

NFLS Submission Checklist

Important: Ensure all requirements outlined below are met prior to shipping; **otherwise delays will occur.**

Packaging & Shipping

☐	EACH exhibit must be contained in its own sealed package (e.g., evidence bag). More information at: RCMP Investigator's Guide to NFLS
☐	Include ONLY approved exhibit(s) in the shipment(s). The approved exhibit(s) MUST be received at the correct address within 21 days of receipt of this email (or less when indicated on the approval notice).
☐	Mark /Label/Barcode your agency file number AND exhibit number on EACH exhibit package EXACTLY as written on the C-414.
☐	Write the laboratory file number (LIMS File #) on the upper right corner of the C-414 (see approval notice). A copy of the C-414 must be included in an envelope affixed to the outside of the shipping package.
☐	Prepare a shipping label using the <u>shipping address as indicated on the approval notice</u> and use a <u>traceable shipping service</u> .
☐	If delivering exhibits in person , arrive at the address indicated on the approval notice between 8:00 and 15:00. For delivering in person at the Ottawa NFLS site , a drop off time must be arranged with Evidence Management (EM). EM: Ottawa: 613-993-0084 Edmonton: 780-451-7474 Surrey: 778-290-5503

Advisories

☐	Package fragile and sharp items properly in a manner to <u>prevent protrusion, container damage or breakage</u> . This approach reduces contamination risk and ensures safe transportation of exhibit(s). Note: Damage or injury resulting from improperly packaged exhibits may result in a return shipment and liability.
☐	Ensure temperature sensitive items (e.g., liquid blood sample, muscle tissue, condom) remain <u>as cold as possible during shipment</u> . Note: Insulated containers and non-rigid ice packs can be used to achieve this. Also, it is recommended these exhibits <u>not</u> be shipped on a Friday or just prior to a holiday to ensure a prompt receipt of delivery.
☐	Do not include live ammunition in the same shipment with firearms. PROVE all firearms safe prior to shipping. DO NOT SHIP LOADED FIREARMS.
☐	Prior to shipping, notify the Forensic Assessment Centre of any items that may be infested with pests (e.g. bed bugs) including any action you have taken to prevent further spread.
☐	All shipments sent to the NFLS must comply with Transportation of Dangerous Goods Regulations . More information at Transportation of Dangerous Goods Regulations (justice.gc.ca)
☐	Advise the Forensic Assessment Centre if Hemastix® has come in direct contact with either an exhibit or swab used to recover a stain, prior to submitting exhibit(s). Note: Direct contact between Hemastix® test strips and biological stains have been shown to negatively impact certain DNA analysis procedures.
☐	If fingerprinting of exhibits is required please contact your local FIS and arrange to have fingerprint examinations completed prior to submitting exhibits to the laboratory. Note: The laboratory procedures for collection of biological evidence may permanently remove any friction ridge detail that may be present .

General Program Information

☐	Biology Services: Under normal circumstances, Biology Services provide results to the investigator within 65 calendar days of exhibit receipt, 80% of the time. For planning purposes, please note that the turnaround times provided on the authorization notice for biology services is based over the average output from the last quarter (i.e. Jan to March, April to June, etc.) starting from the date of exhibit receipt at the laboratory.
☐	Toxicology Services - Alcohol and Drug Requests: For impaired driving by drug offenses, if a Forensic Specialist or Analyst determines that both alcohol and drug analysis is required, a toxicology report will be completed in the expected time provided on the approval notice. However, if only alcohol analysis is necessary, the report will be completed at the target date for alcohol analysis.
☐	Toxicology Services - Opinion Letter Requests: We recognize that this may not meet established disclosure time requirements. Please note the acceptance of this request DOES NOT constitute an agreement to attend court. If a specialist will be required to attend court, please refer to the letter/report for contact information. Affidavits can be provided upon request.
☐	Firearms and Toolmark Identification: Additional time over the expected time provided on the approval notice may be required for the IBIS service. Please ensure all swabbing for DNA and or fingerprinting has been completed prior to shipping. Once the exhibits go to the Firearms for examinations, they will be unsuitable for any future Biology analysis. Firearms examinations can alter/remove DNA evidence.

Additional information is available on the NFLS Information Centre Website

<https://nflssnlj.wixsite.com/info/>