



Texas Department of Insurance

State Fire Marshal's Office – Forensic Arson Laboratory

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www.tdi.texas.gov/fire/fmlab.html

Submission Criteria Deficiency Form

As of September 1, 2005, analysis of evidence must be performed by an accredited laboratory in order to be admissible in a criminal case. The State Fire Marshal's Arson Laboratory has been accredited since 1996. **Your submission did not meet one or more of the following accreditation criteria concerning viability, contamination and security of evidence:**

- Evidence cans were NOT properly sealed. The Forensic Arson Laboratory's preferred method is **both initials and date** written on evidence tape that has been applied across the *entire* lid of the evidence can. *Note: the initials/date should be written in such a way that they appear partly on the evidence tape AND on the can itself.
- Plastic bags, paper bags and glass jars are **not** acceptable containers (due to contamination issues).
- Do not ship MULTIPLE cases in a single box; package cans/samples of only the same case # in the same box.
- Do not ship the SAME case in multiple boxes; if the cans/samples have the same case #, they must be packaged in a single box. Use a larger box if needed (to avoid confusion and in order to prevent assignment of multiple Lab case #'s for the same agency case). If you must use separate boxes label them 1 / 2, 2 / 2, etc.
- Seat lid firmly on can.
- Cans must **not** be more than 1/2 full.
- Limit amount of liquid submitted (moisten gauze and place in can).
- Do not use U.S. Mail for shipping (use a **ground** courier service like UPS, FedEx, or Lone Star Overnight).
- Do **not** enclose exam gloves in can (to prevent contamination).
- Use current submission form (attached) and available online at:
<http://www.tdi.texas.gov/fire/fmlab.html>
- Use evidence can quality check submission form for non-criminal offense quality can testing.
- Other:

Thank you for your cooperation.

Following these guidelines will help ensure that your evidence will yield the best possible results.