



# Bulletin

**To:** Member Agencies  
**From:** Executive Director Phil Kinsey  
**Date:** May 7, 2020  
**Re:** Laboratory Operations Update – **Evidence Intake**

---

This Bulletin updates the April 9<sup>th</sup> Bulletin by extending the current evidence intake operations listed below until further notice.

- Please use the [clerical@nircl.org](mailto:clerical@nircl.org) email to make appointments.
- Please schedule appointments a week in advance if possible.
- During this time, most appointments will be made on Tuesdays and Thursdays, but the lab can accommodate other times on a limited basis.
- The laboratory has installed a sneeze guard at the front counter, but please bring *and wear* face masks while transferring evidence. The laboratory does not have a supply of masks that can be shared.

We all look forward to operations getting back to normal and greatly appreciate your patience in the meantime.

Should your agency encounter a critical situation in which the laboratory can be of help, laboratory staff stand ready to report.

Please do not hesitate to contact Phil Kinsey ([pkinsey@nircl.org](mailto:pkinsey@nircl.org)) (406) 493-8083) or Mark Milford ([mmilford@nircl.org](mailto:mmilford@nircl.org), (847) 362-0676 x103) if you need any assistance.