

**661—150.4 (691) Evidence submission to the laboratory.**

**150.4(1)** Evidence may be submitted to the laboratory by:

- a.* Any law enforcement agency in Iowa;
- b.* The Iowa department of corrections;
- c.* Any other criminal or juvenile justice agency, with the approval of the laboratory administrator;

or

- d.* Any other state agency, with the approval of the laboratory administrator.

**150.4(2)** Evidence may be submitted to the laboratory via regular, certified, or registered mail or personal service. Any evidence to be submitted to the laboratory shall be entered electronically into the laboratory information management system prior to submission. Each entry shall include a description of each item to be submitted and an examination request for each item to be submitted.

NOTE: Access to the laboratory information management system is restricted to authorized users representing agencies authorized to submit evidence to the laboratory. Authorized users should contact the laboratory for instructions regarding access to the system.

**150.4(3)** Evidence submitted to the laboratory which is not personally delivered shall be packaged in such a manner that laboratory personnel can determine that the package has not been opened while in transit. If the laboratory receives an unsealed or damaged package, the laboratory may refuse to process such evidence, if the integrity of the evidence has been compromised.

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