



# Standard Practice for Collection and Preservation of Information and Physical Items by a Technical Investigator<sup>1</sup>

This standard is issued under the fixed designation E1188; the number immediately following the designation indicates the year of original adoption or, in the case of revision, the year of last revision. A number in parentheses indicates the year of last reapproval. A superscript epsilon ( $\epsilon$ ) indicates an editorial change since the last revision or reapproval.

## 1. Scope

1.1 This practice covers guidelines for the collection and preservation of information and physical items by any technical investigator pertaining to an incident that can be reasonably expected to be the subject of litigation.

1.2 This practice describes generally accepted professional principles and operations, although the facts and issues of each situation require consideration, and frequently involve matters not expressly dealt with herein. Deviations from this practice should be based on specific articulable circumstances.

1.3 *This standard does not purport to address all of the safety concerns, if any, associated with its use. It is the responsibility of the user of this standard to establish appropriate safety, health, and environmental practices and determine the applicability of regulatory limitations prior to use.*

1.4 *This international standard was developed in accordance with internationally recognized principles on standardization established in the Decision on Principles for the Development of International Standards, Guides and Recommendations issued by the World Trade Organization Technical Barriers to Trade (TBT) Committee.*

## 2. Significance and Use

2.1 This practice is intended for use by any technical investigator when investigating an incident that can be reasonably expected to be the subject of litigation. The intent is to obtain sufficient information and physical items to identify evidence associated with the incident and to preserve it for analysis.

2.2 The quality of evidence may change with time, therefore, special effort should be taken to capture and preserve

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evidence in an expeditious manner. This practice sets forth guidelines for the collection and preservation of evidence for further analysis.

2.3 Evidence that has been collected and preserved is identified with, and traceable to, the incident. This practice sets forth guidelines for such procedures.

## 3. Procedure

3.1 *Documentary Information*—Collect information related to events and conditions occurring before, during, or after the incident. Documentary information may be held by any entity associated with the incident. Make a broad search to identify documents and, where possible, collect them. Obtain statements as early as feasible from all individuals associated with the incident and the recovery activity.

### 3.2 Physical Evidence:

3.2.1 Plan the investigation to protect physical evidence significant to the incident. The plan should consider the possibility of identity loss, physical loss, or the deterioration or destruction of information due to environmental effects or the recovery and collection activities. For each item considered to be significant to the incident, document, collect and preserve physical items and their information content as soon as possible.

3.2.2 Document conditions that prevent or interfere with the preservation of any potential evidence in the state in which it was found. This might include hazardous or accessibility conditions, weather conditions, or other existing complications.

3.2.3 Assign a unique identifier to each item collected and include this information in a label securely attached to the item or as documentation on the item's container and enter the identifying information on a log sheet together with a brief description of the item. The evidence documentation should also clearly include any specific details necessary for preservation of the item, such as temperature control or special handling instructions.