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Guidance for packaging of evidence for NIBIN submissions

BCI Laboratory provides services to comply with the Bureau of Alcohol, Tobacco and Firearms (ATF) for the timely entry of test fires to the National Integrated Ballistic Information Network (NIBIN) system. Allow this guidance document to assist your department in submissions of firearm evidence to BCI Labs.

- To preserve any potential DNA evidence, swabs from handled areas of the firearm should be collected prior to collecting test fires from the firearm. The test fires can be submitted for NIBIN entry; swabs collected from the firearm may be submitted in accordance with the BCI DNA submission policy.
- Firearms recovered from a crime scene or found property (i.e. abandoned or discarded firearm) shall be test fired by the Law Enforcement Agency prior to submitting the evidence to the laboratory. When test firing a firearm(s), please collect at least 2 test fires for submission to the laboratory for NIBIN entry.
- BCI supplied pre-printed envelopes are available for packaging test fired cartridge cases. Alternatively, agencies can use their own packaging, however the following information should be provided on the packaging for test fires for NIBIN submissions.
 - Case Number
 - Agency
 - Exhibit Number
 - Occurrence Date (date of offense)
 - Offense Type
 - Make
 - Model
 - Serial Number
 - Caliber
 - Type (e.g. rifle, pistol, 12 gauge shotgun)
 - Investigator Name
 - Investigator Email Address
 - Investigator Phone Number
- The packaging size must be a minimum of ~ 5 x 7 inches.

Additional information about NIBIN database searches and notification practices is available at: <https://www.ohioattorneygeneral.gov/Files/Law-Enforcement/BCI/Laboratory-Division/LF-QA-FA-Database-Policy-Rev-0-11212017.aspx>

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