

ASTM Compliant Evidence Log

Case	File	Incident	Number		
Unique Evidence					
Date Collected			Time Collected		
Photograph Documentation of Evidence Conducted Yes No ASTM E1188-3.3.1, E1459-4.1.3					
Identify the Evidence to be collected					
Location Where Evidence Was Found: (Brief Description)					
Name & Affiliation of Individual Initially Collecting/Removing the Evidence from the Scene ASTM E1188-3.4.1.4					
Name:			Agency/Company:		
Evidence Stored in		Evidence Locker	Evidence Room	Evidence Custodian Locker/Area	
Other					
Shipped	Yes	No	Hand Delivered (If shipped identify shipping method below)		
UPS	Fed-Ex	DHL	USPS	Other	
Tracking Number					
Date Shipped		Received/Signed By		Date	Time
<u>Chain of Custody</u>					
From		to		Date	Time
From		to		Date	Time
From		to		Date	Time
From		to		Date	Time
From		to		Date	Time
From		to		Date	Time
From		to		Date	Time
From		to		Date	Time
ASTM E1188-3.4 Validation and Authentication-To support the admissibility of evidence and information, the validity and authenticity must be established and the chain of custody traceable. ASTM E1459-3.2 The chain of custody of any item of physical evidence will be maintained and documented. Yes- See above.					
<u>All ASTM References Courtesy of ASTM International</u>					

ASTM E-1188 Standard Practice for Collection and Preservation of Information and Physical Items by a Technical Investigator.

ASTM E-1459 Standard Guide for Physical Evidence Labeling and Related Documentation.

- ASTM E-1188 3.2.1** Plan the investigation to protect physical evidence significant to the incident.
 - ASTM E-1188 3.2.2** Document conditions that prevent or interfere with the preservation of any potential evidence in the state in which it was found.
 - ASTM E1188- 3.2.3** Assign a unique identifier to each item collected. & **ASTM E1459-4.2.3** Give each item collected at a specific scene a unique sequential number.
 - ASTM E-1188-3.3.2** Potential evidence should be photographed in the position where it is first observed by the investigator.
 - ASTM E-1188-3.4.1.2** Location where the evidence was found. & **3.4.1.3** Date and time the evidence was found or obtained,
 - ASTM E-1188-3.4.1.4** Name and affiliation of individual who initially removed the evidence from the scene.
 - ASTM E-1188-3.4.2** Subsequent custody transfer information contemporaneous documentation of the following information/documentation may not be available all in the same location.
 - ASTM E-1188-3.4.2.1** Name and affiliation of each subsequent custodian along with the date of transfer.
 - ASTM E-1188-3.4.2.2** Modification or repackaging of items by each custodian.
 - ASTM E-1188-3.4.2.3** Configuration and condition when transferred to the new custodian
 - ASTM E-1188-3.5** It is preferred that evidence and documentation should remain unchanged to the fullest extent possible.
 - ASTM E-1188-3.5.1** Transfer of information or items to a more appropriate storage medium is necessary; this is permitted provided that information loss is minimized.
 - ASTM E-1188-3.5.2** If an agency or company has a written document or evidence retention policy, that policy should be followed.
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- ASTM E1459-4.1.4.2** Give each scene a separate identification number.
 - ASTM E1459-4.2.2** Assign a Unique Identifier for Evidence Collected
 - ASTM E1459-2.1 & E1459-4.1.1, & ASTM E1459-4.1.2** whenever possible, sequential numbers will be used for evidence.

ASTM E1459-4.2.4-----Separately package and mark each item with the information as referenced in 4.1.4

Modification or Repackaging of Items by any Custodian ASTM E1188-3.4.2.2 Yes No

If yes explain:

**Configuration and Condition When Transferred to the New Custodian ASTM E1188-3.4.2.3
(Same as collected unless described here.)**

Evidence Released Information if Applicable

Return to Owner/Finder Court Ordered Destruction/Release Convert To Agency Auction

Other: If Other Explain:

Release to: (Name):

Organization

Individual

Released By

Date/Time: