

## Forensic Services Request Guidance (v.1)

Instructions: This document is meant to help guide agencies in selecting the appropriate analytical service types. If you need additional assistance, please contact your local laboratory. If a specific request form is not listed, use the general request form.

Request Type	Service Description
Arson (Previous request type: NO CHANGE)	The screening of physical evidence such as charred debris, Material used as a wick, and/or soil samples for ignitable liquids, and/ or accelerants.
Bio/DNA- DNA Standard only	Submission of a DNA standard for the purposes of comparison or elimination. Includes CODIS hit confirmation standards and paternity standards.
Bio/DNA- Person Crime ( <b>not SAFE Kits</b> ) (Previous request types: Biology Processing, and/or DNA analysis)	The screening of physical evidence for biological material (e.g., blood, semen, saliva) in preparation for DNA analysis.
Bio/DNA- Property Crime ( <b>HTPC</b> ) (Previous request type: NO CHANGE)	Analytical testing of BODE swabs collected from physical evidence by HTPC trained agencies for DNA analysis. <a href="#">Use HTPC Request Form.</a> <b>Submit to Portland Only.</b>
Bio/DNA- SAFE kit (Previous request type: NO CHANGE)	Processing evidence from a Sexual Assault Forensic Examination (SAFE exam) kit. <a href="#">Use Sex Offense Form.</a>
Blood Toxicology (Previous request types: Blood Volatiles, Blood Volatiles and Tox analysis and Toxicology (Blood) Analysis)	The analysis of blood to identify controlled substances, common pharmaceuticals, poisons, inhalants and/or alcohol (example offense type: DUII). <a href="#">Use Tox/DRE Form.</a> <b>Submit to Springfield Only.</b>
Chem – Controlled Substance ID (Previous request types: Controlled Substance Analysis)	Analysis of physical evidence (e.g., powder, crystals, etc.) to identify a controlled substance, includes reporting pill counts and/or controlled substance weights.
Chem- Other ( <b>Describe Below</b> ) (Previous request types: Cannabis Determination, Federal Prosecution/Meth Quant Analysis or Anonymous Analysis Program)	May include Cannabis Determination, Meth Quants or Anonymous Analysis Program. Please describe the request in the free form text box on the form.
Fibers- Trace (Previous request types: Fiber Analysis)	The screening of physical evidence for fibers to assist with subsequent classification, possible source and/or comparison to known standards.
Field Investigation (Previous request type: NO CHANGE)	The analysis of physical locations or objects suspected to be involved in a crime. Analysis may include recognition, documentation, collection and preservation of evidence and/or performing scientific analysis, interpretation, and reconstruction. Request type usually generated by internal staff.
Fingerprints (Previous request type: Latent Print Analysis)	Processing evidence for fingerprints and palm prints. Developed prints are compared to listed individuals and/or searched in a local and federal database against known standards.
Firearms ( <b>Describe Request Below</b> ) (Previous request type: Firearms: Bullet/List of firearms, Firearms: Comparison, Firearms: Distance Determination, Firearms: Functionality, Firearms: Other (provide info))	Compare bullets and cartridges between scenes, and/or compare a bullet or cartridge to determine if they were fired from a firearm of interest. Estimate the distance between a firearm and a target, test proper functioning of the firearm (i.e., has the firearm been modified). Please concisely describe the request in the free form text box on the form. Example: Compare (case number) or (item numbers) to (case number) or (item numbers).

Glass- Trace (Previous request types: Glass Analysis)	The screening of physical evidence for glass to assist with subsequent classification, and/or comparison to known standards.
Hair- Trace (Previous request types: Hair Analysis)	The screening of physical evidence for hair to assist with subsequent classification, animal vs. human determination and/or evaluation for DNA viability.
Misc. – Trace ( <b>Describe Request Below</b> ) (Previous request types: Poison analysis, Other/Miscellaneous Trace Analysis, Clandestine Lab Sample Analysis)	Comparison of two materials resulting in the identification of an unknown. Common miscellaneous request examples include analysis of food for suspected poisons and of cosmetics and household products for harmful tampering. Please describe the request in the free form text box on the form.
Paint- Trace (Make/Model/Year Search) (Previous request types: Paint/Polymer Analysis)	Evaluate paint samples collected at a crime scene to generate a make and model of possible source vehicles list using the Paint Data Query (PDQ) database.
Paint-Trace (Comparisons) (Previous request types: Paint/Polymer Analysis)	Analysis and comparison of paint samples to assist in identifying a source.
Physical Fit (Previous request types: Physical Match)	Broken pieces of a physical evidence (e.g., car parts, glass, tape, garbage bags) collected at a crime scene may be physically “matched” to an item or vehicle collected from a suspect or person of interest.
Serial Number Restoration (Previous request type: NO CHANGE)	Restoration and visualization of all or part of an obliterated serial number on cars, bikes, firearms, etc.
Shoe and Tire (Make/Model Search) (Previous request type: Impressions-Make/Model Search)	The analysis of footwear, tire, and other patterned impression evidence. Impressions may be searched against known standards in a database.
Shoe and Tire (Comparison) (Previous request type: Impressions-Comparison)	The analysis of footwear, tire, and other patterned impression evidence and subsequent comparison to a known standard.
Toolmark analysis (Previous request type: NO CHANGE)	Physical contact between a tool and a surface may produce marks which may be able to identify the tool as the source of the marks.
Urine Toxicology (Previous request type: Toxicology (Urine) Analysis)	The analysis of urine to identify controlled substances, common pharmaceuticals, and poisons (example offense type: DUII). <a href="#">Use Tox/DRE Form</a> May include urine samples collected as part of a drug facilitated sexual assaults investigation. <a href="#">Use Sex Offense Form.</a> <b>Submit to Portland Only.</b>
Other ( <b>Describe Request Below</b> )	Provide a concise description of the requested analysis in the free form text box at the bottom of the form.