

*Laboratoire
de sciences judiciaires
et de médecine légale*

Québec



100 ANS D'EXPERTISE

Forensic Science Service Guide



1st edition



Services offered and suggested procedures
for collecting, storing and transporting exhibits

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Section 1 – Introduction

Section 1 - Introduction

THE MISSION OF THE *LABORATOIRE DE SCIENCES JUDICIAIRES ET DE MÉDECINE LÉGALE*

The *Laboratoire de Sciences Judiciaires et de Médecine Légale* (LSJML) is a branch of the *ministère de la Sécurité publique du Québec*.

The LSJML's mission is to provide objective expert opinions from a scientific point of view aimed at assisting and ensuring the administration of justice. The LSJML provides forensic science and forensic medicine expertise for ensuring the administration of justice and supports police and judicial investigations. The LSJML's mission statement is in line with that of the *ministère de la Sécurité publique*, which is to work in partnership to ensure public safety in Quebec.

The LSJML is comprised of the following departments: ballistics, biology/DNA, chemistry, documents, fire and explosions, forensic intelligence, forensic medicine, imagery, and toxicology.

In addition to providing forensic science and forensic medicine expertise, the Laboratory specialists provide assistance at major crime scenes, provide consultation services, prepare and give court testimony, and offer training to its various clientele and partners.

OBJECTIVES OF THE PROCEDURE GUIDE

This document aims to achieve the following two objectives:

- To inform our clients about the services offered by the LSJML;
- To enable clients to obtain quality forensic outcomes, through essential methods of collection, storage, and transportation of exhibits.

OUR CLIENTS

The *Laboratoire de sciences judiciaires et de médecine légale* offers its services to any governmental or paragonovernmental organizations, service or directorate operating in Quebec.

The main users are:

- Provincial and municipal police forces;
- First Nations and Inuit police services;
- Coroner's Office;
- The *Directeur des poursuites criminelles et pénales*;
- Law firms;
- The *ministère de l'Environnement, de la Lutte contre les changements climatiques, de la Faune et des Parcs*;
- The *Commission des normes, de l'équité, de la santé et de la sécurité du travail*;
- Canadian Armed Forces;
- Royal Canadian Mounted Police;
- Private organizations (e.g., banks, notaries, etc.);
- The *École nationale de police du Québec*;
- The Canadian Police College;
- Quebec universities.

Section 2 – Crime Scene Assistance

Section 2 – Crime Scene Assistance

INTRODUCTION

The LSJML offers its clientele complex crime scene assistance services.

Our services enable investigators and/or forensic identification technicians to obtain the assistance of one or more LSJML specialists at a crime scene, to help them reconstruct the sequence of events, and to carry out specialized sampling or analysis.

The LSJML specialist then prepares a crime scene report, which can be filed in court.

HOW TO USE THE AVAILABLE SERVICES

If, after examining the crime scene, the investigators and/or forensic identification technicians feel they require the assistance of an LSJML specialist, they should contact a specialist via the on-call cell phone.



Crime Scene Assistance

Ballistics Division

Gunshot and Projectile

On duty 24/7 cellphone number: 514 949-1228

Situation:

- Homicide, suspicious death or accident involving a firearm or a throwing weapon;
- Shooting;
- Incident involving a firearm or a throwing weapon;
- Large-scale scene (accident, fire, explosion, etc.)

Role:

- Perforations and impacts (number, nature);
- Possible calibre involved;
- Number of shots fired;
- 3D reconstruction of a crime scene (using a drone and/or laser scanner) with the possibility of taking measurements such as:
 - Trajectories;
 - Shooting angles;
 - Shooting distances;
 - Shooter's position;
 - Positioning of various exhibits in the crime scene.

Biology / DNA Division

Bloodstain Pattern Analysis

When liquid blood is subjected to external forces, bloodstains are deposited on various surfaces. Analysis of these bloodstains and bloodstain patterns by qualified specialists can provide important information about the events that led to their creation. This information can lead to the reconstruction, in whole or in part, of the sequence of events and/or help with the assessment of statements from witnesses or suspects.

Situation:

- Homicide or suspicious death crime scenes with blood and/or spatter stains;
- Attempted murder, assault with a deadly weapon, wound(s) with blood and/or spatter stains;
- Crime scene where blood is suspected to have been cleaned;
- Altered crime scene.

Role:

- Analysis of bloodstain patterns visible to the naked eye;
- Luminol, examination for blood invisible to the naked eye;
- Analysis of bloodstain patterns on the clothing of victims, witnesses and suspects;
- Sample collection;
- DNA profile analysis from the samples collected.

Search for Biological Substances

On duty 24/7 cellphone number: 514 234-3144

Situation:

- Sexual assault cases where biological material is available (saliva, blood, semen, other biological substances);
- Complex or altered crime scene.

Role:

- Luminol, examination for blood invisible to the naked eye;
- Search for semen and other biological substances;
- Sample collection;
- DNA profile analysis from the samples collected.

Forensic Medicine Division

Human Remains and Skeleton

On duty 24/7 cellphone number: 514 436-1460

Non-urgent matters: lsjml-pathologie@msp.gouv.qc.ca.

Situation:

- Homicide;
- Suspicious death.

Role:

- Reconstruction of the scene;
- Cause of death.

Identification Unit and Odontology

On duty 24/7 cellphone number: 514 809-0181

Non-urgent matters: lsjml-odontologie@msp.gouv.qc.ca.

lsjml-identification@msp.gouv.qc.ca

Chemistry Department

Telephone: 514 873-3301

Situation:

- Homicide;
- Hit-and-run;
- Breaking and entering.

Role:

- Examination of the scene;
- Vehicle inspection;
- Search for trace evidence (cross-transfer of trace evidence);
- Collection of trace evidence (fibers, paint, glass, etc.);
- Support and guidance for sampling and referencing during major events.

Documents Department

Telephone: 514 873-3301

Situation:

- Writing on fixed, non-transportable objects.

Role:

- Detailed note taking (analysis of writing characteristics);
- Specialized photographs with reference ruler to document actual size.

Fire and Explosion Department

Telephone: 514 873-3301

Situation:

- Fire of a suspicious or criminal nature;
- Explosion of a suspicious or criminal nature.

Role:

- Examination of premises;
- Search for flammable liquid residue;
- Support and guidance for sampling (flammable liquids, explosive residue).

Section 3 – Forensic Science Services

Section 3 – Forensic Science Services

Ballistics Division

Weapons

Firearms

EXAMPLES:

Rifle, shotgun, revolver, pistol, submachine gun, machine gun, pen pistol, black powder weapon, compressed air weapon, CO₂ weapon, blank weapon, modified weapon, electric weapon, homemade weapon, suppressor, and others.

SCOPE OF EXPERTISE:

- Identification (type, make, model, serial number);
- Calibre, capacity, trigger pressure, dimensions;
- Classification of legal category according to the *Criminal Code of Canada*;
- Modifications;
- Shooting condition;
- Security and possibility of accidental discharge;
- Projectile speed and energy;
- Noise level (suppressors);
- Possible link with a "cold case" (cartridge casings or projectiles kept on file);
- Test firing (dispersion pattern, ricochet, armoured glass, etc.);
- Serial number restoration.

MINIMUM SAMPLE QUANTITY:

Any piece or part of a firearm.

MAXIMUM SAMPLE QUANTITY:

- Unlimited for short weapons;
- Limit of five (5) long weapons.
- N.B.: If the submission of more than five (5) long guns is required, please contact the Ballistics Division by e-mail at lsjml-balistique@msp.gouv.qc.ca.

EXHIBIT RECOVERY METHOD:

Do:

- Note the location of the weapon before touching it;
- Always act as if a firearm is loaded;

CAUTION:

If impossible to verify if the gun is loaded (because it is rusty, jammed or the opening mechanism is too complex):

- Bring the weapon to the LSJML Ballistics Division as soon as possible, taking all necessary precautions;
- If unsure, call to find out what precautions are needed.

If possible, send each weapon with at least three (3) cartridges recovered at the scene.

If possible, send the magazines along with the weapons.

Please do not put any label directly on a handgun or magazine. For long guns, it is acceptable to put a label on the stock.

Testing for biological substances on a firearm should always be carried out before testing for fingerprints and ballistics examination.

Beware of biological hazards and accidental gunfire.

- Always point the barrel in a safe direction during handling (usually towards the ground);
- Remove or empty the magazine. Place cartridges and the magazine in separate bags;
- Check that the gun chamber and barrel are empty. If any cartridges or cartridge casings are found, remove them and place them in separate bags, properly identified (e.g., for stacked-barrel shotguns, note where the casing was found - top chamber or bottom chamber);
- If possible, leave the breech open (e.g., by inserting a zip tie across the ejection port);
- If a firearm is to be recovered from a body of water (lake, river, pond, stream, etc.), the firearm must be retrieved within the water. Avoid exposing the firearm to air, as this will cause oxidation of the metal parts. Using a container that has a secure seal, scoop the firearm into the container with some of the water, and place the seal onto the container;
- Have the weapon checked by a qualified person to make sure it is secure before sending it to the LSJML;
- If possible, secure firearms with a zip tie;
- Firearms must be transported in appropriate boxes (one per box).

If in doubt, ask a firearm examiner for help.

Do not:

- Point a firearm (exhibit) at another person;
- Pull the trigger;
- Look down the barrel;
- Operate the mechanism unnecessarily;
- Dismantle the weapon;
- Clean the weapon;
- Apply force to the mechanism;
- Insert an object into the barrel or chamber (e.g., pencil, cartridge casing, projectile, cartridge);
- Leave a wet firearm exposed to air;
- Do not place firearms and ammunition in the same box, unless they cannot be separated. In such cases, notify the LSJML.

RECOMMENDED CONTAINERS:

- Gun case;
- New cardboard box or paper bag (to prevent rust);
- Make sure to plug any holes in the box to avoid possible contamination.

STORAGE AND TRANSPORTATION:

- Make sure the weapon is not loaded;
- Make sure that cartridges, cartridge casings or projectiles are packaged in separate containers (bag), and not with the weapon;
- Protect exhibits from humidity;
- Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Ballistics person on duty at 514 873-3301.

Non-urgent questions can also be e-mailed to lsjml-balistique@msp.gouv.qc.ca.

Cold Weapons

EXAMPLES:

Knife, push dagger, butterfly knife, "constant companion", etc.

SCOPE OF EXPERTISE:

Description according to law, if possible.

MINIMUM SAMPLE QUANTITY:

One edged weapon.

EXHIBIT RECOVERY METHOD:

- Wear disposable gloves;
- Wrap each weapon individually.

RECOMMENDED CONTAINERS:

Cardboard box. Make sure to plug any holes in the box to avoid possible contamination.

STORAGE AND TRANSPORTATION:

- Make sure the weapon does not puncture the packaging;
- Protect weapons from rust;
- The first layer of packaging (which conceals the nature of the product) must be strong enough to hold the exhibit;
- Place the weapon in a new, sturdy, rigid cardboard box of appropriate size;
- Secure the weapon to prevent it from moving and puncturing the box;
- Use similar packaging for sharp or broken glass and metal components;
- In all cases, place a label with the words "Sharp Items" on the outer packaging;
- Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Ballistics person on duty at 514 873-3301.

Non-urgent questions can also be e-mailed to lsjml-balistique@msp.gouv.qc.ca.

Shock Weapons

EXAMPLES:

Brass knuckles, nunchaku, Kusari-Fundo, "morning star", etc.

SCOPE OF EXPERTISE:

Description according to law, if possible.

MINIMUM SAMPLE QUANTITY:

One shock weapon.

CAUTION:

Beware of biological hazards and accidental cuts.

EXHIBIT RECOVERY METHOD:

Wrap each weapon individually.

RECOMMENDED CONTAINERS:

- Cardboard box;
- Plastic bag.

STORAGE AND TRANSPORTATION:

- Protect weapons from rust;
- Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Ballistics person on duty at 514 873-3301.

Non-urgent questions can also be e-mailed to lsjml-balistique@msp.gouv.qc.ca.

Throwing Weapons

EXAMPLES:

Slingshot, bow, crossbow, blowpipe, shuriken, etc.

SCOPE OF EXPERTISE:

- Description according to law, if possible;
- Crossbow dimensions.

MINIMUM SAMPLE QUANTITY:

Any piece or part of a throwing weapon.

EXHIBIT RECOVERY METHOD:

- Wear disposable gloves if necessary (e.g., if there is blood);
- Make sure the weapon is not live (crossbow);
- Wrap each weapon individually.

RECOMMENDED CONTAINERS:

Cardboard box. Make sure to plug any holes in the box to avoid possible contamination.

STORAGE AND TRANSPORTATION:

- Make sure the weapon does not pierce the packaging;
- Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Ballistics person on duty at 514 873-3301.

CAUTION:

Beware of biological hazards and cuts (arrows).

If possible, send each weapon with its projectiles (slingshot balls, arrows, darts) recovered at the scene.

Electroshock Weapons

EXAMPLES:

"Stun Gun", pulse-power device, etc.

SCOPE OF EXPERTISE:

- Operating condition;
- Determination of electrical specifications;
- Dimensions;
- Description according to law.

CAUTION:

Beware of electric shock.

MINIMUM SAMPLE QUANTITY:

No minimum quantity.

EXHIBIT RECOVERY METHOD:

Do:

- Handle weapons with care (electronic mechanism);
- Handle these devices with care, avoiding contact with the electrodes, as there could be a potential harmful residual electrical charge in the device;
- Remove battery(ies) or turn off the device, if possible;
- Secure pulse-power devices in a safe box during transport, to avoid any risk of injury when handled by LSJML employees;
- Remove the batteries from the power pack and send them along with the electric weapon.

Do not:

- Use electroshock weapons and attempt to operate them. Do not put labels directly on electroshock weapons.

RECOMMENDED CONTAINERS:

- Cardboard box;
- Plastic bag;
- Case.

STORAGE AND TRANSPORTATION:

Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Ballistics person on duty at 514 873-3301.

Non-urgent questions can also be e-mailed to lsjml-balistique@msp.gouv.qc.ca.

Electroshock Weapons/ Tasers from Police Forces

EXAMPLES:

- Tasers X26, X26P, X2 and T7;
- Tasers T10 (coming soon).

CAUTION:

Beware of electric shock.

SCOPE OF EXPERTISE:

- Operating condition;
- Determination of electrical specifications;
- Certificate of analysis issued.

MINIMUM SAMPLE QUANTITY:

No minimum quantity.

EXHIBIT RECOVERY METHOD:

- Handle weapons with care (electronic mechanism);
- Each Taser X26 must contain its own battery;
- One battery can be used for several Tasers, but only if model X26P or X2;
- Send Taser brand devices (e.g., X26) with the battery in place to preserve internal memory;
- Remove the dart cartridge;
- To avoid discharging the battery, do not test the electroshock device before transporting the weapon.

RECOMMENDED CONTAINERS:

- Cardboard box;
- Plastic bag;
- Case.

STORAGE AND TRANSPORTATION:

- Unlike other exhibits, Tasers do not require an exhibit label. When creating an expert examination request in GDE, use the serial number as the label number.
- Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Ballistics person on duty at 514 873-3301.

Non-urgent questions can also be e-mailed to lsjml-balistique@msp.gouv.qc.ca.

Ammunition Components

Cartridges

EXAMPLES:

Commercial cartridges, military cartridges, cartridges with explosive, incendiary, armour-piercing or tracer projectiles, blank cartridges, flares, etc.

SCOPE OF EXPERTISE:

- Calibre;
- Manufacturer;
- Projectile characteristics (type, components, speed, energy, penetration);
- Test firing;
- Match with a particular firearm, cartridge case or other cartridge.

MINIMUM SAMPLE QUANTITY:

One cartridge.

EXHIBIT RECOVERY METHOD:

- If necessary, remove or empty the magazine. Place cartridges and magazines in separate bags;
- If necessary, empty the gun chambers. Place cartridges in separate bags, suitably identified (e.g., for stacked barrel shotguns, note where the cartridge casings were found - top chamber or bottom chamber);
- Do not insert cartridges into firearms or magazines.

RECOMMENDED CONTAINERS:

- Plastic bag with integrated fastener;
- Paper bag, if cartridges are wet.

STORAGE AND TRANSPORTATION:

- Make sure cartridges are packaged separately from the weapon;
- Avoid contact between cartridges and water or oil;
- Protect cartridges from moisture;
- Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Ballistics person on duty at 514 873-3301.

Non-urgent questions can also be e-mailed to lsjml-balistique@msp.gouv.qc.ca.

Cartridge Casings

EXAMPLES:

Commercial cartridge casings, military cartridge casings, etc.

SCOPE OF EXPERTISE:

- Calibre;
- Size of shot or buckshot initially contained in the cartridge case;
- Compatibility with a particular firearm;
- Match to a particular firearm or with another cartridge case;
- If necessary, filling as a "cold case" for subsequent comparison;
- Possible link with a "cold case".

MINIMUM SAMPLE QUANTITY:

One cartridge casing.

EXHIBIT RECOVERY METHOD:

- Note the location of each cartridge casing before touching it;
- If necessary, empty the firearm chambers. Place cartridge casings in separate bags, properly identified (e.g., for a stacked-barreled shotgun, note where the cartridge casing was found: top chamber or bottom chamber);
- Pick up cartridge casings by hand;
- Handle as little as possible;
- Package each cartridge casing individually;
- Never insert anything into a firearm or magazine.

RECOMMENDED CONTAINERS:

If necessary, place the bag in a rigid container to prevent the cartridge casings from moving freely in the package or being damaged in transit.

STORAGE AND TRANSPORTATION:

- Protect cartridge casings from moisture;
- Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Ballistics person on duty at 514 873-3301.

Non-urgent questions can also be e-mailed to lsjml-balistique@msp.gouv.qc.ca.

Projectiles

EXAMPLES:

Lead projectile, jacketed projectile, wadding shot, buckshot, ball, arrow, dart, etc.

CAUTION:

Beware of biological hazards.

SCOPE OF EXPERTISE:

- Calibre;
- Size of shot or buckshot;
- Make of firearm(s) that could have fired a given projectile;
- Compatibility with a particular firearm;
- Match to a particular firearm or other projectile;
- If necessary, filling as a "cold case" for subsequent comparison;
- Possible link to a "cold case".

MINIMUM SAMPLE QUANTITY:

One projectile fragment.

EXHIBIT RECOVERY METHOD:

- Note the location of each projectile before touching it;
- Wear disposable gloves if necessary (e.g., if blood is present);
- Pick up projectiles using non-metallic tweezers (plastic, etc.);
- Handle as little as possible;
- If tools must be used to get to an embedded projectile:
 - Cut around the hole;
 - Make sure not to touch the projectile surface with tools;
 - Package each projectile individually.

RECOMMENDED CONTAINERS:

Plastic bag with integrated fastener.

STORAGE AND TRANSPORTATION:

- If necessary, place the bag in a rigid container to prevent the projectiles from moving freely in the package or being damaged during transport;
- Protect projectiles from moisture;
- Clean blood-contaminated projectiles with a toothbrush and soapy water, only in cases where DNA analysis is not required;
- Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Ballistics person on duty at 514 873-3301.

Non-urgent questions can also be e-mailed to lsjml-balistique@msp.gouv.qc.ca.

Clothing

EXAMPLES:

Sweater, pants, coat, sheet, curtain, etc.

SCOPE OF EXPERTISE:

- Compatibility of a perforation with the passage of a firearm projectile;
- Estimated shooting distance based on:
 - Soot;
 - Propellant;
 - Star-shaped tears;
 - Shot dispersal pattern.

MINIMUM SAMPLE QUANTITY:

A 10 x 10 cm square of material.

EXHIBIT RECOVERY METHOD:

- Handle clothing as little as possible;
- Immediately pack each garment in a separate, clean container;
- Place sheets of paper between regions of interest on the same garment if folding is required.

CAUTION:

Please note: Gunshot residue analysis on clothing is performed by the Royal Canadian Mounted Police (RCMP) Forensic Science and Identification Services. Contact the RCMP at 1-866-677-5227 for details.

If possible, attach a doctor or pathologist diagram of the injuries sustained.

Beware of biological hazards.

RECOMMENDED CONTAINERS:

- Cardboard box;
- Plastic bag (if garment is dry).

STORAGE AND TRANSPORTATION:

- Dry the clothes before sending them to the LSJML;
- Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Ballistics person on duty at 514 873-3301.

Non-urgent questions can also be e-mailed to lsjml-balistique@msp.gouv.qc.ca.

Footprints

As of June 3, 2020, we no longer perform this type of expertise.

Toolmarks

EXAMPLES:

Vice grip marks on a door handle, lever marks on a window frame, screwdriver marks on a car ignition, bolt cutter marks on a padlock, axe marks on a tree trunk, examination of quick hitches.

SCOPE OF EXPERTISE:

- Compatibility with a particular tool;
- Match to an individual tool.

MINIMUM SAMPLE QUANTITY:

No minimum quantity.

EXHIBIT RECOVERY METHOD:

- Identify the brand of tools;
- Immediately package each item bearing toolmarks in separate, clean containers;
- If impossible to recover the entire object:
 - Photograph the object (see [Recommendations for Taking Photographs for Comparative Analysis](#) section for documenting objects to scale;
 - Carefully cut around the toolmark to remove it, leaving 15 cm of material intact around the mark, if possible;
 - Clearly identify any toolmarks produced by your own actions;
- Seal each container;
- Pay special attention to protect areas where toolmarks are visible;
- Never bring a tool of interest into contact with a toolmark.

Note: If possible, send reference material collected at the scene for testing with suspect tool(s). Some toolmarks may be hidden by folds or grooves (e.g., sliding window frame).

Exhibits can be tested in [Chemistry](#) for material transfer before being forwarded to the Ballistics Division.

RECOMMENDED CONTAINERS:

- Cardboard box. Make sure to plug any holes in the box to avoid possible contamination;
- Plastic bag for dry samples.

STORAGE AND TRANSPORTATION:

- Protect the tool from rust (metal) or mildew (wood);
- Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Ballistics person on duty at 514 873-3301.

Non-urgent questions can also be e-mailed to lsjml-balistique@msp.gouv.qc.ca.

Obliterated Serial Numbers

EXAMPLES:

Serial number stamped or engraved on metal or plastic (firearm, bicycle, engine block, electronic device) that has been filed, grinded or drilled.

SCOPE OF EXPERTISE:

- Complete or partial restoration of the serial number;
- Locating intact serial numbers in unusual places on a firearm.

Note: No attempt to restore a serial number will be performed if a previous attempt has been made.

MINIMUM SAMPLE QUANTITY:

The exhibit.

RECOMMENDED CONTAINERS:

If the object is wet, allow it to dry before packing, and to avoid rusting, do not put it in a air tight container.

STORAGE AND TRANSPORTATION:

- Protect from humidity;
- Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Ballistics person on duty at 514 873-3301.

Non-urgent questions can also be e-mailed to lsjml-balistique@msp.gouv.qc.ca.

Broken, Cut or Torn Items

EXAMPLES:

- Wood: firearm stock for matching with firearm;
- Metal: gun barrel for matching with a gun, piece of a tool for matching with a particular tool (screwdriver, knife);
- Other: piece of hashish for matching with a block of hashish.

SCOPE OF EXPERTISE:

- Compatibility between two pieces of an object;
- Matching two pieces of an object.

MINIMUM SAMPLE QUANTITY:

Two pieces of a given object.

EXHIBIT RECOVERY METHOD:

- Do not allow recovered pieces to come into contact with each other;
- Immediately place each piece of the object in different containers.

RECOMMENDED CONTAINERS:

- Cardboard box;
- Paper bag.

STORAGE AND TRANSPORTATION:

- Protect from humidity;
- Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Ballistics person on duty at 514 873-3301.

Non-urgent questions can also be e-mailed to lsjml-balistique@msp.gouv.qc.ca.

Tools

EXAMPLES:

Electrician pliers, cutting pliers, vice-grips, screwdrivers, stripping pliers, bolt cutters, hammer, axe, chisel, knife, electric drill.

SCOPE OF EXPERTISE:

- Compatibility with a particular brand of tool;
- Matching with a specific toolmark;
- Exclusion of particular tool brand.

MINIMUM SAMPLE QUANTITY:

One tool.

EXHIBIT RECOVERY METHOD:

- Immediately package each complete tool in a separate, clean container;
- Seal each container;
- Take extra precaution to protect functional extremities;
- Never bring a tool of interest into contact with a toolmark.

RECOMMENDED CONTAINERS:

- Cardboard box;
- Plastic bag if tool is dry.

Note: Testing in [Chemistry](#) can be performed on an exhibit to check for material transfer before sending it to the Ballistics Division.

STORAGE AND TRANSPORTATION:

- Protect from humidity;
- Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Ballistics person on duty at 514 873-3301.

Non-urgent questions can also be e-mailed to lsjml-balistique@msp.gouv.qc.ca.



Biology

Trace Evidence on Exhibits (Touch DNA)

EXAMPLES:

Firearms, tools, clothing (including hats and gloves).

SCOPE OF EXPERTISE:

DNA profile(s) of one or more individuals (mixture) using DNA analysis, including the sex of the individual(s).

MINIMUM SAMPLE QUANTITY:

N/A

EXHIBIT RECOVERY METHOD:

Do:

- Bring the exhibit to the LSJML;
- Wear disposable gloves when handling the exhibit;
- Place each exhibit in a separate, labelled container.

Do not:

- Touch the exhibit with bare hands;
- Handle more than one exhibit with the same disposable gloves;
- Speak while standing over or near the exhibit unless wearing a disposable mask.

RECOMMENDED CONTAINERS:

- Firearms: cardboard box. Openings and holes in the box must be sealed to prevent contamination. (**Firearms must be secured with zip ties).
- Tools, knives and other sharp items: cardboard box or rigid container;
- Other miscellaneous items and clothing: cardboard box or paper bag.

STORAGE AND TRANSPORTATION:

- In the case of exhibits stained with liquid blood or other body fluids or exhibits otherwise moist or wet, see the [Exhibits Stained with Liquid Blood or Other Body Fluids](#) section;
- Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Biology/DNA person on duty at 514 873-3301.

Non-urgent questions can also be e-mailed to lsjml-biologie@msp.gouv.qc.ca.

CAUTION:

DNA can be transferred on an object or item of clothing by touch or skin contact. Samples collected from various items handled or garments worn by a person have variable success rates in obtaining a DNA profile. The success rate depends on several factors, including the type of surface as well as the length of time and frequency an exhibit was handled. The success rate for obtaining a DNA profile from cartridge casings, cartridges, ammunition, and projectiles is very low.

Please note that the LSJML specialist reserves the right to deny the processing of certain exhibits deemed unsuitable for analysis (e.g., exhibits that are extensively burnt, mouldy, etc.).

Saliva

EXAMPLES:

Spit or sputum, expectoration, cigarette butts, bottle necks, glass rims, half-eaten food, hoods or balaclavas, masks, chewing gum, envelope flaps, bites, deposits on victims of sexual assault.

SCOPE OF EXPERTISE:

- Determination of whether the stain or deposit consists of saliva, if relevant;
- DNA profile of one or more individuals (mixture) using DNA analysis, including the sex of the individual(s).

MINIMUM SAMPLE QUANTITY:

N/A

EXHIBIT RECOVERY METHOD:

Do:

- Preferably, bring the whole exhibit to the LSJML;
- If the only option is to collect a sample:
 - Wear disposable gloves and change gloves for each exhibit;
 - Collect saliva using disposable instruments (cotton swabs, tweezers);
 - Collect as much saliva as possible;
- In the case of liquid saliva:
 - Collect saliva with a cotton swab;
 - Air dry the cotton swab;
 - Put the cotton swab in a paper envelope or cardboard box;
- In the case of saliva on any exhibit:
 - Air dry the exhibit;
 - Place the exhibit in a clean container;
 - If possible, when you seize an exhibit on which you suspect a deposit of saliva may still be wet, indicate where the saliva may be found on the “Expert Examination Request Form”;
 - Store partly eaten food in a freezer;
- Each exhibit or sample must be placed in an individual, clearly identified and labelled container.

Do not:

- Touch objects likely to carry saliva with bare hands;
- Talk while standing over or near the exhibit unless wearing a disposable mask;
- Circle a stain;
- Seal the exhibit envelope with saliva.

CAUTION:

In some cases, involving human bite marks, dental comparisons can be conducted by an LSJML Odontologist, in addition to saliva analysis. See [Identification by Dentition](#) in the Forensic Medicine section.

You can use the DNA Sampling Kit designed and optimized by the LSJML, to collect the sample.

To order kits:

Latent Forensic Services
www.latentforensics.com
1-289-684-2973

Catalog No. N-9907 (pack of 10)



DNA Sampling Kit and contents

RECOMMENDED CONTAINERS:

- Liquid saliva: cotton swab in a paper envelope or cardboard box;
- Exhibit with a deposit of saliva: paper bag.

STORAGE AND TRANSPORTATION:

- If shipment is delayed and the exhibits or samples are not dry, store them in the refrigerator or freezer if perishable (e.g., food);
- If handling exhibits stained with liquid blood, other body fluids or damp/wet exhibits, see the [Exhibits Stained with Liquid Blood or Other Body Fluids](#) section;
- Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Biology/DNA person on duty at 514 873-3301.

Non-urgent questions can also be e-mailed to lsjml-biologie@msp.gouv.qc.ca.

Blood

EXAMPLES:

Blood in liquid or dried form, visible or not, on a transportable object or not, on a dead or living person, on the clothing of assault victims, on the clothing of suspects, on weapons and crime scenes.

SCOPE OF EXPERTISE:

- Nature of stain, deposit or liquid;
- Detection of blood that has been removed or washed away;
- Human or non-human origin;
- DNA profile using DNA analysis, including sex.

MINIMUM SAMPLE QUANTITY:

N/A

EXHIBIT RECOVERY METHOD:

Do:

- Wear disposable gloves;
- Always collect blood using disposable instruments (cotton swab, blade);
- Collect as much blood as possible within reasonable limits (do not saturate the cotton swab);
- In the case of blood on a transportable object, submit the entire object and protect any particles that may come off;
- Always collect dried blood with a moist cotton swab. Allow to air dry before packaging.

You can use the DNA Sampling Kit designed and optimized by the LSJML, to collect the sample.

To order kits:

Latent Forensic Services
www.latentforensics.com
(1-289-684-2973)

Catalog No. N-9907 (pack of 10)

CAUTION:

If in doubt about the best way to sample blood, consult the person on duty at the Biology/DNA Division;

Blood is a biological substance presenting certain health risks. Take every precaution to protect yourself and others who may come into contact with bloodstained objects. Bloodstained objects must be handled with disposable gloves at all times, including when entered into the court record;

No medical diagnostic tests are performed on blood samples (hepatitis, HIV, etc.);

It is impossible to determine exactly how long a blood stain or deposit has been on an exhibit, especially if the blood is dry.



DNA Sampling Kit and contents

If it is not possible to collect a sample using a cotton swab:

- Scrape the substance over a clean, white sheet of paper;
- Bring the deposits towards the centre of the sheet;
- Fold the sheet several times to isolate the deposits;
- Tape the edge of the sheet;
- Place the folded, clearly identified sheet in a clearly identified and labelled paper envelope.
- Never place deposits directly into an envelope, container, or plastic bag.

Wet blood on a piece of clothing, lingerie, or bedding:

- Allow exhibits to air dry before packaging them;
- Place each exhibit or sample in an individual, well-identified and labelled container.

Do not:

- Speak while standing over or near the exhibit unless wearing a disposable mask;
- Touch stains or deposits with bare hands;
- Dry stains with a hair dryer or in the sun;
- Cut out a stain from a garment. Send the whole garment instead;
- Circle a stain on an exhibit;
- Put samples collected at different locations in a single container;
- Put several items of clothing or exhibits in a single bag;
- Wet a cotton swab with saliva to collect dried blood;
- Test objects and weapons for fingerprints before the LSJML specialist has had a chance to collect biological samples.

RECOMMENDED CONTAINERS:

- Cotton swab: paper envelope or cardboard box;
- Dried blood: clean white sheet of paper, folded to isolate blood deposits, sealed with adhesive tape and placed in a paper envelope;
- Bloodstained firearm: cardboard box;
- Tools and other sharp items stained with blood: cardboard box;
- Other miscellaneous items and bloodstained clothing: clean paper bag or cardboard box, adequately protecting the section bearing the deposits.

STORAGE AND TRANSPORTATION:

- If shipment is delayed, store dried exhibits at room temperature; keep liquid samples refrigerated;
- Avoid major temperature variations, such as intense heat and direct sunlight; beware of frost, which could break liquid containers;
- Properly secure sharp exhibits to prevent injury. Examples:
 - Wrap broken glass in a thick layer of paper and place in a cardboard box;
 - Put knives in a box, securing them with zip ties, or protect knife blades with an improvised cardboard sheath.
 - Items sent by mail or courier: make sure they are well packaged and secured in a box to avoid friction that could remove deposits.
- For exhibits stained with liquid blood, other body fluids or damp/wet exhibits, see the [Exhibits Stained with Liquid Blood or Other Body Fluids](#) section;
- Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Biology/DNA person on duty at 514 873-3301.

Non-urgent questions can also be e-mailed to lsjml-biologie@msp.gouv.qc.ca.

Semen

EXAMPLES:

Semen found in cases of sexual assault (forensic examination kit), homicide following sexual acts, clothing and underwear worn during the assault or immediately afterwards, condoms, tissue or bedding items.

SCOPE OF EXPERTISE:

- Identification of the nature of stains or deposits using biochemical tests and detection of spermatozoa;
- DNA profile of secretions using DNA analysis.

MINIMUM SAMPLE QUANTITY:

N/A

EXHIBIT RECOVERY METHOD:

Do:

- Make sure that the victim of sexual assault has access to forensic examination in a designated center, as soon as possible after the assault;
- If a forensic examination kit is collected, make sure that it is retrieved by a police officer who will bring it to the LSJML;
- Make sure that all clothing likely to bear any evidence is kept for analysis:
 - Pay particular attention to men's and women's underwear, in which semen, vaginal secretions or a mixture of both can often be found;
 - If the victim has had consensual sex in the five days preceding the event, provide a comparison sample from the partner using the oral or blood sampling kits provided by the LSJML (see [Reference Samples](#) section).
- Liquid semen:
 - Wear disposable gloves;
 - Place in a clean glass or plastic container;

CAUTION:

Victims of sexual assault have access to services at [designated centres](#) in every region of Quebec. Services to victims of sexual assault are provided by specialized workers using specific tools ([forensic examination kit](#), [medico-social kit](#), intervention protocols including medical and psychological follow-up).

Time can be a material factor in cases of sexual assault. It is important to act immediately to ensure that the forensic examination is carried out as quickly as possible because bodily samples need to be collected and because semen can be quickly eliminated by the body under certain conditions. The time factor is just as important when it comes to collecting bodily samples from a suspect (hands, penis, etc.) to test for the victim's DNA.

Interpretation of the results can be difficult due to the very specific circumstances surrounding each assault. The absence of semen does not mean that an assault has not taken place, but it may mean, among other things:

- Too much time may have elapsed between the assault and the collection of samples;
- Penetration may have occurred without ejaculation;
- A condom may have been used.

The [Sexual Violence Helpline](#) is available to victims, their loved ones and professionals. A list of designated centers and resources is available at 1-888-933-9007.

- Identify the sample;
- Keep refrigerated and forward promptly to LSJML.
- Or
 - Remove with a cotton swab and leave to air dry;
 - Place in a labelled paper envelope;
 - Store at room temperature;
 - Send to LSJML.
- Dry semen:
 - Always collect dried semen with a moist cotton swab;
 - Semen stains on clothing, lingerie or bedding: send the entire item in a paper bag without cutting any part of it.
- Damp or wet exhibits and items of clothing: air dry before transporting;
- If wet exhibits are to be brought in, be sure to inform the LSJML Exhibit Reception or the Biology/DNA person on duty;
- Used condom:
 - Place in a clean container (jar or paper envelope), keep refrigerated and forward to LSJML as soon as possible.
- Place each exhibit or sample in an individual, well-identified and labelled container.

Do not:

- Touch the exhibits, stains or any whitish deposits you seek to have analyzed with your bare hands;
- Send several articles of clothing, lingerie or bedding items in the same bag;
- Speak while standing over or near the exhibit unless wearing a disposable mask.

RECOMMENDED CONTAINERS:

Paper or cardboard containers are generally preferred because they are "breathable" and allow the purging of any remaining moisture that may still be present in the sample or exhibit.

Plastic containers and bags, on the other hand, retain moisture, which encourages bacterial activity and sample degradation.

- Cotton swab: paper envelope or cardboard box;
- Dry sample: paper or cardboard container;
- Wet sample: dry thoroughly and use a paper container;
- Liquid sample: plastic container, always keep sample refrigerated;
- Send to LSJML as soon as possible, and be sure to inform the exhibit reception desk staff (SPAC) if the exhibit is wet;
- Clothes: bring any suspected article of clothing or object for semen testing. Avoid unnecessarily submitting articles of clothing that have no direct connection with the assault (shoes, stockings).

STORAGE AND TRANSPORTATION:

- Send the Forensic Examination Kit, samples collected from the suspect(s) and any items likely to contain semen (condoms, bedding or clothing with stains) as quickly as possible to the LSJML;
- Keep the Forensic Examination Kit and its contents refrigerated, but do not freeze;
- If the sexual assault kit has been stored at room temperature for an extended period, inform LSJML when submitting the kit for Biology/DNA analysis.
- In cases where a Forensic Examination Kit has been collected, certain samples/exhibits will be processed first while other samples/exhibits will be tested at a later stage, if necessary;

- For exhibits stained with liquid blood, other body fluids or are damp/wet, see the [Exhibits Stained with Liquid Blood or Other Body Fluids](#) section;
- Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Biology/DNA person on duty at 514 873-3301.

Non-urgent questions can also be e-mailed to lsjml-biologie@msp.gouv.qc.ca.

Pilus Integuments (hair, body hair, etc.)

EXAMPLES:

Pilus integuments in a balaclava, on clothing, on bedding.

SCOPE OF EXPERTISE:

- Human or animal origin of a pilus integument;
- Way by which a hair was lost (plucked, cut/broken);
- DNA profile using DNA analysis, if roots can be analyzed.

CAUTION :

For detailed examination of animal hair contact the *ministère de l'Environnement, de la Lutte contre les changements climatiques, de la Faune et des Parcs* (see [Other](#) section).

MINIMUM SAMPLE QUANTITY:

N/A

EXHIBIT RECOVERY METHOD:

Do:

- Wear disposable gloves;
- Submit any exhibit that may contain hair, packaged in a way to avoid losing evidence. However, it should be noted that deposits of biological substances as well as transfer or touch DNA have a better success rate than pilus integuments for obtaining a DNA profile, unless they have analyzable roots;
- Each exhibit or sample must be placed in an individual, clearly identified and labelled container.

Do not:

- Touch hair with bare hands;
- Cut hair;
- Talk while standing over or near the pilus integument unless wearing a disposable mask;
- Use a vacuum cleaner to recover the sample;
- Use common tape or fingerprint tape to collect the sample.

RECOMMENDED CONTAINERS:

- Exhibit containing the pilus integuments: paper bag;
- Just hair or body hair: clean white sheet of paper, folded to isolate the pilus integuments, placed in a paper or polythene envelope.

STORAGE AND TRANSPORTATION:

Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Biology/DNA person on duty at 514 873-3301.

Non-urgent questions can also be e-mailed to lsjml-biologie@msp.gouv.qc.ca.

Other

EXAMPLES:

Urine, fecal matter, flesh, muscle, tissue, vaginal secretions, sweat, vomit, teeth, bones, pregnancy termination products, animal biological products.

SCOPE OF EXPERTISE:

- Urine, faeces, vomit: determination of the nature of the deposit. Such deposits sometimes contain traces of epithelial cells, from which it may be possible to produce a DNA profile;
- Flesh, muscle, tissue, vaginal secretions, sweat, teeth, bone: produce a DNA profile;
- Pregnancy termination products: such products can be recovered from hospitals to establish paternity/filiation in sexual assault cases;
- Special case for animal substances: when there is a strong presumption that the deposit is of animal origin, it is best to contact the Biologal Expertise Laboratory of the *ministère de l'Environnement, de la lutte contre les changements climatiques, de la Faune et des Parcs*.

CAUTION:

Before submitting bones or teeth for Biology/DNA analysis, please contact the Coroner's Office at 1-888-CORONER.

NOTE:

Given the varied nature of these products, contact the Biology/DNA person on duty for additional information.

For animal biological products, contact the Biologal Expertise Laboratory of the *ministère de l'Environnement, de la lutte contre les changements climatiques, de la Faune et des Parcs*.

MINIMUM SAMPLE QUANTITY:

N/A

EXHIBIT RECOVERY METHOD:

Do:

- Wear disposable gloves;
- Bring in exhibits that may contain deposits of biological substances. Store exhibits in the freezer if deposits are perishable and cannot be dried properly;
- If it is necessary to collect a sample of biological substances (urine, faeces, vomit, flesh, muscle, tissue):
 - Use a clean, airtight plastic container;
 - Store in the freezer;
 - Promptly forward the exhibit to the LSJML.
- Each exhibit or sample must be placed in an individual, clearly identified and labelled container.

Do not:

- Touch exhibits and substances with bare hands;
- Send several exhibit or samples in a single container;
- Talk while standing over or near exhibits and substances unless wearing a disposable mask.

RECOMMENDED CONTAINERS:

- Dry biological substances: paper bag, cardboard box or cotton swab. See [Saliva](#), [Blood](#) or [Semen](#) sections;
- Liquid or perishable biological substances: clean plastic container kept in the freezer;
- Biological animal products: contact the Biolegal Expertise Laboratory of the Wildlife Ministry;
- Teeth and bones: contact the Coroner's Office. See [Identification by Dentition](#) (forensic odontology) and the [Bones](#) section of the Forensic Medicine Section.

STORAGE AND TRANSPORTATION:

Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Biology/DNA person on duty at 514 873-3301.

Non-urgent questions can also be e-mailed to lsjml-biologie@msp.gouv.qc.ca.

Reference Samples

Mouth swab and blood sample kits are used to obtain a reference sample of DNA from a person (victim, suspect, witness), either voluntarily or pursuant to a DNA warrant.

Mouth swab from a living person (for reference sample):

- Detailed instructions are available in each Mouth swab kit;
- Wear disposable gloves;
- Rub the inside of each cheek with a swab for 15 seconds;
- The sample must be dried before being put back in the box and sent to the LSJML;
- The materials included in the kit must not be reused.

Blood sample from a living person (for reference sample):

- Detailed instructions are available in each blood collection kit;
- Wear disposable gloves;
- Draw blood from the fingertip using the blood sampling kit distributed by the LSJML;
- The sample must be dried before being placed in the envelope to be sent to the LSJML;
- The materials included in the kit must not be reused;
- The LSJML blood collection kit is different from the RCMP kit. The RCMP kit must be used pursuant to a court order for the collection of a bodily substance from an individual, so that an individual's DNA profile can be entered into the Convicted Offender Index of the [National DNA Data Bank](#).

To obtain mouth swabs or blood sample kits, please contact the Biology/DNA Direction at 514 873-3301 or by e-mail at lsjml-biologie@msp.gouv.qc.ca.

Guidelines for DNA Analysis in Missing Persons Cases

First Choice: personal belongings of the missing person

If personal items of the missing person are available, you must send the items to the LSJML as a priority. Ideally, you should provide more than one personal item per missing person.

The missing person's personal items include: toothbrush, razor, earphones, earplugs, asthma pump, diabetic kit, glasses, used sanitary product, hairbrush, comb, clothing worn exclusively and unwashed by the person (e.g., underwear), etc. **These items must have been used exclusively by the missing person to have optimal DNA identification potential.**

If personal items are not available, check whether hospital samples can be obtained (biopsy, surgery, etc.).

Second Choice: Reference sample from family members

Whenever possible, it is always preferable to obtain reference samples (buccal swabs or blood samples) from close relatives of the missing person.

- Ideally, both biological parents;
- If only one biological parent is available, acquire additional reference samples from other family members, ideally siblings;
- If one or more children of the missing person are provided as a reference, it is important to obtain a reference from the child's other biological parent;
- If none of these people are available, it is advisable to obtain references from as many brothers and sisters as possible.

At least two reference samples are required.

STORAGE AND TRANSPORTATION:

Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Biology/DNA person on duty at 514 873-3301.

Non-urgent questions can also be e-mailed to lsjml-biologie@msp.gouv.qc.ca.

CAUTION:

Please wait at least 60 days after the disappearance before submitting reference exhibits or samples.

These guidelines are designed to enable identification through the National DNA Data Bank using the CODIS software and its Pedigree module.

If you have any questions, please contact the team by e-mail (lsjml-identification-adn@msp.gouv.qc.ca) prior to submitting your samples.

Identification of a Body or Human Remains by DNA Analysis

Appropriate samples will be collected by autopsy room staff and forwarded to Biology/DNA.

For identification purposes, samples collected from the body or human remains will be used to produce the individual's DNA profile.

To confirm identification, the DNA profile obtained from autopsy samples can be compared with the DNA profiles obtained from:

- Presumed individual's personal belongings;
- A reference sample from a family member.

CAUTION:

The bodies of deceased individuals and human remains are under the authority of the Coroner's Office. Human remains must be processed by the Forensic Medicine Directorate before being processed in Biology/DNA. See the [Human Body](#) and [Bones](#) of the Forensic Medicine section.

Please refer to the [Guidelines for DNA Analysis in Missing Persons Cases](#) section.

Exhibits Stained with Liquid Blood or Other Bodily Fluids

When clothing or other exhibits stained with blood or wet bodily fluids are seized at a crime scene, transporting them to a suitable drying area may require temporary plastic packaging.

For heavily bloodied exhibits:

- Put these exhibits in plastic containers for as short a time as possible to avoid rotting or mold growth;
- Use double plastic packaging;
- Put the bags in boxes;
- Surround the bags with sufficient absorbent paper in case of accidental leakage;
- Air dry as soon as possible. See section below (for damp or soaked exhibits) for instructions;
- If it is not possible to dry the exhibits, store them in the freezer and send them to the LSJML as soon as possible;
- If very bloody and wet exhibits are sent directly to the LSJML, notify the exhibit reception staff (SPAC) so that they can be dried as soon as possible;
- Bloody exhibits that are submitted by mail must be dried before being sent to the LSJML.

For damp or soaked exhibits:

- Store these exhibits in a plastic container for as short a time as possible to avoid rotting or mold growth;
- Air dry as soon as possible;
- Lay the exhibits flat (not on top of each other), on separate plastic bags (e.g., unused garbage bag), and place on a clean surface;
- Turn the exhibits over periodically to make sure that they dry thoroughly;
- Store exhibits in paper bags once dried;
- Finally, place the bags in a cardboard box for delivery;
- Never ship (Purolator/Canada Post/Dicom) wet exhibits in sealed plastic packaging;

- If wet exhibits are sent directly to the LSJML, notify the exhibit reception staff so that they can be dried as soon as possible;
- Damp or soaked exhibits that are submitted by mail must be dry before being sent to the LSJML.



Chemistry

Concrete, Mortar, Plaster and Other Solid or Liquid Materials

EXAMPLES:

Safe mortar, masonry mortar, cement concrete, asphalt concrete, drywall plaster.

SCOPE OF EXPERTISE:

- Comparative analysis of two samples of mortar, concrete or plaster to determine whether a common origin is possible;
- Link between a tool and an object or area made of concrete, mortar, or plaster.

CAUTION:

As concrete, mortar and plaster are very heterogeneous materials, trace evidence of these materials must be present to carry out all the required analyses and make a meaningful interpretation.

MINIMUM SAMPLE QUANTITY:

- Traces: all visible traces;
- Reference mortar or plaster: a 5 x 5 cm piece;
- Solids: 5 g;
- Liquids: 10 mL.

EXHIBIT RECOVERY METHOD:

- Package each tool in a separate, clean container to protect mortar or plaster traces;
- If traces of mortar or plaster are found on clothing, do not attempt to remove them. Instead, bring in the clothing in a separate, clean container;
- Sample reference mortar or plaster with a suitable instrument.

RECOMMENDED CONTAINERS:

- Plastic bag;
- Rigid container.

STORAGE AND TRANSPORTATION:

Avoid contamination between objects and reference samples on which trace evidence may be found.

When the purpose of the sample is to identify the chemical product itself:

- Take and send a small sample for analysis, approximately 5 g for solids or 10 mL for liquids;
- First, place the chemical in a glass container with a screw-on lid;
- Place in a larger cardboard box with a rigid flap and fill with absorbent material to prevent any leaks and to protect the glass container from shock;
- For larger shipments, it is preferable to discuss the matter in advance with an LSJML staff member;
- Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Chemistry person on duty at 514 873-3301.

Lachrymators

EXAMPLES:

Events involving the use of pressure protection devices containing chemical irritants (CN, CS) or natural irritants (OC): bear spray, dog spray, etc.

CAUTION:

Do not put labels directly on pressurized cylinders or ammunition.

SCOPE OF EXPERTISE:

- Testing for chemical irritants on clothing items;
- Identification of chemical irritants;
- Determine if a device is working properly;
- Determine whether a device meets the definition of a prohibited weapon as per the Canadian Criminal Code.

MINIMUM SAMPLE QUANTITY:

N/A

EXHIBIT RECOVERY METHOD

- Do not use or attempt to operate pressurized cylinders or ammunition;
- Package each canister containing a pressurized irritant separately;
- Package ammunition containing chemical irritants separately;
- Package contaminated items (clothing, bags, etc.) separately in clean containers.

RECOMMENDED CONTAINERS:

- Pressurized canisters in good condition: polyethylene bags;
- Ammunition in good condition: polyethylene bags;
- Contaminated items, damaged bottles, and damaged ammunition: sealed nylon bags or metal cans.

STORAGE AND TRANSPORTATION:

- Keep contaminated exhibits refrigerated;
- Forward exhibits to the LSJML quickly;
- If you are sending pressurized aerosol containers, contact an LSJML staff member beforehand, especially if you suspect a leak;
- Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Chemistry person on duty at 514 873-3301.

Non-urgent questions can also be e-mailed to lsjml-chimie@msp.gouv.qc.ca.

Broken Objects

EXAMPLES:

- Paints, glass objects, metal objects, clothing;
- Knife blade with broken handle;
- Pieces of broken car headlight plastic;
- Wood: shovel handle and shovel.

CAUTION:

Fragments that do not seem to match together may still have features that can establish a link between them. If in doubt submit the items for expert examination.

SCOPE OF EXPERTISE:

- Match between two pieces of an object;
- Reassembling or reconstructing two or more pieces of an object.

MINIMUM SAMPLE QUANTITY:

N/A

EXHIBIT RECOVERY METHOD:

- Package each piece of the object well to prevent further breakage, and place in separate containers;
- Pay special attention to protect characteristic breaks;
- Do not attempt to assemble the pieces of a broken object.

RECOMMENDED CONTAINERS:

Kraft paper to protect fragments, placed in a sturdy container.

STORAGE AND TRANSPORTATION:

Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Chemistry person on duty at 514 873-3301.

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Metal Objects and Components

EXAMPLES:

Pliers and door handles, electrical conductors, pipes, knife or saw blades, gold jewelry, etc.

Metal: matching of a piece of wire to a wire roll.

SCOPE OF EXPERTISE:

- Identification of a metal by its composition;
- Link between two objects based on the similarity of the metal traces found on them;
- Link between two pieces of an object based on the similarity of their metallic composition.

MINIMUM SAMPLE QUANTITY:

N/A

EXHIBIT RECOVERY METHOD:

- Photograph metal exhibits as they are found, before removing them;
- Do not attempt to remove metal residues from clothing. Instead, send the entire garment in a clean container;
- Package each piece or fragment separately in clean containers;
- Take a reference sample.

RECOMMENDED CONTAINERS:

Plastic bag, placed in a rigid container.

STORAGE AND TRANSPORTATION:

Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Chemistry person on duty at 514 873-3301.

Non-urgent questions can also be e-mailed to lsjml-chimie@misp.gouv.qc.ca.

Paints and Other Coatings

EXAMPLES:

Automotive, architectural, industrial, tool, safe paints or other substrates, varnishes and other coatings.

SCOPE OF EXPERTISE:

- Identification of the colour, make or year of the vehicle involved in a hit-and-run, by examining paint chips or smears left at the scene, on the victim's clothing or other objects;
- Identify the type of paint and its potential use;
- Assessment of the possibility of a common origin between trace evidence of paint and a reference sample.

MINIMUM SAMPLE QUANTITY:

- In the case of a paint chip or smear, there is no minimum quantity required, as traces may exist but are not visible to the naked eye. If in doubt we recommend collecting a sample at the point of impact and submitting it, or sending the entire exhibit on which the traces could be found to the LSJML.
- For comparative analysis, we suggest collecting reference samples the size of a quarter, containing all layers covering the exhibit (as close as possible to the presumed point of impact).

CAUTION:

Identify samples clearly and provide as much information as possible about their precise origin.

Where there are several possible points of impact or origin, be sure to take all the relevant samples. It is important to not assume that the paint layer system (both the number of layers and the nature of the layers) is the same on all vehicle components or all building walls. In cases where the impact zones on a vehicle are not very well defined, take paint samples from the body (fender, hood, etc.) and bumper.

EXHIBIT RECOVERY METHOD:

- Remove paint chips or smears from the substrate and reference paint samples using a clean blade or scalpel, removing all layers down to the base;
- Do not use the same blade or scalpel to remove paint from two different sources, but if you must, ensure that the blade is thoroughly cleaned after each operation (the use of a disposable scalpel, which can be sent with the sample to the LSJML, is preferable);
- Collect the reference sample as close as possible to the presumed point of impact, while avoiding to alter any characteristic marks that may be present and potentially of interest to expert examination;
- Never place a sample directly into a plastic bag or envelope:
 - Place each paint chip or smear on a clean sheet of paper. Fold the paper to enclose the sample;
 - Place each sheet of paper in a separate, clean container;
- Do not use tape to collect samples or to secure paint chips;
- Do not attempt to remove paint from clothing. Send in the whole garment to the chemistry expert;
- When removing a paint chip or a smear proves complex, send the object bearing the trace or the part of it on which the trace is located (e.g., bicycle, side mirror, bumper, etc.).

RECOMMENDED CONTAINERS:

Sealed plastic bag (containing the sheet of paper).

STORAGE AND TRANSPORTATION:

- When you suspect the presence of a paint chip or smear on a solid object, protect the area where the trace is suspected to be before sending it to the LSJML;
- Do not place paint chips directly into postal envelopes, as there is a risk of leakage through the corners of the envelopes or cross-contamination between different exhibits;
- Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Chemistry person on duty at 514 873-3301.

Non-urgent questions can also be e-mailed to lsjml-chimie@msp.gouv.qc.ca.

Plastics and Rubber

EXAMPLES:

- Miscellaneous packaging: plastic bags, garbage bags, film, fasteners;
- Broken objects in car accidents: mouldings, bumpers, hubcaps, headlights.

SCOPE OF EXPERTISE:

- Identification of the type of plastic or rubber;
- Reconstruction of a plastic or rubber object from fragments found in different places;
- Link between two samples of plastic or rubber (same characteristics).

MINIMUM SAMPLE QUANTITY:

N/A

EXHIBIT RECOVERY METHOD:

- Place each type of plastic and rubber in a separate container;
- Take as many reference samples as there are possible types of plastic and rubber.

RECOMMENDED CONTAINERS:

- Rigid container;
- Plastic bag.

STORAGE AND TRANSPORTATION:

- Prevent further breakage of plastic fragments during transport;
- Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Chemistry person on duty at 514 873-3301.

Non-urgent questions can also be e-mailed to lsjml-chimie@msp.gouv.qc.ca.

Tape

EXAMPLES:

Transparent tape, electrician's tape, masking tape, conduit tape, decals, various fasteners.

SCOPE OF EXPERTISE:

- Type of tape;
- Reconstruction of strips of tape from fragments found in different places;
- Reconstruction by juxtaposition of torn or cut edges with a reference roll;
- Link between two samples of tape (same characteristics);
- Similar modus operandi.

CAUTION:

The use of chemicals in fingerprint analysis can lead to deterioration of certain types of tape. Contact a Chemistry expert for more information.

MINIMUM SAMPLE QUANTITY:

N/A

EXHIBIT RECOVERY METHOD:

- If the tape is stuck to an object, do not attempt to remove it;
- Place each type of tape (or each object to which tape fragments are stuck) in a separate container;
- Take as many reference samples (full roll, if necessary) as there are types of tape;
- Avoid tape fragments from sticking to each other or to the container by using a transparent plastic document protector, for example.

RECOMMENDED CONTAINERS:

Plastic bag.

STORAGE AND TRANSPORTATION:

Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Chemistry person on duty at 514 873-3301.

Non-urgent questions can also be e-mailed to lsjml-chimie@misp.gouv.qc.ca.

Fibers

EXAMPLES:

Fibers in yarn, fabric, cord, rope, cable.

SCOPE OF EXPERTISE:

- Natural or synthetic fibers;
- Fiber type;
- Fiber colour;
- Link between several samples (common source);
- Link between a sample and a particular textile.

MINIMUM SAMPLE QUANTITY:

N/A

EXHIBIT RECOVERY METHOD:

Collect fibers only if it is not possible to send the entire sample.

For example:

- Fibers on the roof of a vehicle: collect the fibers;
- Fibers on a knife: send the knife to the LSJML.

Do:

- Wear disposable gloves;
- Remove fibers with small, clean pliers. Check that the pliers are clean before collecting a new sample;
- Place each sample on a sheet of paper. Fold the paper to enclose the sample;
- Place each sheet of paper in a separate, clean container;
- Seal container;
- Another sampling technique for small quantities of fiber is to use a piece of transparent tape (see Chemistry Department [technical data sheet no.8](#) for sampling details and suitable equipment). Once the fiber is attached, stick the piece of tape

CAUTION:

In most cases, only very small quantities of fibers can be recovered. Consequently, the complete exhibit must be sent to the LSJML for examination, with the area of interest protected.

Foreign debris stuck to exhibits may have corroborative value. In this case, the entire exhibit must be forwarded to the LSJML under the best possible conditions.

In cases of sexual assault, transmit the clothing worn by the victim and/or suspect at the time of the alleged assault (see [Textiles](#) section).

onto a protective transparent plastic pouch or acetate. This is a recovery technique, not a sampling technique.

RECOMMENDED CONTAINERS:

- Sealed plastic bag (with a sheet of paper folded around the sample, as described above);
- Plastic bottle (with a sheet of paper folded around the sample, as described above).

STORAGE AND TRANSPORTATION:

- Close and secure the container to ensure it will not open during transport;
- Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Chemistry person on duty at 514 873-3301.

Non-urgent questions can also be e-mailed to lsjml-chimie@msp.gouv.qc.ca.

Textiles

EXAMPLES:

Thread, fabric (garment, sheet, towel, etc.), cord, rope, cable.

SCOPE OF EXPERTISE:

- Determining the point of impact or contact between an object and a garment;
- Type of damage (cut, tear, seam breakage);
- Textile identification;
- Comparison of textiles, ropes, etc;
- Button comparison;
- Matching pieces;
- Establishing contact between two pieces of textiles.

CAUTION:

To establish that two persons were in contact, send the clothing worn by both the victim and the suspect at the time of the alleged assault, in separate, sealed bags.

Inform the chemistry specialist of the location of the victim's main injuries and any other information relevant for the expert's examination.

MINIMUM SAMPLE QUANTITY:

N/A

EXHIBIT RECOVERY METHOD:

- Handle as little as possible or with care;
- Avoid shaking the textile;
- On site, place each textile in a separate, clean container;
- Seal container.

RECOMMENDED CONTAINERS:

- Two paper bags (bag within a bag), tightly closed and sealed;
- Cardboard box;

- Plastic bag (only if textile is completely dry);
- In the case of contact between textile items, make sure to close and seal the containers as soon as the items are seized to avoid any secondary contamination.

STORAGE AND TRANSPORTATION:

- Close and secure the container to ensure it will not open during transport;
- Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Chemistry person on duty at 514 873-3301.

Non-urgent questions can also be e-mailed to lsjml-chimie@msp.gouv.qc.ca.

Glass

EXAMPLES:

Glass, windshield, bottle, mirror, eyewear lenses, etc.

SCOPE OF EXPERTISE:

- Glass type identification;
- Link between two glass samples;
- Determining the direction of the force applied to break a window;
- Reconstruction of a glass object from fragments found in different places.

CAUTION:

Collect as many reference samples as there are types of broken glass at the scene.

MINIMUM SAMPLE QUANTITY:

No minimum quantity (e.g., on the clothing of an individual who has allegedly broken a glass pane where very small particles may be found between textile fibers, in the pockets or in seams. Laboratory examination often reveals tiny shards of glass).

EXHIBIT RECOVERY METHOD

- Package each type of glass in a separate container;
- In the case of glass fragments found on shoes or clothing, do not collect the glass fragments, but rather send in the article of clothing or shoes;
- Package shoes or clothing separately in clean containers;
- Collect as many reference samples of glass as there are possible types of glass at the scene:
 - If there are three broken window panes, a sample of each pane (several fragments) is required;
 - If the window is double-glazed, the inner and outer panes must be sampled;
 - If the sample comes from a windshield, specify the outside and inside of the windshield when collecting the sample;
- When determining the direction of the force that caused a window to break, the window must be reconstructed:
 - The broken window should be sent in its frame, with the inside and outside of the glass panel specified;
 - Any loose fragments should be collected and the location (inside or outside the building) clearly indicated. Care should be taken to prevent further breakage during transport or when the glass is removed from the window.

RECOMMENDED CONTAINERS:

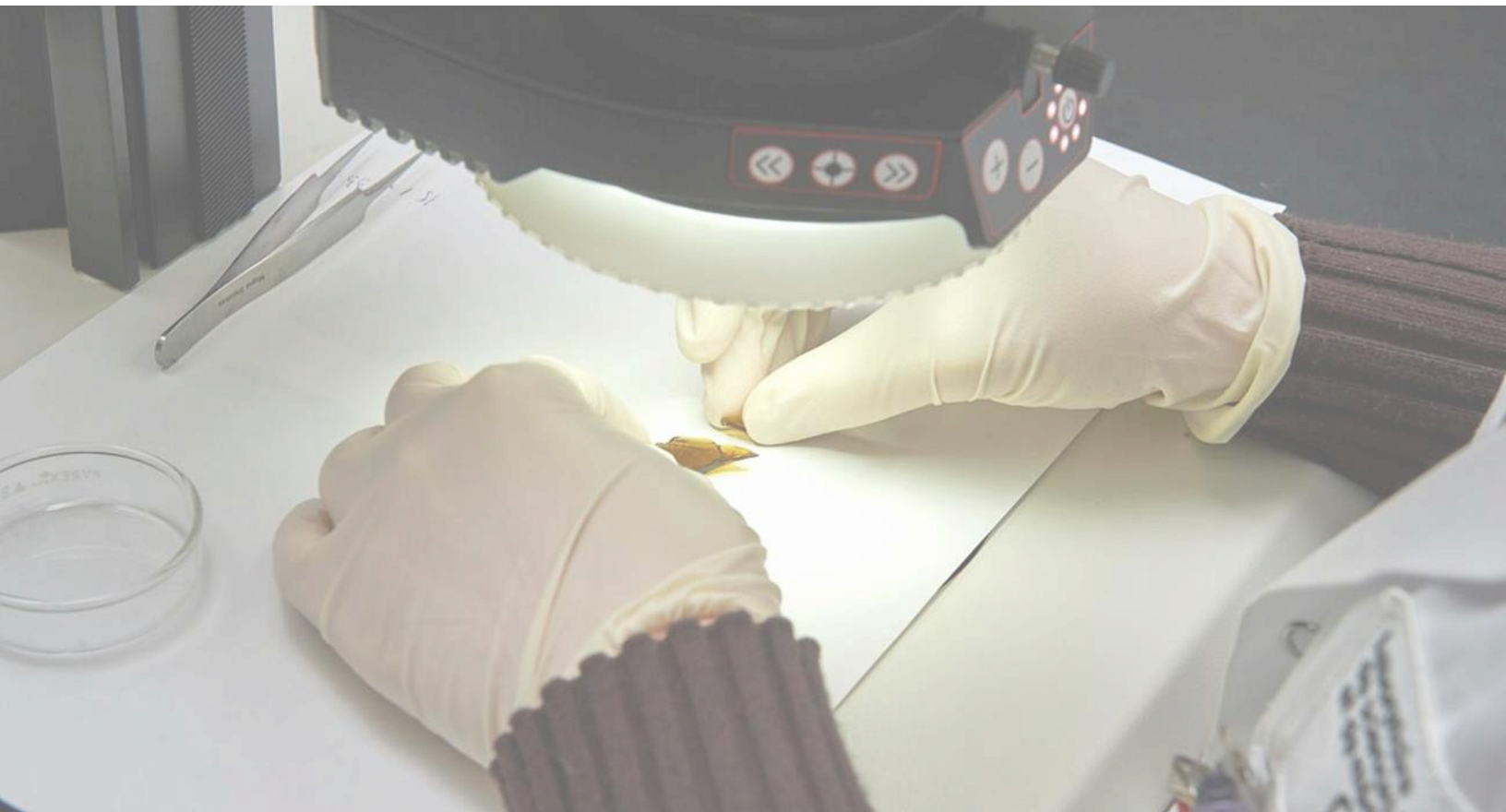
Rigid container suitable for glass fragments' size.

STORAGE AND TRANSPORTATION:

- Care should be taken to prevent further breakage of glass fragments during transportation, especially when reconstruction of the glass object is required;
- Label the packaging (e.g., fragile, glass, etc.) to prevent further breakage;
- Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Chemistry person on duty at 514 873-3301.

Non-urgent questions can also be e-mailed to lsjml-chimie@msp.gouv.qc.ca.



Documents

Comparative Analysis of Handwritten Documents and/or Signatures

EXAMPLES:

Anonymous writings, threatening letters, cheques, wills, invoices, contracts, accounting, leases, narcotics books, etc.

SCOPE OF EXPERTISE:

- Identification or exclusion of the writer of a handwritten document, signature, initials, or numbers;
- Authenticity or non-authenticity (tracing, simulation, disguise) of a writing or signature;
- Grouping of handwritings or signatures.

MINIMUM SAMPLE QUANTITY:

As many as possible, i.e., enough to establish the scale of variation of a person's handwriting or signatures. For signature analysis, a minimum of ten (10) signatures on different documents is needed. Depending on complexity, additional signatures may be required. In case of doubt, contact the expert on duty, in the Documents Department.

EXHIBIT RECOVERY METHOD:

Do:

- If the documents require fingerprint analysis:
 - Handle documents with disposable gloves;
 - Clearly write "fingerprints" on the request for analysis form and on the relevant envelopes or bags before inserting the documents, to avoid adding latent writings to the exhibits;
 - Forward these documents to the LSJML's Documents Department prior to fingerprint search, as this would reduce the number of possible examinations;
 - For SQ fingerprint analyses, submit the request form in GDE along with form SQ-o-309 (request for fingerprint search);
 - In the absence of form SQ-o-309, or if the police force is other than the SQ, documents requiring fingerprinting will be returned to the applicant.
- Submit original documents (questioned documents and exemplars). Photocopies are accepted if the original no longer exists and if they are of good quality. However, this may lead to reservations in the conclusions.

CAUTION:

The results of a comparative analysis of handwriting and signatures are especially dependant on:

- The type of questioned document submitted (disguised vs. spontaneous writings);
- Quality (originals vs. reproductions);
- The quality and quantity of the exemplars submitted (originals, contemporary, sufficient amount of writings, same type of writing – cursive, script, capital block lettering).
- For signatures, they must be at the same name.

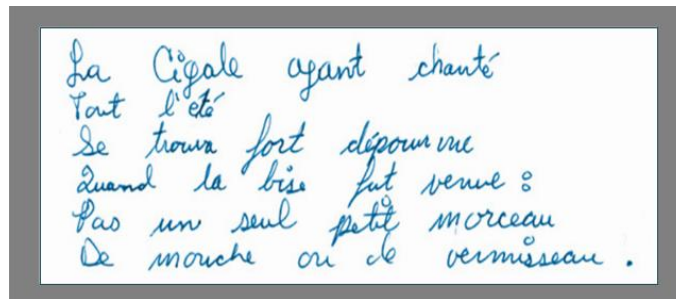
If an exemplar is not available, and if there is more than one questioned document, an analysis known as "grouping" can be carried out. In such a case, the goal is to determine whether the writings originate from a single writer (e.g., threatening letters, anonymous letters, narcotics accounting papers) or from several distinct writers, and to group them together.



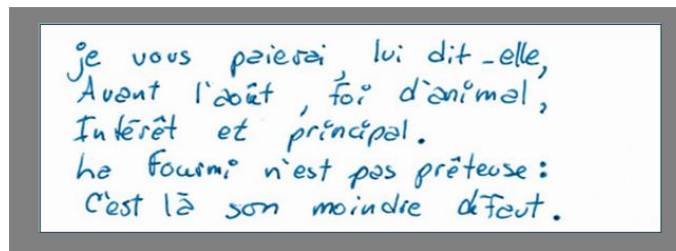
Example of unacceptable quality

- Depending on the style of handwriting on the questioned document(s), submit exemplars in a comparable style. E.g.: cursive handwriting compared with cursive handwriting, block handwriting compared with block handwriting, script handwriting compared with script handwriting, signature (same name and style) compared with signature (same name and style), initials compared with initials, numbers compared with numbers.

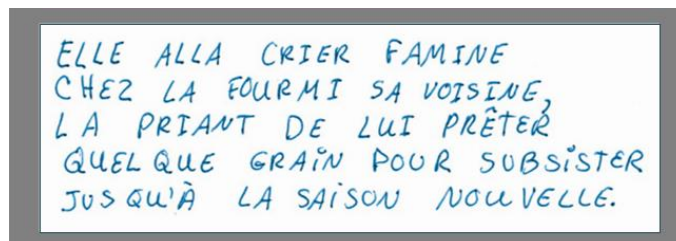
Examples of writing types:



Cursive handwriting

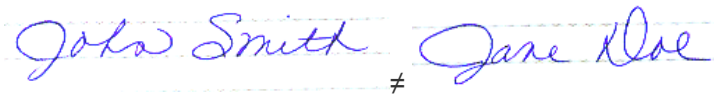


Script handwriting



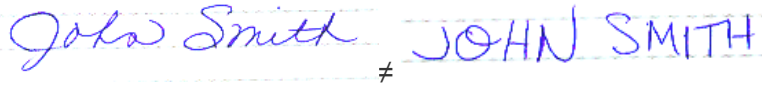
Block lettering / capital letters

Comparison examples:



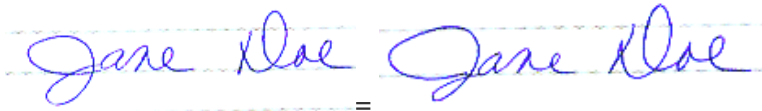
John Smith ≠ Jane Doe

Not namesake. Useful, but not enough



John Smith ≠ JOHN SMITH

Cursive vs. block: no comparison



Jane Doe = Jane Doe

Comparable

- Wherever possible, submit the following exemplars:
 - Spontaneous exemplars: written in the normal course of an individual's social or professional activities (e.g., correspondence, diaries, course notes, cheques, reports, greeting cards, delivery route/itinerary, forms/documents from other government departments, etc.). They must also, but not exclusively, be written around the same time frame of the questioned document. When requesting an analysis of writings/signatures made by elderly people, it is required to have exemplars over an extended period of time;
 - Request exemplars: created at the request of the investigator. They should reproduce as closely as possible the writing conditions of the questioned documents: style (cursive, block, script), format (cheque, credit card invoice, signature square), type of paper (lined or unlined sheets), and writing tool. Contact the documents expert on duty for direction.
- Submit exemplars of complainant(s), for exclusion purposes, and potential suspect(s);
- Ensure that exemplars originate from the right person, especially when writings are seized in a residence where more than one person lives.

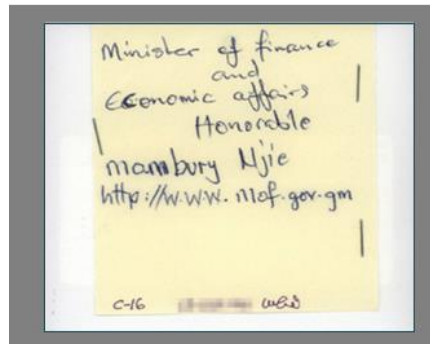
When "request" exemplars are the only documents available:

- For writing:
 - Carry out several repetitions of a text with words, numbers or groups of letters comparable to those in the questioned documents (one paragraph per sheet).
- For signatures:
 - Have more than 10 to 15 exemplars (one signature per sheet), ideally from various dates.
- Be sure to be in the presence of the suspect or complainant when requesting exemplars. Exemplars received by mail cannot be used to ascertain their origin.

Do not:

- Show the suspect the questioned document;
- Show the suspect an example or model when you dictate a text or ask him to produce signatures;

- Omit exemplars that may be the only ones available, even though they may not perfectly meet the above-mentioned requirements;
- Fold, staple, alter, write (highlighter or arrows) or stamp questioned writings or signatures;



Example of staples on the evidence

- Do not put a label directly onto a document. Instead, put the label on the envelope or bag containing the document.



Example of label put directly on exhibit

RECOMMENDED CONTAINER:

- Use a separate paper envelope or plastic protector for the complainant and suspect documents and for each group of documents listed below:
 - Questioned documents;
 - Spontaneous exemplars;
 - Request exemplars;
- In the case of digital documents, submit the document(s) (reproduction, PDF) on a USB stick or CD. E-mail submissions are permitted provided that a GDE request has been completed and that the digital documents bear an LSJML label number.

STORAGE AND TRANSPORTATION:

- Be sure to fill in the required information on the envelope/exhibit bag before inserting the documents, in order to preserve the integrity of the exhibits;
- Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Documents person on duty at 514 873-3301.

Printing Equipment and Printed Documents

EXAMPLES:

- Printing equipment: printer (computer or other), typewriter, rubber stamp, seal, protectograph;
- Texts: printed, typed, rubber stamped, seal impressions.

SCOPE OF EXPERTISE:

- Determining the printing process (laser, inkjet, etc.);
- Link between a text or print and a device or instrument;
- Determination of a common origin between several printed documents;
- Recovery of typed text from used carbon ribbon;
- Recovery of documents printed on certain types of ribbon printers (no digital analysis).

MINIMUM SAMPLE QUANTITY:

N/A

EXHIBIT RECOVERY METHOD:

Do:

- Submit devices or tools along with questioned documents and all related exhibits, such as:
 - Ink cartridges;
 - Printer heads (spherical or ball element, daisy-wheel);
 - Carbon ribbon in cassette, correction tape;
 - Accessories that can be used to produce prints (rubber stamps, seals);
 - Booklets, CDs and instruction manuals;
 - Power supply and electrical/electronic accessories;
- Acquire printed samples from the printer of interest (minimum two per device);
- If the devices or tools cannot be brought to the LSJML, collect samples from each device or tool following these guidelines:
 - Collect a sample for each character (each key): upper and lower case, numbers and symbols, and any text (do not type text identical to the text from the questioned document);
- Collect several samples of rubber stamps and seal impressions;
- Record or photograph all makes, models, company names and serial numbers located on the devices or tools.

Do not:

- Change the device or tool settings (except to collect samples if the device or tool cannot be brought to the LSJML);
- Use the device more than necessary;
- Put a label directly onto a document or in such a way as to interfere with printing. Instead, put the label on the envelope or bag containing the document, or on the side of the device.

RECOMMENDED CONTAINER:

- Device or tool: sturdy cardboard box or plastic bin;
- Accessory: plastic bag (one accessory per bag);
- Printed document: sealed envelope or bag.

STORAGE AND TRANSPORTATION:

- Make sure to not disrupt the device or alter settings during transportation (keep horizontal);
- Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Documents person on duty at 514 873-3301.

Non-urgent questions can also be e-mailed to lsjml-documents@msp.gouv.qc.ca.

Counterfeiting

EXAMPLES:

Identification document, driver's license, check, certificate, etc.

SCOPE OF EXPERTISE:

- Determining whether a document is a counterfeit or not;
- Link between counterfeit documents (common origin);
- Printing or other processes used to produce the document;
- If the document is authentic, determine if alterations were made.

MINIMUM SAMPLE QUANTITY:

N/A

EXHIBIT RECOVERY METHOD:

- Package each document or bundle of documents separately;
- Send exemplars (authentic);
- Forward any material that may have been used for counterfeiting;
- Do not put labels on the documents themselves, but only on each envelope or bag containing them.

RECOMMENDED CONTAINER:

Envelope or sealed bag.

STORAGE AND TRANSPORTATION:

Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

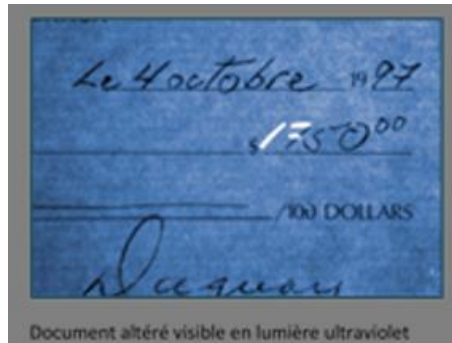
If in doubt about the best way to package and transport an exhibit, contact the Documents person on duty at 514 873-3301.

Non-urgent questions can also be e-mailed to lsjml-documents@msp.gouv.qc.ca.

Altered Documents

EXAMPLES:

Identification document, driver's license, check, contract, receipt, will, lottery ticket, envelope.



SCOPE OF EXPERTISE:

- Determining if document was altered;
- Determining the process(es) used to alter a document;
- Deciphering the original inscriptions.

MINIMUM SAMPLE QUANTITY:

N/A

EXHIBIT RECOVERY METHOD:

- Send us the documents and any materials that may have been used to falsify the documents (such as pens, ink pads, correction fluid, cutting tools, glue, typewriters, protectographs, etc.);
- Package each document separately;
- Send exemplars for comparison;
- Handle altered documents as little as possible;
- Do not put labels on the documents themselves, but only on each envelope or bag containing them.

RECOMMENDED CONTAINER:

Envelope or sealed bag.

STORAGE AND TRANSPORTATION:

Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Documents person on duty at 514 873-3301.

Non-urgent questions can also be e-mailed to lsjml-documents@msp.gouv.qc.ca.

Cut, Torn, Detached, Shredded Documents

EXAMPLES:

Contract, receipt, will, torn or shredded "puzzle" pieces, cheque and stub.

SCOPE OF EXPERTISE:

- Partial or complete reconstruction of a document;
- Link between a document or part of a document and another document;
- Origin of part of a document.

MINIMUM SAMPLE QUANTITY:

N/A

EXHIBIT RECOVERY METHOD:

Do:

- Send all parts of the documents;
- Package each batch of documents separately;
- Handle documents as little as possible.

Do not:

- Attempt to reconstruct a document using tape or anything else;
- Put a label directly on a document. Instead, put the label on the envelope or bag containing the document.

RECOMMENDED CONTAINER:

Document: sealed box, envelope, or bag.

STORAGE AND TRANSPORTATION:

- Avoid exposing the exhibit to moisture;
- For large quantities of exhibits, contact the expert on duty;
- Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Documents person on duty at 514 873-3301.

Non-urgent questions can also be e-mailed to lsjml-documents@msp.gouv.qc.ca.

Damaged Documents

EXAMPLES:

Documents damaged by water, burnt, charred (not ashes), soiled or bloody.

SCOPE OF EXPERTISE:

Total or partial decryption of text or information present on a damaged document.

MINIMUM SAMPLE QUANTITY:

N/A

EXHIBIT RECOVERY METHOD:**Do:**

- Documents bloodied or damaged by water:
 - Package (paper bag) and hand-deliver to the LSJML as soon as possible so that they can dry properly. If a delay is unavoidable, put the documents in a freezer in the meantime.
- Burnt or charred documents:
 - Handle with care (do not move abruptly);
 - Slide a rigid surface (cardboard) under the document to lift it;
 - Place the document (resting on the piece of cardboard) in a box;
 - Carefully hand-deliver to the LSJML.
- Handle documents as little as possible.

Do not:

- Put the documents in the mail;
- Do not attempt to glue or unglue documents;
- Put a label directly onto a document. Instead, put the label on the envelope or bag containing the document.

STORAGE AND TRANSPORTATION:

- To eliminate any risk of further deterioration during transport, call the document expert on duty to agree on the most appropriate method of storage and transportation;
- Avoid storing documents even for a short period of time.
- Bring to the LSJML as soon as possible.
- Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Documents person on duty at 514 873-3301.

Non-urgent questions can also be e-mailed to lsjml-documents@msp.gouv.qc.ca.

Latent Writing

EXAMPLES:

Anonymous, threatening and suicide letters, chequebooks, writing pads, loose-leaf sheets, accounting (trafficking), etc.

SCOPE OF EXPERTISE:

- Total or partial decryption of latent writings on a document;
- Comparison of deciphered writings or signatures;
- Grouping of deciphered writings or signatures.



Example of indented impression



Testing result

MINIMUM SAMPLE QUANTITY:

N/A

EXHIBIT RECOVERY METHOD:

Do:

- Send in:
 - Documents bearing latent writings;
 - Any other "support" document (writing pad, notepad, notebook, diary, etc.) that may be associated with the exhibit.
- If dealing with a large number of exhibits, group them by recovery locations;
- Handle documents with disposable gloves and avoid rubbing;
- Put the exhibit label on the envelope or bag containing the document.

Do not:

- Try to bring out the indented impressions by rubbing them with a pencil or any other method;
- Search for latent fingerprints prior to indented impressions testing;
- Tear off a sheet of paper from the tablet, notebook or any other binding;
- Write, indicate, highlight, or place an arrow near latent writing. Use small colored "post-it" type tabs instead;

CAUTION:

When DNA, document (latent writings, indented impressions) and fingerprint examinations are required on an exhibit, a sequence must be followed. The first examination to be performed must be the DNA, the second must be the documents and last is fingerprinting. Fingerprinting is last because the techniques used to reveal fingerprints destroy any indented impression that may have been present on a document.



If further forensic examinations of exhibits are required in addition to DNA testing, the applicant must first contact the expert on duty at the relevant department to confirm the sequence of examinations to be carried out.

Exhibits from the Sûreté du Québec requiring latent fingerprints testing must be sent along with form SQ-o-309. Once forensic examinations have been completed at the LSJML, the exhibits will be turned over to the SQ for fingerprint testing.

- Write over a document, which could create further indented impressions, e.g., on the exhibit envelope;
- Put a label directly onto a document.

RECOMMENDED CONTAINER:

Sealed padded envelope.

STORAGE AND TRANSPORTATION:

- Avoid compressing documents with latent writings;
- Make sure that documents are not exposed to moisture;
- When potential narcotic residues are present in/on exhibits, make sure to wait for confirmation from Health Canada before sending exhibit to us;
- Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Documents person on duty at 514 873-3301.

Non-urgent questions can also be e-mailed to lsjml-documents@msp.gouv.qc.ca.

Writing Instruments, Ink

EXAMPLES:

Ballpoint pen, felt-tip pen, ink on a document.

SCOPE OF EXPERTISE:

Please note: these tests do not provide definite conclusions.

- Link between the ink from a writing instrument and the ink on a document;
- Link between the ink on two separate documents;
- No ink dating.

MINIMUM SAMPLE QUANTITY:

N/A

EXHIBIT RECOVERY METHOD:

- Pack writing instruments and documents in separate containers;
- Handle the writing instrument as little as possible;
- Do not affix labels to the documents or instruments themselves, but to their envelopes or bags.

RECOMMENDED CONTAINER:

- Envelope;
- Plastic bag.

STORAGE AND TRANSPORTATION:

- Avoid storing documents for too long;
- Do not expose documents to sunlight;

- Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Documents person on duty at 514 873-3301.

Non-urgent questions can also be e-mailed to lsjml-documents@msp.gouv.qc.ca.

Paper

EXAMPLES:

Page from a book, sheet from a notebook, contract, register, diary, calendar, etc.

SCOPE OF EXPERTISE:

- Origin of paper (notebook, diary, etc.);
- Link between two documents based on paper characteristics (non-categorical results).

MINIMUM SAMPLE QUANTITY:

N/A

EXHIBIT RECOVERY METHOD:

- Package documents in separate envelopes;
- Handle as little as possible (avoid bending or damaging documents);
- Do not put labels on the documents themselves, but only on their envelopes or bags.

RECOMMENDED CONTAINER:

Envelope or sealed bag.

STORAGE AND TRANSPORTATION:

Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Documents person on duty at 514 873-3301.

Non-urgent questions can also be e-mailed to lsjml-documents@msp.gouv.qc.ca.

Fires and Explosions

Fire

Testing for Accelerant on Debris (solids or liquids)

EXAMPLES:

Soil and sand, paper and cardboard, moulding and baseboards, clothing, cushions and stuffing, carpets and other flooring, etc.

SCOPE OF EXPERTISE:

- Presence or absence of a flammable or combustible liquid or water-soluble solvent;
- Identification of the type of flammable or combustible liquid or the type of water-soluble solvent;
- Identification of the physicochemical properties of the liquid or solvent if relevant.

MINIMUM SAMPLE QUANTITY:

- For solids:
 - Send a fair quantity, if possible. For example, half-fill a four-litre can with debris, gravel or soil, or send a piece of carpet or floor several square centimetres;
- For liquids:
 - Send a minimum of 5 mL, if possible.

EXHIBIT RECOVERY METHOD:

- Liquids:
 - Always look for the container used to bring the flammable liquid to the scene or from which the liquid was spilled. If the container is found and still contains liquid, transfer approximately 5 mL of the liquid into a similar type container. In addition, if the container is labelled, send the relevant information to the LSJML (type of liquid, product name and brand, composition, photo(s) of the container). Send the container itself only if necessary or if empty;
 - Analysis of additive and lubricating oils (outboard, lawnmower, etc.) is available on request.
- Solids:
 - Package properly to avoid any damage to the container by nails, screws, corners, etc.

Do:

- Locate where the spill of the accelerant occurred;
- Collect the liquid itself and/or the material on which the spill occurred;

CAUTION:

Beware of sample contamination.

If floors, cupboards, walls, etc. are to be cut out, do not use chainsaws. Use hatchets, chisels or power tools and clean tools thoroughly between cuts.

Never bring a gasoline-powered generator close to the location where samples are to be collected.

Always clean tools (shovels and other tools) when collecting samples from different locations at a fire scene. Clean tools thoroughly with hot, soapy water. If cleaning is not available, wrap the tools in a disposable glove when collecting samples.

Always clean tools thoroughly with hot, soapy water after each fire scene examination.

Be sure to properly clean the outside of containers after filling them with debris.

Do not dispose of disposable gloves in exhibit containers.

Do not transfer petroleum from one container to another while inside a building.

- Make sure to look for the appropriate sample, i.e. locate the main source of the fire and move debris if necessary;
- Only one sample per container.

Do not:

- Add anything to the container - no water, no label, no glove.

RECOMMENDED CONTAINERS:

Please note that only the containers listed below are [compliant](#).

- Solids:
 - 100% "Arson"-type nylon bag, gooseneck knot with zip tie;
 - Unlined metal can (or) Mason-type glass jar (separate lid and ring).
- Liquids:
 - Glass test tube (not plastic) with Teflon (PTFE) stopper. Must then be packaged in one of the three suggested types of containers for solids;
 - Unlined metal can.
- Do not use:
 - Garbage bag;
 - "Ziploc" type plastic bag or other;
 - "Secur-Pack" bag;
 - Any plastic or rubberized containers except nylon "Arson" type bags;
 - Paper bag;
 - Make sure the container is airtight;
 - Never reuse a container.

STORAGE AND TRANSPORTATION:

- Package properly, to avoid damage to the container by nails, screws, corners, etc;
- Keep cool if possible and do not expose to sunlight or heat;
- Avoid enclosed spaces such as refrigerators or unventilated cabinets;
- Federal law prohibits the shipment of flammable liquids by air;
- Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Fires person on duty at 514 873-3301.

Equipment Parts

EXAMPLES:

Chemical fire extinguishers, smoke detectors, control buttons, electrical appliances, lighters, etc.

SCOPE OF EXPERTISE:

- Brief survey of condition and use;
- Short circuit.

MINIMUM SAMPLE QUANTITY:

N/A

EXHIBIT RECOVERY METHOD:

- Photograph the exhibits in their original location before moving them;
- Collect all components in their original location, without operating them or causing further damages.

RECOMMENDED CONTAINERS:

- Bulky, dirty or sharp exhibits must be put in sturdy cardboard boxes;
- If it creates no risk of injury during handling, use plastic or paper bags;
- Wrap friable exhibit in aluminum foil;

STORAGE AND TRANSPORTATION:

- Package the exhibit properly to prevent damage in transit. If necessary, use bubble wrap or secure the exhibit in a suitable container using paper, tissue paper or plastic bubble wrap;
- Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Fires person on duty at 514 873-3301.

CAUTION:

If the problem is complex, do not touch anything, and contact the explosion expert on duty.

A short circuit on an item or a wire is not in itself proof of the cause of a fire.

Having the scene examined is often more advisable than having a given exhibit examined (avoid causing civil damage).

Chemical or Flammable Substances

EXAMPLES:

- Mineral oils: petroleum jelly, motor oil, grease, tars, waxes;
- Harmful substances: odorous liquids, solvents, herbicides;
- Corrosive substances: acids, bases, oxidizers, paint strippers;
- Food: vegetable oils, butter;
- Fabrics: fabrics or materials (flammability).

CAUTION:

A vast array of substances are suitable for analysis. If in doubt, call the fire expert on duty before collecting samples.

In some cases, a very small quantity of a substance may suffice.

SCOPE OF EXPERTISE:

- Presence of a given substance in the sample;
- Favourable conditions for spontaneous ignition;
- Identification of a substance or one of its specific components;
- Comparison of the substance with various samples;
- Assessment of the flammability of a substance or fabric.

MINIMUM SAMPLE QUANTITY:

- Solids:
 - Send a fair quantity, if possible. For example, half-fill a four-liter container with debris, gravel or soil, or send a piece of carpet or floor several square centimeters;
- Liquids:
 - Send a minimum of 5 mL, if possible.

EXHIBIT RECOVERY METHOD:

- Collect the liquid itself, if possible;
- Submit the base holding the substance as is. For example, rag, tissue, cloth, cigarette; if it's a wall or piece of furniture, cut out a piece if necessary;
- Otherwise, wipe off the substance with a tissue or swab;
- Also submit a "blank" piece of the base;
- Send an uncharred sample for flammability testing.

RECOMMENDED CONTAINERS:

Please note that only the containers listed below are [compliant](#).

- Corrosive or unknown chemicals: Mason jar or glass test tube with Teflon (PTFE) stopper. Then package in a 100% nylon "Arson" bag, an unlined metal can or a "Mason" jar;
- Corrosive or unknown chemical substances soaking a large exhibit (clothing, floors, jerrycans, etc.):
 - Wrap the large exhibit in a garbage bag or polyethylene bin (PET, HDPE, LDPE, recycling symbols 1-2 & 4) and, if possible, wrap it in an "Arson" bag.
- For flammability testing, the exhibit may be sent in any container deemed suitable if no further examination is to be made on the exhibit in question.

Do not use:

- "Ziploc" type plastic bag or other;
- Paper bag, envelopes;
- "Secur-Pak" bag.

STORAGE AND TRANSPORTATION:

Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Fires person on duty at 514 873-3301.

Explosion

Explosive Debris (Gas or Vapour Mixture)

EXAMPLES:

Propane cylinder parts, natural gas tank parts, valves, gas heating systems, etc.

SCOPE OF EXPERTISE:

Determining the cause of the explosion.

MINIMUM SAMPLE QUANTITY:

- For solids: Send a fair amount, if possible. For example, half fill a four-liter can with debris, gravel or soil, or send a piece of carpet or floor several square centimeters;
- For liquids: Send a minimum of 5 mL, if possible.

EXHIBIT RECOVERY METHOD:

- In the event of an explosion of a gas or vapour mixture, contact the LSJML Explosion expert on duty;
- In the case of an explosion resulting from an accumulation of gas in the air, it may be difficult to collect gas samples by means generally available, so it becomes necessary to:
 - Wear work clothes and gloves covered with disposable gloves;
 - Identify empty gas cylinders;
 - Check gas pipes for leaks;
 - Check that the gas appliances involved are working properly;
 - Collect any relevant items.
- In the case of an explosion resulting from an accumulation of vapours in the air, it may be possible to find the liquid from which the vapours originated:
 - Wear work clothes and gloves covered with disposable gloves;
 - Locate the source of the spill or evaporation (this can be done by smell; move fallen debris if necessary);
 - Collect a sample of the liquid itself or the material on which the spill occurred;
 - Only one sample per container;
 - Do not add anything in the container, no water, no labels, no gloves.

RECOMMENDED CONTAINERS:

Please note that only the containers listed below are [compliant](#).

- For solid exhibits:
 - 100% "Arson"-type nylon bag, gooseneck knot with zip tie.
- Paint-type metal can without inner lining;
- Mason jar (with separate lid and ring);
- For liquids:
 - Glass test tube (not plastic) with Teflon (PTFE) stopper. Must then be packaged in one of three types of containers for solids;
 - Mason jar (separate lid and ring);
 - Paint-type metal can without inner lining.
- Make sure the container is airtight.

STORAGE AND TRANSPORTATION:

For liquids:

- Keep them cool if possible and away from sunlight or heat;
- Avoid closed spaces such as refrigerators or unventilated cabinets;
- Federal law prohibits the shipment of flammable liquids by air.

Send all exhibits and liquids to the LSJML as soon as possible, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Explosion person on duty at 514 873-3301.

Explosives (bombs)

EXAMPLES:

Explosive, bomb, firing mechanism, blast debris, etc.

SCOPE OF EXPERTISE:

- Identification of the type of explosive;
- Identification of the type of primer;
- Identification of the firing mechanism;
- Link between various occurrences.

MINIMUM SAMPLE QUANTITY:

- Emulsion: approx. 5 g;
- Any other high explosive, propellant powder or pyrotechnic composition: approx. 1 g.

EXHIBIT RECOVERY METHOD:

- Following an explosion, a bomb threat or the discovery of a suspicious package:
 - Set up and secure a large security perimeter;
 - Do not attempt to neutralize, destroy or transport explosives.

Immediately contact the *Sûreté du Québec* or the *Service de Police de la Ville de Montréal* (SPVM) explosive technicians:

- *Sûreté du Québec – Service de la criminalistique:*
West: 514-208-0764 / East: 418-670-4957
 - *If you can't reach either of them, contact the CVCO (Centre de Vigie et de Coordination Opérationnelle) at (514) 598-4222 and ask to speak with explosives technicians.*
- *SPVM – Groupe tactique d'intervention (GTI) (514) 280-3080*

CAUTION:

Any pyrotechnic explosive material or exhibit likely to contain explosive materials or unexploded electric, non-electric and wick detonators may not be forwarded to the LSJML.

If necessary, explosives technicians from the *Sûreté du Québec* or the *Service de police de la Ville de Montréal* are the only people authorized to handle and bring these types of samples to the LSJML after discussion with the explosion expert on duty.

RECOMMENDED CONTAINER:

Please note that only the containers listed below are [compliant](#).

- 100% "Arson"-type nylon bag, gooseneck knot with zip tie;
- Unlined metal can; Mason-type glass jar (separate lid and ring);
- For certain solid explosives (unaltered): "Secure-Pak" type bag, "Ziploc" plastic bag.

STORAGE AND TRANSPORTATION:

Explosives are stored and transported by SQ and SPVM explosive technicians.

Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Explosion person on duty at 514 873-3301.



Forensic Intelligence

The mission of the *Forensic Intelligence Department* is to support Québec police forces in identifying serial crimes, guiding criminal investigations and understanding various criminal phenomena.

As part of this mission, four profiling projects were launched, as described below. Profiling consists in observing and characterizing trace evidence sent to the LSJML so that they can be systematically compared.

The proposed approach is divided into four stages:

1. Submission of exhibits to LSJML;
2. Profiling and integration of circumstantial information;
3. Database updating and profile comparison;
4. Reporting relevant information when a match occurs.

Profiling Fake Identification Documents

EXAMPLES:

All credit card-sized Canadian identification documents (driver's license, health insurance card, permanent resident card, social insurance card, certificate of Indian status, etc.).

SCOPE OF EXPERTISE:

- Potential match with other files based on the manufacturing characteristics of the counterfeit documents;
- Integrate the document into a series by grouping together other documents of the same type with a similar profile;
- Identification of criminal networks;
- Increased understanding of the phenomenon surrounding the production, distribution and use of fake identification documents by criminal groups in Quebec;
- Spatial and temporal analysis of the evolution of fake ID series and criminal groups;
- Expertise in counterfeiting (for further details, please refer to the [Counterfeiting](#) section).

MINIMUM SAMPLE QUANTITY:

N/A

EXHIBIT RECOVERY METHOD:

- Package each document or bundles of documents separately;
- Send us any material that may have been used for producing the counterfeit (e.g., elements used to secure documents, blank cards, etc.);
- Do not put labels on the documents themselves, but attach to each envelope or bag containing them.

If no charges are laid in a case, or once legal proceedings have been completed, the exhibits can be transferred to the LSJML. This allows us to keep them in our collection for observation, comparison and training purposes. To do so, simply fill in transfer form FO-08-RCR-01 and send it along with the exhibit to SPAC.

RECOMMENDED CONTAINERS:

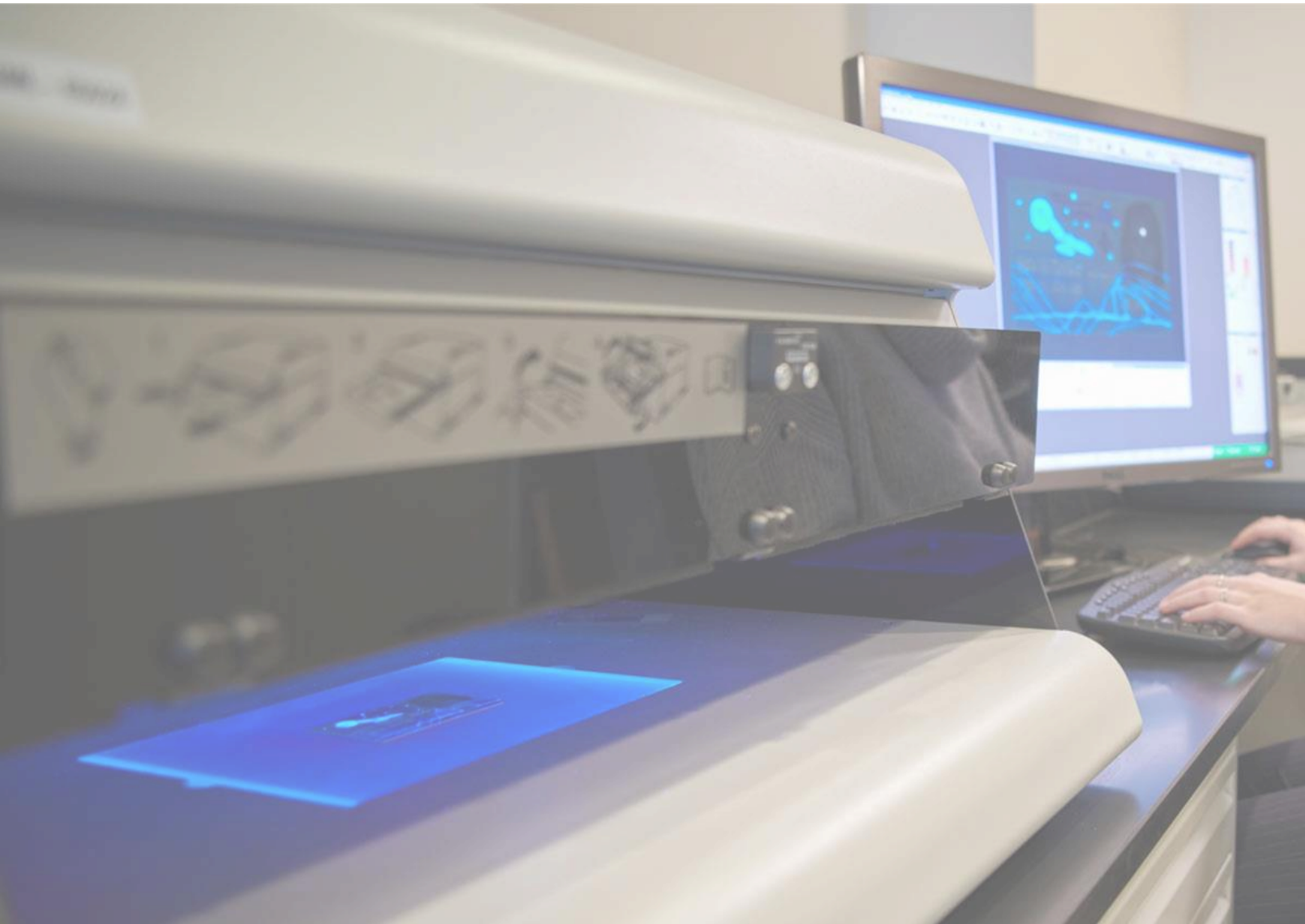
Envelope or sealed bag.

STORAGE AND TRANSPORTATION:

Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Forensic Intelligence person on duty at 514 873-3301.

Non-urgent questions can also be e-mailed to renseignement-criminalistique@msp.gouv.qc.ca.



Profiling Footwear Impressions

EXAMPLES:

- Photographs of footwear impressions found at various scenes (break-ins, vehicle theft, etc.);
- Photographs of soles or impressions (e.g., inked standard) of shoes seized during an arrest or search.

SCOPE OF EXPERTISE:

- Potential match with other files based on footwear impression patterns and circumstantial information about the event;
- Spatial and temporal analysis of the evolution of a serial or criminal group.

MINIMUM SAMPLE QUANTITY:

N/A

EXHIBIT RECOVERY METHOD:

- Photographs of footwear impression, with or without treatment and enhancement.
- Please refer to the [Recommendations for Taking Photographs for Comparative Analysis](#) section for the use of the 15 x 30 cm square ruler when taking photographs of objects to be documented to scale for comparative analysis;
- Fill out the form for exhibit submission, including as much circumstantial information as possible, and attach it to the e-mail containing the photographs of the footwear impression.

RECOMMENDED CONTAINERS:

N/A

STORAGE AND TRANSPORTATION:

- Photographs of the footwear impression and the form for submitting exhibits must be sent by e-mail to the following address: renseignement-criminalistique@msp.gouv.qc.ca;
- Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Forensic Intelligence person on duty at 514 873-3301.

Non-urgent questions can also be e-mailed to renseignement-criminalistique@msp.gouv.qc.ca.

CAUTION:

The primary purpose of this service is to make comparative analysis of two footwear impressions. If the request is to establish the brand and model of the shoe from which the footwear impression originates, please refer to the RCMP's FPX service (fps-sed@rcmp-grc.gc.ca).

Drug Profiling (methamphetamine)

This service focuses initially on methamphetamine profiling. The aim is to analyze trace evidence of methamphetamine production (in various forms) to establish potential links between the scene of various seizures, and possibly trace them back to a common source.

EXAMPLES:

Methamphetamine crystals, tablets, powders or precursors.

SCOPE OF EXPERTISE:

- Digital photos and measurements;
- Comparison of logos in a database;
- Methamphetamine identification and purity;
- Identification of precursors, cutting agents or diluents;
- Match to other methamphetamine seizures by any Quebec police force based on chemical marker similarities related to a common synthesis;
- Expertise report on the quantification of methamphetamine.

EXHIBIT RECOVERY METHOD:

- Tablets: Place exhibits from the same batch in a bag or container¹: sample the top, middle and bottom of the tablet container, and transfer the sample to a plastic bag;
- Powder: homogenize the powder and put in a plastic bag;
- Crystal: ideally whole, put in a plastic bag.

¹ "These are items of similar consistency and appearance. Items from the same press, but with possible different logos (whose punch heads may differ), are considered to come from the same "batch".)

MINIMUM SAMPLE QUANTITY:

- Tablet: Two (2), preferably three (3) per batch¹. For large, homogeneous batches (e.g., >10,000): ten (10);
- Powder and crystal: 1000 mg (approx. 1/2 teaspoon).

RECOMMENDED CONTAINERS:

- Resealable plastic bag (ex. "Ziploc");
- Rigid container.

STORAGE AND TRANSPORTATION:

- Separately labelled bags for various items from the same batch;
- Second bag for all exhibits from the same seizure;
- Protect from light and keep at room temperature;
- Place the narcotics (tablet, powder, crystal) in a safe place (under lock and key);
- Send to LSJML with the request form for expert examination (LSJML-32), letter for profiling project SQ-3503, Health Canada Drug Analysis Service (DAS) analyst's certificate, if available, police exhibit chain of possession and disposal form SQ-0-095 (at SPAC);
- Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Forensic Intelligence person on duty at 514 873-3301.

Non-urgent questions can also be e-mailed to renseignement-criminalistique@msp.gouv.qc.ca.

Profiling Explosive Devices (to come)

EXAMPLES:

See [Fires and Explosion](#) Section.

SCOPE OF EXPERTISE:

- Potential match between cases based on the manufacturing characteristics of explosive devices;
- Increased understanding of the phenomenon surrounding the production and use of explosive devices in Quebec;
- Spatial and temporal analysis of explosives use in Québec.

MINIMUM SAMPLE QUANTITY:

See [Fires and Explosion](#) section.

EXHIBIT RECOVERY METHOD:

See [Fires and Explosion](#) section.

RECOMMENDED CONTAINERS:

See [Fires and Explosion](#) section.

STORAGE AND TRANSPORTATION:

See [Fires and Explosion](#) section.

Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Explosion person on duty at 514 873-3301.

CAUTION:

This project was initiated in collaboration with the Sûreté du Québec's Explosives Technicians. The files are forwarded to the Forensic Intelligence Department along with a form completed by the Explosives Technicians.

For information on how to dispose of exhibits resulting from an explosion, please refer to the [Fires and Explosion](#) section.

Forensic Medicine

Human Body

CAUTION:

The body is under the sole responsibility of the coroner. The coroner will decide whether to send or not the corpse to the LSJML for an autopsy. There is an agreement between the Coroner's Office and the LSJML specifying which cases are to be autopsied in its laboratories or in a hospital. If the investigator has serious reasons for the autopsy to be performed at the LSJML rather than in a hospital, this must be discussed with the coroner.

If an attempt is made to acquire fingerprints of the suspect from the victim's skin or objects surrounding certain parts of the body, avoid refrigerating the body and clearly notify the person(s) transporting the body to the morgue attendant and LSJML staff in the autopsy rooms.

For cases coming from remote areas of Montreal and needing a return of the body, the coroner may request an appointment. The investigator must then contact the morgue attendants to make the necessary arrangements by phone (1-888-CORONER) or by email (clientele.coroner@coroner.gouv.qc.ca).

If identification of the body is required, the body must remain in the Montreal morgue until the identification has been established to the satisfaction of the coroner.

If radiological examinations are to be compared with X-rays taken during the victim's lifetime, send the original X-rays and not copies.

Samples taken in the autopsy room will be forwarded, respecting the chain of custody manner, directly by the autopsy room staff to other divisions of the LSJML, without intervention from the police.

IMPORTANT:

On the Request (Form 1), the coroner must, among other things:

- Indicate if the victim's identity has been confirmed. If expert reports are required to confirm identity, clearly indicate the nature of the reference documents to be sent (dental records, ante-mortem X-rays, etc.) and their origin (name and address of the dentist, clinic, hospital or institution);
- Enter the investigator's name, police department and occurrence number;
- Enter the reasons for the request.

Send autopsy requests by e-mail to lsjml-pathologie@misp.gouv.qc.ca before 7:00 a.m. if the autopsy is to be performed the same day. Unless an emergency arises, requests received after 7:00 a.m. will be processed the following business day.

SCOPE OF EXPERTISE:

- Probable cause of death;
- Help in establishing the circumstances of death;
- Identification of an unknown corpse;
- Description, location and interpretation of injuries and determination of their causal agent;
- Photographs and X-rays of the body;
- Trajectories of the projectiles or edged weapons that have caused a wound;
- Pre-existing illnesses and their impact on the events or death;

- Appropriate technical sampling of blood, fluids or biological materials for post-mortem expertise in blood alcohol concentration, toxicology or biology;
- Sampling of fibers, particles, projectiles and other foreign bodies using appropriate techniques for expertise of chemical, ballistic or trace evidence;
- Determining whether recovered organs are of human or animal origin;
- Help with exhumations and recovery of mutilated or charred bodies (see also [Exhumation](#) section).

MINIMUM SAMPLE QUANTITY:

N/A

EXHIBIT RECOVERY METHOD:

- Wear disposable gloves (biological risk and fingerprints on the body);
- Limit handling to what is strictly necessary on site;
- If the pathologist is not present at the scene:
 - Take photos of the body and its environment;
 - Send photos to lsjml-pathologie@msp.gouv.qc.ca.
- Send the body as it is, without undressing it and limiting handling to what is strictly necessary;
- If necessary, wrap hands in paper bags to protect them from contamination and prevent loss of evidence;
- Place the body in a bag with a seal;
- Do not take fingerprints at the scene. It is preferable for the pathologist to examine the body before fingerprinting;
- At the scene, take:
 - Medication, drugs or any product that may have been swallowed or inhaled by the person;
 - Any object that may have been used to inflict injury on the victim. However, these objects and weapons must not be placed in the body bag, as this could cause injury to morgue transporters and LSJML personnel.
- If the victim's body is released from a hospital, collect the clothes and send them to the appropriate LSJML section (the clothes may contain clues not found on the body).

RECOMMENDED CONTAINERS:

- Clean plastic coverings. Avoid coverings whose fabric tears easily and sticks to wet spots (such as yellow blankets with absorbent backing);
- Clean plastic resealable bag, with a seal.

STORAGE AND TRANSPORTATION:

The Coroner's Office is responsible for the storage and transportation of the body and has issued instructions to the person(s) transporting the body.

If you have any questions about a specific case, please send an e-mail to lsjml-pathologie@msp.gouv.qc.ca.

In case of emergency, contact the pathologist on duty at 514 436-1460, ideally between 7:00 a.m. and 7:00 p.m., unless there is an exceptional situation.

Identification by Dentition

Ante mortem file or comparison sample for identification purposes.

See the [Advice for Searching Dental or Medical Records in Cases Where Identity is Presumed](#) section.

EXAMPLES:

Medical X-rays, dental X-rays, dental records, photographs of people smiling, study model, dental cast.

SCOPE OF EXPERTISE:

Identification of an unknown person or a victim whose identity is only presumed, by comparing data found on the body with ante-mortem data: ante-mortem data can be medical or dental records, ideally with X-rays.

MINIMUM SAMPLE QUANTITY:

N/A

EXHIBIT RECOVERY METHOD:

- In the case of medical or dental records, please indicate the source of these documents and the contact details of the doctor or dentist;
- For ante-mortem dental records, send only the original document. If the X-rays are digital, they must be stored on a USB stick, CD or DVD by the dentist. Please note that paper copies of printed X-rays are not acceptable, as the resolution is insufficient.

RECOMMENDED CONTAINERS:

- Dental records and dental X-rays: the dental record may be the original or a copy, but the X-rays must be original, either on X-ray film or on a computer medium such as a USB stick, CD or DVD. Paper copies of printed X-rays are not acceptable, as the resolution is insufficient for identification;
- Photographs of people smiling: cardboard-backed envelope.

STORAGE AND TRANSPORTATION:

Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Forensic Odontology person on duty at 514 809-0181 or by e-mail at lsjml-odontologie@msp.gouv.qc.ca.

Exhumation

EXAMPLES:

Exhumation of a body from a cemetery or exhumation of a body buried illegally to conceal the corpse.

SCOPE OF EXPERTISE:

- On site, determination of body position (using anatomical evidence) and recovery of the body without damaging it;
- Human or animal origin;
- Confirmation of the version of witnesses based on observations made at the burial site;
- Conducting autopsy, see the [Human Body](#) section.

MINIMUM SAMPLE QUANTITY:

N/A

EXHIBIT RECOVERY METHOD:

- Choose the right time for exhumation, depending on the site (soil type, flooding, temperature, rain, mosquitoes, etc.);
- Before exhumation, gather as much information as possible about the presumed identity of the buried body, the circumstances of death and burial site from witnesses;
- Find out about the nature of the soil;
- Get a good digging crew and mechanized help if possible;
- In general, the following equipment is required:
 - Work clothes, gloves, boots;
 - Shovels, picks;
 - Communication equipment;
 - Wooden board measuring approx. 1.5 x 0.5 m;
 - Sturdy blankets;
 - Rope, buckets;
 - Pump, if required.
- Require the presence of a photographer;
- The presence of the pathologist is required to ensure that the body is not further damaged during digging and excavation. For this, notify the pathologist a few days in advance;
- The presence of a forensic anthropologist is also required.

RECOMMENDED CONTAINERS:

See the [Human Body](#) section.

STORAGE AND TRANSPORTATION:

The coroner is responsible for transporting the body;

Usually, to prevent the body from moving, it is secured directly to a wooden board with cables.

If you have any questions about exhumations, contact the Forensic Anthropologist by e-mail at lsjml-anthropologie@msp.gouv.qc.ca.

Bitemark

CAUTION:

For more information, consult the Sûreté du Québec's Forensic Identification Techniques Manual, section *Photographie des marques de morsures laissées sur la peau des personnes vivantes et sur les objets*, or call the LSJML's Forensic Medicine Division.

EXAMPLES:

Bitemark on a living or dead victim or on an aggressor, bite on objects or foodstuffs.

POTENTIAL RESULTS OF EXPERTISE:

- Nature (bitemark or not, by human or animal dentition);
- Matching of a bite mark with a suspect's dentition;
- Exclusion of a suspect from the list of possible "biters" by comparing the suspect's dentition with the bite mark;
- Identification of self-inflicted bite marks (bites made by the victim on himself);
- DNA can be collected from dried saliva left at the bite site, using a swab.

MINIMUM SAMPLE QUANTITY:

N/A

EXHIBIT RECOVERY METHOD:

In the event of a possible bitemark, contact the odontologist on duty as soon as possible. Immediately take a DNA sample and photographs of the bite mark at a 90° angle with a reference ruler placed so as not to touch or distort the wound. For more information on how to use a ruler, refer to the Imaging section: [Recommendations for Taking Photographs for Comparative Analysis](#). Comparison of the bite marks seen on the victim and a suspect's dentition must be carried out by an odontologist.

STORAGE AND TRANSPORTATION:

If you have any questions about bite marks, please contact the Forensic Odontology person on duty by phone at 514 809-0181 or by e-mail at lsjml-odontologie@msp.gouv.qc.ca.

Bones

EXAMPLES:

Bones or parts of bones, skeleton.

SCOPE OF EXPERTISE:

- Identification of a bone;
- Human or animal origins;
- Reconstruction of a human skeleton including anatomical variants and the identification of missing bones;
- Estimation of a person's biological sex, age, affinity and height;
- Presence of old or recent illnesses that may be visible on the bones;
- Description and nature of trauma;
- Estimation of the time elapsed from post mortem to current.

MINIMUM SAMPLE QUANTITY:

N/A

EXHIBIT RECOVERY METHOD:

- Almost complete humanlike skeleton:
 - Notify the coroner;

- Contact the forensic pathologist on duty at 514 436-1460, ideally between 7:00 a.m. and 7:00 p.m., if not an emergency;
 - Photograph from every angle;
 - Send photos to lsjml-pathologie@msp.gouv.qc.ca
- Isolated bones with or without flesh:
 - Notify the coroner;
 - Wear disposable gloves;
 - Do not clean;
 - Package in clean containers;
 - Forward to the Montreal Morgue as soon as possible after the Coroner's Office has been notified;
 - If this not an emergency, notify the forensic anthropologist at 438 872-3229, ideally between 7:00 a.m. and 7:00 p.m., 7 days a week, if it is necessary to obtain a quick first impression as to whether the bones are of human versus animal origin, send photographs of the exhibit by e-mail to lsjml-anthropologie@msp.gouv.qc.ca. For photographs, place a reference ruler next to the exhibit and photograph them from several angles, on a neutral background (white or blue), and make sure to photograph the joints from the front. For more information on how to use a ruler, refer to the Imaging section: [Recommendations for Taking Photographs for Comparative Analysis](#), the use of the 15 x 30 cm square ruler when photographing objects to be documented to scale.

RECOMMENDED CONTAINERS:

- Almost complete human-looking skeleton: see the [Human Body](#) section;
- Isolated bones: sealed paper bag or cardboard box;
- The container and its contents must be clearly identified with the coroner's notice number and the police occurrence number.

STORAGE AND TRANSPORTATION:

Almost complete humanlike skeleton: the coroner is responsible for transportation;

Isolated bones:

- Put them in a labelled bag;
- If any tissue remains in addition to the bones, refrigerate the exhibit until it is sent to the Montreal Morgue. Bones should not be left in the refrigerators of the LSJML Exhibits Department.

If in doubt about the best way to package and transport an exhibit, contact the Forensic Anthropologist on duty at 438 872-3229.

Non-urgent questions can also be e-mailed to lsjml-anthropologie@msp.gouv.qc.ca.

Advice for Searching Dental or Medical Records in Cases Where Identity is Presumed

CAUTION:

Dental records include medical history, odontograms, treatment, follow-up, X-rays, intra-oral and extra-oral photographs, dental stone models, accounting records, etc.

It is extremely important to recover the entire dental record, as the post-mortem situation of the body is always uncertain, and any clues may prove crucial in making a positive identification. If you encounter reluctance on the part of some dentists to hand over certain elements, don't hesitate to tell them that everything can be returned to them following identification.

More and more dentists are now computerized, and since radiographs and photographs are digital, they may offer to print them out for you. Unfortunately, there is a significant loss of information when printing a digital radiograph. It is therefore essential that the dentist gives you the files on a computer medium such as a CD, DVD or USB stick, which can also be returned if desired. Original paper documents can also be sent.

When the family and friends of a victim with presumed identity have no idea who the treating dentist might be, tracing him or her can be an arduous task. Here are some ideas to help with the search:

RAMQ:

Children under 10 and social assistance recipients are covered by the RAMQ for dental treatment, and the same applies to most surgeries and dental treatments received in a hospital. RAMQ will be able to inform you of the dentists to whom fees have been paid.

Hospitals:

X-rays, SCANS, MRIs, etc. of the head and neck can be used for odontological identification. The images of sinuses and teeth taken in hospitals or radiology clinics, are now in digital form and can be given to an investigator pursuant to a coroner's order.

Pharmacies:

Dentists can prescribe medication to their patients.

Employer:

Many companies offer private dental insurance to their employees. If you know the insurance company of an alleged victim, they can provide you with information on the dentists to whom fees have been paid.

Prisons and Psychiatric Hospitals:

Some prisons or psychiatric hospitals offer dental care to their residents, whether as an emergency or preventive measure. It will therefore be possible to retrieve dental records from these establishments, or to find out who is the treating dentist.

The "IDENTIFICATION" email:

When all else fails, there is always the "IDENTIFICATION e-mail". This is an e-mail sent by the *Ordre des Dentistes du Québec* to all dentists in the alleged victim's region of origin, giving the alleged victim's name and date of birth.

The e-mail asks dentists to check their patient database to see if the alleged victim is one of their patients. In the event of a positive response, we ask the dentist to contact the investigator

in charge of the case, who will then retrieve the file and forward it to the LSJML via the *Service des pièces à conviction* (SPAC).

If you wish to use the “IDENTIFICATION e-mail” address, you must contact us by writing to corinne.dufour-danjou@msp.gouv.qc.ca and copying lsjml-odontologie@msp.gouv.qc.ca so that we can proceed with the request to the *Ordre des Dentistes du Québec*.

NEW

Except for homicide cases, it is now also possible to send us digital files (X-rays, photographs, treatments, follow-up, etc.) by e-mail.

You will be able to do this through the LSJML *Service des pièces à conviction* from GDE by filling in the LSJML-32 form as usual and mentioning that the documents will be sent by e-mail.

You can then send the documents to the following address: pieces.lsjml@msp.gouv.qc.ca, indicating the LSJML-32 request number to which they are attached, and the *Service des pièces à conviction* will assign them an exhibit number. This will also document the chain of custody.

Imagery

Digital Media, Photo or Video Files

EXAMPLES:

CDs, DVDs, USB sticks, memory cards, digital video recorders, external hard drives, SSD disks, still or video cameras.

CAUTION:

The LSJML does not perform audio expertise.

SCOPE OF EXPERTISE:

- Capture individual images from CD/DVD/memory card/hard disk/USB drive containing a video sequence;
- Capture of still images from a video surveillance system;
- Production of printed images from digital video captures or recordings;
- Image capture of suspect or suspect vehicle from video recording;
- Recover visual information from seemingly erased or formatted media;
- Brightening dark images and increasing sharpness;
- Advanced image enhancement;
- Transferring of information contained in exhibits into viewable files;
- Convert video files to a viewable standard;
- Scaling of photographic images for comparison purposes;
- Visual interpretation work (cleaning, inserting and superimposing images).

MINIMUM SAMPLE QUANTITY:

One exhibit per request for expertise.

EXHIBIT RECOVERY METHOD:

- Capture video sequences or photographic files according to standards guaranteeing the highest possible resolution and image quality;
- Make sure to produce a copy of the highest possible quality that matches the original in every respect;
- If it is not possible to create a working copy, seize the storage system (hard disks) containing the files;
- Also collect original video tracks and manufacturer's specific software used for viewing files.

Do:

- Send an exact copy of the original;
- Put labels on packaging, plastic bags, envelopes, DVD cases, etc. and not on the disc or media itself;
- The request for expertise must include a description of the area of interest, the date and, above all, the time of the event to the nearest second.

Do not:

- Put labels directly on the media itself.

RECOMMENDED CONTAINERS:

- Plastic bag;
- Case for CD/DVD or media card;
- Padded envelope;
- Reinforcement cardboard;

- Strong cardboard box.

STORAGE AND TRANSPORTATION:

- Protect exhibits from moisture and heat;
- Protect from strong magnetic fields (magnets, solenoids);
- Avoid shocks;
- Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Imagery person at 514 873-3301.

Conventional Printed Photographs, Photographic Film

EXAMPLES:

Specialized photography of exhibits developed or undeveloped, photographic film, negative or positive, photographic prints, slides, 8, 16, 35 mm film tape.

SCOPE OF EXPERTISE:

- Improve under- or over-exposed images;
- Reconstruction of damaged, superimposed or overprinted images;
- Digitization and enhancement of photographic or printed documents;
- Redaction of sensitive image areas (information masking);
- Visual assembly of sectioned, torn or overlapping documents;
- Obtaining photo prints from film;
- Enlarge sections of images or negatives;
- Complex, high-resolution photography of exhibits;
- Photographic image scaling for comparison purposes.

CAUTION:

The Imagery Department does not issue conclusions on requests for a match between a submitted photo and images obtained from an analyzed exhibit (e.g., request to identify a person by comparing a photo and the image of a suspect appearing on videotape footage).

The Imagery Department, on the other hand, will do its utmost to present the best possible final images based on the information provided. This will enable the applicant to draw the obvious conclusions.

MINIMUM SAMPLE QUANTITY:

- One roll or sheet of film per exhibit number;
- A group of photographs on the same theme per exhibit number.

EXHIBIT RECOVERY METHOD:

- If in doubt, do not attempt to remove the film from the camera. Send as is;
- Identify the make and model of the camera and its lens;
- Wear disposable gloves when handling old photographs;
- Protect the delicate surface of each photograph with a sheet of interleaving paper.

Do:

- The negatives should be separated from each other using a sheet of white paper or a special plastic sleeve.

Do not:

- Do not put labels on photos, films or exhibits.

RECOMMENDED CONTAINERS:

- Place cassettes (film) in rigid containers (film capsules);
- Protect prints (photographs) in paper envelopes, reinforced with strong cardboard;
- Place exhibits in plastic bags, away from moisture;
- Protect undeveloped film from light (opaque plastic container) and heat.

STORAGE AND TRANSPORTATION:

- Protect from light, humidity and heat;
- Undeveloped film is best stored in the refrigerator;
- Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Imagery person at 514 873-3301.

Recommendations for Taking Photographs for Comparative Analysis

EXAMPLES:

A photographic image taken by police, used to compare a photo of a scene or an exhibit with a mark, trace or other object submitted to the LSJML.

SCOPE OF EXPERTISE:

- Life-size photographic print;
- Print images with corrected perspective (perpendicular);
- Digitization of printed documents;
- Complex, high-resolution photography of exhibits;
- Photographic image scaling for comparative analysis.

MINIMUM SAMPLE QUANTITY:

- Only one exhibit should be present per photograph;
- A group of photographs of the same object must be grouped under the same exhibit label number.

CAUTION:

Please note that the Imagery Department scales images submitted by police forces for comparative analysis. It is important that these photographs be of high quality (resolution) and include the measurement scales required for life-size reproduction.

EXHIBIT RECOVERY METHOD:



- Position the ruler so as not to obscure the area of interest, leaving space between them (illustrated above by the orange lines);
- Position the camera as perpendicularly as possible to the area of interest;
- Use a lens with a focal length greater than 50 mm;



- Frame the image to leave a space around the ruler (illustrated above by the orange lines) and position the area of interest in the centre of the image.

Do:

- Use an approved 15 x 30 cm or 5 x 5 cm ruler when shooting objects to be documented to scale.



- [Lightning Powder Bureau Scales, Set of 2 Model 6-3880, SKU 1005953](#) ;
- [Lightning Powder ABFO No. 2 Photomacrographic Scale Model 6-3875, SKU 100595](#).



- The ruler must be in the image on the same plane as the area of interest, so raise the ruler if necessary.

Do not:

Use common objects (cigarette packets, pens, tape ruler, credit cards) as size references.

RECOMMENDED CONTAINERS:

Forward photographic files according to your department's standards (USB stick or CD/DVD)

STORAGE AND TRANSPORTATION:

Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Imagery person at 514 873-3301.

Latent Fingerprints

The LSJML does not offer expertise on latent fingerprints. Exhibits collected solely for latent fingerprints examination should not be sent to the LSJML.

- If latent prints examination is to be conducted by the *Sûreté du Québec*, contact their Forensic Identification Service by telephone at (514) 596-7697.
- Exhibits that also require latent fingerprint examination by the *Sûreté du Québec*, must include form SQ-o-309 when sent to the LSJML. Otherwise, please contact the Forensic Identification Services of your local police force.
- When both DNA and latent fingerprint examination are needed on an exhibit, the first analysis conducted must be DNA.
- When DNA, document (latent writings - indented impressions and/or handwritten analyses) and latent fingerprint examinations are needed on an exhibit, the first examination must be DNA and the second must be documents. The techniques used in fingerprint examination destroy the indented impressions that may be present on a document.
- If further tests other than DNA are required on an exhibit, the applicant must first contact a professional in the relevant department to validate the sequence of tests to be carried out.

Toxicology

Sexual Assaults

EXAMPLES:

- Blood and/or urine samples.
- Other exhibits if applicable (e.g., bottle, tablet), see the [Exhibits](#) section.
- Hair, if there was a long delay between the assault and the sample collection or if no biological samples are available - cost borne by the applicant.

SCOPE OF EXPERTISE:

Substance identification (alcohol, conventional drugs, and illegal drugs).

MINIMUM SAMPLE QUANTITY:

4 mL

EXHIBIT RECOVERY METHOD:

- Blood and urine samples collected at a designated sexual assault centre.

RECOMMENDED CONTAINERS:

- Blood: glass tube with grey stopper;
- Urine: plastic bottle.

STORAGE AND TRANSPORTATION:

- Tightly sealed containers;
- Keep biological samples refrigerated and dry;
- Hair to be kept at room temperature;
- Transportation by road or rail, click [here](#);
- Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Toxicology person on duty at 514 873-3301.

Non-urgent questions can also be e-mailed to lsjml-toxicologie@msp.gouv.qc.ca.

CAUTION:

If applicable, the information available in the Forensic Kit Documentation (time elapsed between the assault and the collection of the samples, drugs or other substances consumed, or involuntary ingested, etc.), as well as the summary of the event documented in the request for expert examination and exhibits, will guide toxicological investigations of biological samples.

Approved Alcohol Screening Devices

EXAMPLES:

Certification or recertification of an Approved Screening Device (ASD) (includes testing the temperature compensation function, 3-point calibration).

SCOPE OF EXPERTISE:

- Need for maintenance (3- point non-functional);
- Initial certification;
- Annual recertification: invoice sent to the requesting police force.

MINIMUM SAMPLE QUANTITY:

One Approved Screening Device.

RECOMMENDED CONTAINERS:

ASD in protective case.

STORAGE AND TRANSPORTATION:

- Unlike other exhibits, ASDs do not require a label. When creating a request for expert examination in GDE, use the serial number as the label number;
- Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Toxicology person on duty at 514 873-3301.

Non-urgent questions can also be e-mailed to lsjml-toxicologie@msp.gouv.qc.ca.

Impaired by Drugs and Medication (DRE), Breach of Condition

EXAMPLES:

- 1 or 2 bottles of urine;
- Other exhibits, if applicable (e.g., swab from one nostril). See the [Exhibits](#) section.

SCOPE OF EXPERTISE:

- Substance identification (common drugs and illegal drugs);
- Effects of substances.

MINIMUM SAMPLE QUANTITY:

4 mL

EXHIBIT RECOVERY METHOD:

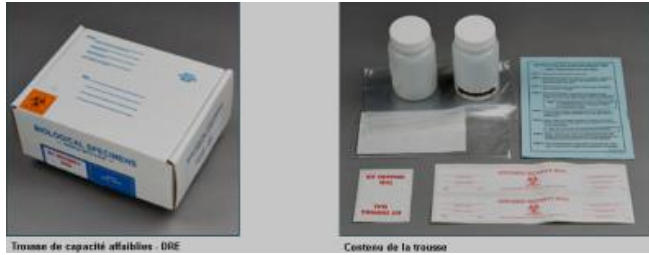
Urine sample by the suspect in the presence of a police officer (DRE) or seizure of urine sample (breach of condition).

CAUTION:

The Drug Influence Evaluation Form completed by a Drug Recognition Expert (DRE) guides toxicological examination of biological samples.

The form must be completed, signed and verified to obtain an expert report in toxicology.

RECOMMENDED CONTAINERS:



- Urine sample (separated into 2 plastic bottles - DRE, if possible).
- The bottles are then individually packaged in resealable plastic bags and put in a labelled box (DRE).

STORAGE AND TRANSPORTATION:

- Tightly sealed containers;
- Keep biological samples refrigerated and dry;
- Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Toxicology person on duty at 514 873-3301.

Non-urgent questions can also be e-mailed to lsjml-toxicologie@msp.gouv.qc.ca.

Exhibits

EXAMPLES:

- Herbs;
- Liquid, food;
- Tablet/capsule, medicine, powder;
- Syringe, pipe, container;
- Clothing or other items related to attempted murder or poisoning, chemicals, exhibit in death investigations, sexual assault or impaired driving, etc.

SCOPE OF EXPERTISE:

Substance identification (alcohol, common and illegal drugs).

MINIMUM SAMPLE QUANTITY:

N/A

EXHIBIT RECOVERY METHOD:

- Syringe or any sharp object: protect the tip with a safety device;
- Exhibits in their original container: package each container separately, if possible;
- Exhibits without a container: package each exhibit separately.

CAUTION:

Exhibits can guide toxicological examination of biological samples or explain the effects experienced by the victim or the suspect's intentions.

In the case of illegal drugs (narcotics), the LSJML does not issue certificates under the Controlled Drugs and Substances Act.

If trafficking or simple possession charges are being considered, the exhibits must be sent to the [Health Canada Laboratory](#) (Longueuil).

Exhibits are usually returned to the submitting police force unless otherwise specified.

RECOMMENDED CONTAINERS:

- Transfer the liquid into a tightly sealed container if the original container is unsuitable;
- Resealable plastic bags for perishables and other items, if possible;
- Rigid plastic containers or other containers for any sharp objects.

STORAGE AND TRANSPORTATION:

- Avoid contact between solids and liquids;
- Tightly sealed containers;
- Keep biological samples refrigerated and dry;
- Keep drugs, tablets, capsules and medications in a safe place (under lock and key);
- Transport by road or rail, click [here](#);

- Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Toxicology person on duty at 514 873-3301.

Non-urgent questions can also be e-mailed to lsjml-toxicologie@msp.gouv.qc.ca.

Expert Opinion Reports

EXAMPLES:

- Impaired driving;
- Nature and dangerousness;
- Breach of condition.

SCOPE OF EXPERTISE:

- Description and effects of substances;
- Compatibility of signs and symptoms with the presumed substance consumed (common drugs and illegal drugs).

CAUTION:

The summary of events outlined in the request for expert examination (LSJML-32), the police occurrence report, the medical / hospital file and the certificate of analysis guides interpretations, hypotheses and opinions.

MINIMUM SAMPLE QUANTITY:

N/A

IMPORTANT DOCUMENTS:

Medical / hospital records, police occurrence report including suspect's signs and symptoms, and certificate of analysis of seized exhibit / substance, if applicable.

STORAGE AND TRANSPORTATION:

Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Toxicology person on duty at 514 873-3301.

Non-urgent questions can also be e-mailed to lsjml-toxicologie@msp.gouv.qc.ca.

Blood Alcohol Concentration Evaluations (back calculation and others)

EXAMPLES:

Loss of presumption of identity: 2-hour time limit expired, last-drink defence, post-event consumption, unapproved containers or other.

SCOPE OF EXPERTISE:

Blood alcohol concentration at the time of an event.

MINIMUM SAMPLE QUANTITY:

N/A

ESSENTIAL DOCUMENTS:

- Breathalyzer result:
 - Results printout;
 - Qualified technician certificate;
 - Alcohol standard usage log (except DataMaster DMT-C);
 - Certificate of analysis of alcohol standard solution;
 - Police investigation documents - time of event;
 - Approved Screening Device log, if used;
 - Any error messages.
- Blood kit results:
 - Analyst certificate;
 - Qualified medical practitioner certificate;
 - Police investigation documents - time of event;
 - Approved Screening Device log, if used.

OTHER USEFUL DOCUMENTS:

- Additional report from qualified technician;
- Medical file (blood alcohol test results);
- Police investigation documents:
 - Signs and symptoms;
 - Presence of alcohol (volume and alcohol content).

STORAGE AND TRANSPORTATION:

Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Toxicology person on duty at 514 873-3301.

Non-urgent questions can also be e-mailed to lsjml-toxicologie@msp.gouv.qc.ca.

Blood Kits

EXAMPLES:

Two tubes of blood.

SCOPE OF EXPERTISE:

- Blood alcohol concentration analysis certificate (expressed in mg/100 mL) pursuant to section 320.31(2) of the Criminal Code;
- Toxicological analysis for the presence of common or illegal drugs, when required.

CAUTION:

Recommended form in cases of impaired driving: certificate from a qualified medical practitioner and technician (form SQ-SEC-110).

MINIMUM SAMPLE QUANTITY:

4 mL

EXHIBIT RECOVERY METHOD:

Instructions for police officers:

Instructions for police officers are found on the LSJML pre-addressed box.

- Give the blood kit to the doctor or technician, informing him or her that it must be used for collecting blood samples. Remind him / her of the alcohol-free iodine swab in the kit;
- Request permission to attend the procedure;
- After collecting the sample, recover the kit and fill in the seals or labels for identification. The police officer and the physician or technician must initial each seal;
- Seal the glass tubes by applying a seal to the cap of each tube. Be sure not to cover the part of the label marked "367001" and the expiry date;
- Place the tubes in the Styrofoam box and put a seal at each end;
- Complete the Certificate of a Qualified Medical Practitioner (SQ-SEC-110) immediately. Leave the original with the doctor or qualified technician. Keep the other copies for distribution to the appropriate people;
- To maintain the chain of custody, send by secure means, to the LSJML:
 - The kit containing the two sealed tubes;
 - The yellow copy of the Certificate of a Qualified Medical Practitioner.

Instructions for doctors or nurses:

Instructions for doctors or nurses can be found on the inner box of the kit.

- Use the iodine pad found in the kit;
- Collect blood using the kit provided by the police officer. Mix the blood thoroughly with the powder contained in the "367001" tubes;
- Put your initials on the seal;
- Watch as the police officer puts the seals on the cap of each tube;
- Sign the completed Certificate of a Qualified Medical Practitioner provided by the police officer. Keep the original and give him/her the green, pink and yellow copies;
- Blood is collected using the "Vacutainer" system.

RECOMMENDED CONTAINERS:

BD-type "367001" glass tube (approved container).

STORAGE AND TRANSPORTATION:

- Transportation requires no refrigeration. But refrigeration is necessary if the kit is to be stored over a long period of time prior to shipment.
- Transport by road or rail, click [here](#).
- Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Toxicology person on duty at 514 873-3301.

Non-urgent questions can also be e-mailed to lsjml-toxicologie@msp.gouv.qc.ca.

Non-Approved Containers

EXAMPLES:

- Blood samples (serum/plasma, whole blood), urine or other samples (e.g., vomit) from a hospital or other premises in connection with attempted murder / poisoning, breach of probation, impaired driving, ante-mortem samples, etc.;
- Coroner kits containing biological samples (e.g., ocular fluid, femoral and cardiac blood, urine), if available;
- Hair, if poisoning suspected – costs paid by applicant.

CAUTION:

The summary of events contained in the request form for expert examination, together with any relevant documents (e.g., police occurrence report, medical / hospital records), guide the toxicological examination of biological samples.

SCOPE OF EXPERTISE:

- Substance identification (common or illegal drugs);
- Effects of substances.

MINIMUM SAMPLE QUANTITY:

4 mL

EXHIBIT RECOVERY METHOD:

- Biological samples collected at a hospital or other location, as appropriate.

RECOMMENDED CONTAINERS:

- Blood sample: glass tube;
- Urine and other biological samples: plastic bottle;
- Samples individually placed in resealable plastic bags.

STORAGE AND TRANSPORTATION:

- Tightly sealed containers;
- Keep biological samples refrigerated and dry;
- Transport by road or rail, click [here](#);

- Send all exhibits to the LSJML, along with the request form for expert analysis (LSJML-32) and follow the procedure for [submitting exhibits](#).

If in doubt about the best way to package and transport an exhibit, contact the Toxicology person on duty at 514 873-3301.

Non-urgent questions can also be e-mailed to lsjml-toxicologie@msp.gouv.qc.ca.



Protocol for Post-Mortem Sample Collection for Toxicological Analysis

OBJECTS:

Specify the samples required in cases where an autopsy is performed.

In order to maintain the chain of custody and ensure the full communication of all information to the Toxicology Division:

- Forward all relevant information relating to the nature of the case, the victim's history, medication taken and exposure to toxic or industrial products. In the case of deaths in hospitals, detention centres or nursing homes, the medical record should be available for consultation, to help toxicological testing and provide the best responses to coroners' requests.
- All biological samples are destroyed approximately five years after the issuance of the expert report, unless otherwise notified by the person in charge of the case (coroner, pathologist, investigator, prosecutor).

POST-MORTEM SAMPLES:

- Essential common samples for general toxicological testing, including common or illegal drugs.
- NOTE: the Sarstedt 50 mL conical plastic tube with skirt, code #62.559.001, should be used where indicated.

SAMPLE	CONTAINER	QUANTITY
Peripheral blood (femoral, axillary, subclavian, iliac)	10 mL tube containing: Sodium fluoride (100 mg) and potassium oxalate (20 mg)	Maximum 10 mL
Ocular fluid	10 mL tube containing: Sodium fluoride (100 mg) and potassium oxalate (20 mg)	Both eyes
Cardiac blood and / or blood from other cavities	Conical plastic tube containing: 500 mg of a mixture of sodium fluoride (400 mg) and potassium oxalate (100 mg) (see FO-08-04-TOX-016)	~ 40-45 mL
Gastric contents	Suitable plastic pot	All
Urine	Conical plastic tube	~ 40-45 mL*
Liver (right lobe)	Conical plastic tube	~ 50 g

* Aliquot of total volume taken and homogenized. Note total volume.

- When the above matrices are not available, substitute them, if possible, with the following samples:

MISSING SAMPLE	SUBSTITUTION SAMPLE	CONTAINER	QUANTITY
Peripheral blood	Organ(s) (in order of preference: liver, spleen and/or kidneys)	Conical plastic tube	~ 50 g
Ocular fluid	Non-substitutable	Not applicable	Not applicable
Cardiac blood	Organ(s) (in order of preference: liver, spleen and/or kidneys)	Conical plastic tube	~ 50 g
Gastric contents	Non-substitutable	Not applicable	Not applicable
Urine	Gall bladder and contents	Conical plastic tube	Entire**

** In cases of gallbladder tension, use a jar with a yellow cap.

- In the following special situations, additional samples will be retrieved by the pathology assistant:

SITUATION	ADDITIONAL SAMPLE	CONTAINER	QUANTITY
Volatile substances testing	Brain and lungs	Hermetically sealed glass jar	~ 50 g of each organ
Testing for chronic or past use of a substance	Hair	Paper envelope	A lock of hair from the posterior vertex
Testing for parenteral substances	Skin (injection site and control skin)	Conical plastic tube	Cutaneous ellipse
Cyanide testing	Spleen	Conical plastic tube	~ 50 g
Heavy metal testing	Liver and kidneys	Conical plastic tube	~ 50 g of each organ
	Hair	Paper envelope	A lock of hair from the posterior vertex
	Toenails	Conical plastic tube	All

Femoral blood

- Femoral blood is used for ethyl alcohol analysis. It is valid provided the region is not traumatized or contaminated by micro-organisms from ethyl alcohol neoformation.
- Femoral blood is also the sample of choice for quantifying and interpreting the results of drug screens, since their concentrations are generally the closest to ante-mortem concentrations.

Ocular fluid

- Ocular fluid is mainly used to confirm blood alcohol concentrations. It is particularly important to check for the possibility of ethyl alcohol neoformation, as ocular fluid is not very suitable to this.
- In addition, ocular fluid is useful for establishing a portrait of hyperglycemia, ketoacidosis or electrolyte imbalance at the time of death, and can be used to screen for certain drugs or other conditions / states.

Cardiac blood

- Collected from various heart chambers. This blood is the reference specimen in forensic toxicology. It is used for general screening.

Gastric contents

- Given its non-homogeneous nature, the entire sample must be collected. Its analysis enables us to estimate the quantity of unabsorbed residual substances, and in the absence of other samples, to detect certain circulating substances re-secreted by the stomach.

Urine

- For reasons of homogeneity, all urine must be collected. It is also used for general screening (elimination medium). In addition, its analysis facilitates the identification of certain metabolites (products of transformation by the organism), making it possible to confirm the absorption of certain drugs (e.g., acetylmorphine suggesting the use of heroin).
- In the absence of ocular fluid, it can also be used to confirm alcohol or hyperglycemia. Finally, it can be used to identify previously consumed substances when there is a delay between the event and the taking of samples (e.g., time in hospital before death, sexual assault).

Road or Rail Transportation of Samples for Toxicological Analysis

Procedure:

- Classify these samples as "infectious substances", as they may contain pathogens such as hepatitis B and HIV;
- Place each sample in a leakproof container not exceeding 100 mL;
- Wrap the container in an absorbent cloth that will absorb the contents should the container leak or break;
- Seal in a second container;
- Package sufficiently to avoid breakage caused by pressure or shock;
- Put parcel in a strong cardboard box or a sealed freezer container;
- Put a label with the following information on all boxes or containers used to transport infectious substances via a courier service:
 - A label stating, "Infectious substances";
 - A label stating, "This side up";
 - A label with the LSJML telephone number (514 873-3301).

In the event of a leak, disinfect with a bleach solution (3 parts water + 1 part bleach).

Section 4 – Submitting Exhibits

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Handling Hazardous Materials

Please, package exhibits to minimize the risk of contamination during shipping and at the reception desk.

Notify SPAC by telephone (514 873-3301 ext. 61585), or by e-mail (pieces.lsjml@msp.gouv.qc.ca) or by writing the information on the packing slip if:

- The exhibits are contaminated;
- The victim or accused person is known to have an infectious disease such as HIV, hepatitis B or C, or tuberculosis;
- The victim or accused person belongs to an at risk group for the above-mentioned diseases;
- The firearm could not be secured or could not be verified if secured.

The LSJML reserves the right to return any exhibit if it poses a security risk. Please refer to the [Exhibits not Accepted by the LSJML](#) section for information on inadmissible exhibits.

For more information on packaging and labelling high-risk exhibits, contact SPAC by telephone (514 873-3301 ext. 61585) or by e-mail (pieces.lsjml@msp.gouv.qc.ca).

Means of Submitting Exhibits

Affix an LSJML-25 label, sticker with barcode (supplied by SPAC) on the packaging of each exhibit and a copy of a form requesting an expert analysis or an expert examination which is completed on the [GDE web portal](#).

Unlike other exhibits, alcohol detection devices (Alco-sensor) and tasers do not require a label (LSJML-25). When filling an expert examination request in GDE, use the serial number as the label number.

Send exhibits quickly using one of the following methods:

1. At the *Service des pièces à conviction* (SPAC) by making an appointment:

- Monday to Thursday, 8:30 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m.;
- Friday, 8:30 a.m. to 12:00 p.m.

2. At the LSJML Depot (basement):

- 24 hours a day, place exhibits in one of the fridges or lockers. If these are full, please return on the next working day.

3. By post or courier:

- Exhibits must be securely and safely packaged;
- Some items (sexual assault kit, urine kit, impaired driving kit, etc.) must be kept cool. The use of ice packs is suggested. Write "Keep refrigerated" or "Keep cold" on the packaging;
- Enclose a copy of the request for expert examination form (LSJML-32) with the exhibits and send to the following address:

Exhibits Not Accepted by the LSJML

Bones

Bones are considered a part of a corpse. The coroner must be notified and, as directed, arrange for the bones to be taken to the morgue.

Bones should not be sent to the Exhibits Service of the LSJML

A GDE application is not required. The Coroner's Office will handle these cases.

Morgue de Montréal:

Édifice Wilfrid-Derome, RC
1701, rue Parthenais
Montréal (Québec) H2K 3S7
Téléphone : 1 888 CORONER, ext. 1
Télécopieur : 514 873-6792

Drugs

If the request for drug analysis is made for the purpose of laying charges for possession of illegal substances, it must be processed by [Health Canada's Drug Analysis Service \(DAS\)](#).

Santé Canada
Service d'analyse des drogues
1001, rue Saint-Laurent Ouest
Longueuil (Québec) J4K 1C7
Clerk: 450-928-4046
Manager: 450-928-4027

Unknown substances

[Protocol for submitting unknown substances to the LSJML](#)

Large or Heavy Exhibits

Notify LSJML staff before sending any such exhibit or box (other than firearms if packaged in appropriate boxes)

If shipping, make special arrangements with the delivery services for exhibits that cannot fit into regular boxes, and for exhibits and boxes weighing over 25 kg.

Return of Exhibits

After Expert Examination by the LSJML

Exhibits are generally returned in one of two ways after examination / analysis:

1. **Frequent (regular) clients:** At the *Service des pièces à conviction* (SPAC)
 - Monday to Thursday, 8:30 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m.;
 - Friday, 8:30 a.m. to 12:00 p.m.
2. **Non-frequent clients:** By mail or courier:
 - Exhibits are shipped via Purolator or Dicom.
 - Firearms are returned with a chain of signatures.

Latent Fingerprints Examination Requests After Completed Examination at the LSJML

With form SQ-o-309:

- The exhibit is picked up by the SQ Forensic Identification service's liaison officer.

Without form SQ-o-309:

- The investigator is notified by the LSJML expert. The exhibit is held at SPAC while waiting to receive form SQ-o-309. If, after one month, form SQ-o-309 has still not been received, the exhibit is returned to the sender or the investigator.

Exhibits Sent to the LSJML for Further Examination Following a Request for Latent Fingerprints Examination

When an exhibit is returned to the LSJML, a new GDE request must be completed, even if the exhibit has already been processed at the LSJML. The label number (sticker with barcode) remains the same.

Exhibits from Quebec's First Nations and Inuit Police Forces

Exhibits from Quebec's First Nations and Inuit police forces are generally returned to the sender via Canada Post courier.

Cancellation of an Expert Examination Request

Requests for expert examination cancellation can be sent by one of the following methods:

1. [GDE portal](#).
2. E-mail: complete and attach the Annulation de demande d'expertise form and send to pieces.lsjml@msp.gouv.qc.ca.

Destruction of Exhibits

Unless otherwise specified, the LSJML does not destroy any exhibits.

Exhibits are always returned to the sender.

If destruction of the exhibit is required, contact the expert in charge of your file and send the Demande de destruction de pièce form by e-mail (pieces.lsjml@msp.gouv.qc.ca).



Section 5 – Contacts and Customer Service

Section 5 – Contacts and Customer Service

LSJML Divisions and Departments

LSJML General Contact 514 873-3301
fax: 514 873-3301
lsjml@msp.gouv.qc.ca

After hour emergencies: 514 873-3301
Let it ring and a telephone relief manager will assist you.

Ballistics lsjml-balistique@msp.gouv.qc.ca

Biology/DNA

General lsjml-biologie@msp.gouv.qc.ca

DNA Profile Matches lsjml-codis@msp.gouv.qc.ca

DNA Identification lsjml-identification-adn@msp.gouv.qc.ca

Chemistry lsjml-chimie@msp.gouv.qc.ca

Documents lsjml-documents@msp.gouv.qc.ca

Fires / Explosions lsjml@msp.gouv.qc.ca

Imagery lsjml@msp.gouv.qc.ca

Forensic Medicine

Pathology lsjml-pathologie@msp.gouv.qc.ca

Anthropology lsjml-anthropologie@msp.gouv.qc.ca

Odontology lsjml-odontologie@msp.gouv.qc.ca

Histology lsjml-histologie@msp.gouv.qc.ca

Forensic Intelligence renseignement-criminalistique@msp.gouv.qc.ca

**First Nations and Inuit
Cases Liaison** 514 873-3301, ext. 61419
lsjml-cpa@msp.gouv.qc.ca

**Identification Unit -
Unknown and Missing** lsjml-identification@msp.gouv.qc.ca

Exhibits Department (SPAC)

SPAC Opening Hours

514 873-3301, ext. 61585
pieces.lsjml@msp.gouv.qc.ca

Monday to Thursday

From 8:30 a.m. to 12:00 p.m. and
1:00 p.m. to 4:00 p.m.

1700, Fullum street, 13th floor

Friday:

From 8:30 a.m. to 12:00 p.m.

Accessible via the building's garage

Crime Scene

Ballistics

514 949-1228
24 hours a day, 7 days a week

Biology / DNA

514 234-3144
24 hours a day, 7 days a week

Forensic Medicine

Pathology

514 436-1460
24 hours a day, 7 days a week
lsjml-pathologie@msp.gouv.qc.ca

Identification Unit and
Odontology

lsjml-identification@msp.gouv.qc.ca
lsjml-odontologie@msp.gouv.c
514 809-0181

Anthropology Expertise on
recovered bones: 7/7,
7:00 a.m. to 7:00 p.m.

438 872-3229
lsjml-anthropologie@msp.gouv.qc.ca

Customer Training

To find out about our training,
conference and presentation
services.

514 873-3301, ext. 61730
lsjml@msp.gouv.qc.ca

Info-GDE

For technical support, account
creation or modification

514 873-3301 ext. 61554
info.gde@msp.gouv.qc.ca

Media Relations

Communications Department

418 646-6777
relations.media@msp.gouv.qc.ca

