) Lab Submission** at the top of your screen, then click **Add** at the bottom of the screen to create the additional submission. Fill in the information regarding the submission (delivery type, specific questions to be resolved, etc). Select the analysis you wish to have completed on each item (to the right of each item listed). Click **Save** at the bottom.

Submission # 1
 Submit to: SDFL (LAB)
 Delivery Type: Federal Express
 Date Sent: 7/28/2016
 Tracking #: 1238123542800

OCA#	Item Description	Analysis Selected	Analysis	Dupe
5	Buccal sample - suspect [009S] - Buccal sample from suspect	BIO-Biology, MISC-Photograph Request	Select	Dupe
6	Clothing [023] - clothing worn by victim	BIO-Biology, MISC-Photograph Request, TRA-Hair	Select	Dupe
7	Knife(s) [055] - Knife with possible blood stains	BIO-Biology, MISC-Photograph Request	Select	Dupe
8	Knife(s) [055] - Knife possibly used in assault	BIO-Biology, MISC-Photograph Request	Select	Dupe

Add Edit Save Cancel Delete Submit Back

If your submission information is complete, click **Submit**. Once your submission is complete the packing slip will appear. Make sure to print and sign this Prelog Submission and send it along with your evidence. The Evidence Custodian will use the packaging slip to continue the prelog process at SDFL.

Department Case: 123-456
 Submission # 2
 Submission Information
 Name: [Redacted]
 Date: 08/11/2016 @ 14:34

Name	DOB	Sex	Race	DOB	DOB	DOB
Suspect	John M	Male	White	12/15/1980	12/15/1980	12/15/1980
Victim	Jordan, Jack M	Male	Black	06/13/2010	06/13/2010	06/13/2010
Witness	Smith, Jane S	Female	White	01/21/2000	01/21/2000	01/21/2000

Analysis Request Information
 OCA# Package Quantity Item Type Code Item Description Exam Request

DID YOU PACKAGE YOUR EVIDENCE CORRECTLY?

Please make sure to review the **Proper Packaging** manual before submitting evidence to ensure your packaging is correct and complete. If you have questions please contact the SDFL Evidence section at 605-773-7843.