



**DAVE YOST**  
OHIO ATTORNEY GENERAL



## **BCI Laboratory Evidence Submission Process**

Evidence may be submitted on-site during the hours of 9 am – 4 pm, closing for lunch from 12:00 – 12:30pm.

Individuals submitting evidence should call the number posted on the exterior door when they arrive, and wait in their vehicle until they are notified they can enter the building for evidence submission.

Law Enforcement agencies can complete an OHLEG Prelog or the BCI Submission Sheet prior to arrival at the laboratory for evidence submission. A summary narrative of case facts is required for all lab submissions.

Upon arrival, all evidence must be packaged and sealed to protect it from loss, cross transfer, cross contamination or deleterious change. BCI staff will inspect the package to ensure adherence to established policy prior to accepting it at the laboratory.

Submitting officers will be provided a record of the items submitted and requested laboratory testing assignments. Should any items be rejected due to failure to meet established submission policies, the reason will be documented on the agency's paperwork.

Once laboratory testing is complete, the investigating officer will receive an email notification directing them to OHLEG to retrieve the Lab Report(s).

The evidence items may then be picked up for long term storage at the law enforcement agency.

**BCI Lab Submission Policies** are available online at: <https://www.ohioattorneygeneral.gov/Law-Enforcement/Bureau-of-Criminal-Investigation/Laboratory-Division/Laboratory-Submission-Policies>

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### **Contact a Evidence Receiving Laboratory Supervisor for Questions:**

London/Athens BCI  
Jessica Toms  
(740) 845-2616

Richfield BCI  
Chad Britton  
(234) 400-3684

Bowling Green BCI  
Samuel Fortener  
(419) 419-3599