

**DRUG ENFORCEMENT ADMINISTRATION**

**LABORATORY OPERATIONS MANUAL  
MANAGING LABORATORY EVIDENCE**

**7300**

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## 7301 INTRODUCING RESPONSIBILITIES

### 7301.1 Definitions

- A. Forensic analyst: an individual authorized to analyze evidence within the Drug Enforcement Administration (DEA) laboratory, which includes the Forensic Chemist (FC), the Friction Ridge Examiner (FRE), or the Digital Forensic Examiner (DFE).
- B. Evidence staff: individuals authorized to receive, store, and transact evidence, as described in subchapters 7302, 7303, 7304, 7305, and 7306, which includes the Laboratory Director (LD), Associate Laboratory Director (ALD), Group Supervisor (GS), Friction Ridge Supervisor (FRS), Laboratory Administrative Officer (LAO), and Evidence Specialist (ES).
- C. Laboratory Information Management System (LIMS): the laboratory system's casefile management system.
- D. Chain of custody: chronological documentation of laboratory transactions that begin with receipt of evidence by the DEA laboratory and includes the creation of records within the Laboratory Information Management System (LIMS), physical transfers of the evidence, and final disposition of the evidence (e.g., return to submitting agency, destruction).
- E. Laboratory manager: a permanent or temporarily promoted member of the laboratory management staff, which includes the LD, ALD, GS, or LAO. Unless specifically authorized in subchapters 7302, 7303, 7304, 7305, or 7306, acting supervisors do not perform evidence-handling duties.

### 7301.2 DEA e-Forms

DEA-6	Report of Investigation
DEA-7	Report of Drug Property Collected, Purchased, or Seized
DEA-7a	Acquisition of Non-Drug Property Seizures
DEA-7b	Non-Drug Evidence Laboratory Analysis Request
DEA-12	Receipt for Cash or other Items
REDACTED	REDACTED
REDACTED	REDACTED
DEA-86	Forensic Chemist Worksheet
DEA-86a	Forensic Chemist Worksheet (Continuation)
DEA-111	Friction Ridge Examination Report
DEA-113	Chemical Analysis Report
DEA-307	Evidence Accountability Record

DEA-466c	Fingerprint Case & Activity Comm Log
DEA-500	Clandestine Lab Report
SF-135	Records Transmittal Receipt

### 7301.3 Describing Responsibilities

- A. The LD maintains responsibility over the receipt, storage, and safeguarding of evidence submitted to the laboratory and for ensuring complete accounting of evidence and stockpile materials.
  - 1. Unless expressly prohibited elsewhere in this chapter, the LD may delegate these duties and authorities to other staff members.
- B. The ALD ensures that laboratory managers and forensic analysts adhere to the policies set forth in the Laboratory Operations Manual (LOM) and in discipline-specific chapters. The ALD assists with evidence receipt, handling, and storage, as needed.
- C. The GS in chemistry and digital evidence disciplines and the FRS in the friction ridge discipline ensure that forensic analysts adhere to the policies set forth in the LOM and in discipline-specific manuals. The GS and FRS assist with evidence receipt, handling, and storage, as needed.
- D. The LAO is responsible for the main vault and directly supervises the ES in carrying out evidence handling duties. The LAO is responsible for evidence handling processes within the laboratory, including receipt, storage, transfer, and disposition.
- E. The ES is responsible for the day-to-day activities regarding receipt, handling, storage, and disposal of physical evidence.
- F. ESs and laboratory managers are authorized to receive, store, and transact evidence as described in subchapters 7302, 7303, 7304, 7305, and 7306. LDs authorize, in writing, other individuals to perform these functions.
 

**EXCEPTION:** Unless specifically authorized by SF in writing, contractors and interns are not allowed to receive evidence or perform any of the functions described in subsections 7302, 7303, 7304, 7305, or 7306. Contract DFEs may possess evidence assigned for examination (see 7305.11, 7305.12, and 7305.13).
- G. The FC, FRE, and DFE positions are responsible for complying with those policies set forth in the LOM and those in discipline-specific manuals.
- H. Laboratory staff accurately documents events or actions involving the chain of custody.
- I. Laboratory staff maintains responsibility for wearing the specified personal protective equipment (PPE) in designated areas and for adhering to requirements as described in LOM 7800.

#### **7301.4 Collecting and Processing Evidence in the Field**

- A. FCs, FREs, and DFEs participate in enforcement operations outside the laboratory to assist Special Agents (SAs), Task Force Officers (TFOs), and/or Diversion Investigators (DIs) in collecting evidence. These operations include, but are not limited to, clandestine laboratories and searches executed with a valid search warrant.
- B. Before participating, examiners refer to LOM 7500, REDACTED, and 7700 for specific instructions regarding these activities.
- C. If a second SA, TFO, or DI is not present, a laboratory employee at the scene may witness the SA, TFO, or DI seal the evidence and sign the evidence label in the place provided.
- D. Once the evidence is sealed, the SA, TFO, or DI takes custody of and processes the evidence seized in the operation.
- E. Laboratory personnel may not prepare evidence submission documents (e.g., DEA-7, DEA-7a, DEA-7b) or submit evidence to the laboratory.

#### **7302 RECEIVING, REVIEWING, AND ACCEPTING EVIDENCE SUBMISSIONS**

- A. Review, acceptance, and entry of evidence into LIMS must be completed within 4 business days of receipt.

**EXCEPTION:** Improper evidence submissions must be accepted and entered into LIMS within 1 business day of resolution (see 7302.22.E).

#### **7302.1 Receiving Evidence**

Evidence staff:

- A. Receives evidence obtained domestically either hand-delivered or shipped to the laboratory.  
**NOTE:** See REDACTED for requirements for DEA evidence imported from foreign countries.
- B. Ensures that a DEA-7 accompanies submissions of drug evidence to the laboratory.
- C. Ensures that a DEA-7a and DEA-7b accompany submissions of non-drug evidence for friction ridge analysis.  
**EXCEPTION:** Non-DEA agencies (without access to DEA forms) may request a laboratory examination by letter or by other appropriate means (see LOM 7002.12).
- D. Ensures non-drug submissions to a Digital Evidence Laboratory (SFL9) include:
  - 1. DEA-7a
  - 2. DEA-7b
  - 3. Search warrant and/or Consent to Search form
  - 4. REDACTED

**EXCEPTION:** Foreign submissions do not require a search warrant.

E. Ensures inter-laboratory proficiency testing program (PTP) samples are submitted with a DEA-12.

F. Ensures seized drug and friction ridge training samples are submitted with a DEA-12.

**NOTE:** SFT submits on a DEA-7 or a DEA-12.

G. Ensures digital evidence training samples are submitted with a DEA-7a/b.

H. Requires a written customer request and a DEA-12 when digital evidence is resubmitted to the same laboratory.

I. Consults with laboratory management before receiving seizures of hazardous evidence (see LOM 7800), perishable items, or unusual seizures. Laboratory management consults with management of the seizing office to determine the best course of action.

**NOTE 1:** If the laboratory storage space is inadequate, representative samples may be submitted to the laboratory, and the remainder of the exhibit stored at an alternate location (see REDACTED).

**NOTE 2:** If the evidence is hazardous (see LOM 7800), the laboratory only maintains a representative sample. The Office of Domestic Operations (OD) or Office of Foreign Operations (OF) may authorize the destruction of the remainder of the exhibit upon consultation with the LD and the United States Attorney (see REDACTED for large seizures of hazardous substances).

**NOTE 3:** The DEA field offices are the custodians of bulk amounts of marijuana (REDACTED) and pseudoephedrine (see REDACTED).

J. With regard to receiving evidence submissions, when a situation is not specifically addressed by policy, laboratory management contacts SF.

### **7302.11 Receiving Evidence Delivered in Person**

Evidence staff:

A. Receives evidence submitted in person. Follows TSK-7302.11A Receiving Evidence Delivered in Person.

B. Examines evidence for packaging integrity, proper seals, and labeling (see REDACTED).

C. Ensures submission paperwork appears complete and signs to indicate receipt.

D. Provides a receipt copy to the submitter and stores evidence in the main vault, until reviewed.

**NOTE:** If evidence delivered in person is later determined to be an improper submission, refer to 7302.22.

### **7302.12 Receiving Evidence Delivered by Mail**

Evidence staff:

A. Receives deliveries from commercial carriers or the postal service. Follows TSK-7302.12A Receiving Evidence Delivered by Mail.

- B. Reviews the receipt provided by the carrier and reconciles it against the delivered packages.
  - 1. Follows PRO-7302.12B1 Resolving Mail Receipt Discrepancies, when the package as described on the mail receipt provided by the carrier is not received by the laboratory.
  - 2. Receives delivery and follows PRO-7302.12B2 Resolving Problems with Damaged Shipping Containers, if a package appears to have been damaged in transit or shows signs of tampering.

**NOTE:** Appropriate follow-up action may include referral to the Office of Professional Responsibility (OPR).
- C. Maintains a delivery log to document shipping receipts.
- D. Assumes that deliveries contain evidence and stores them in the main vault until reviewed by the evidence staff. If a delivery appears suspicious, follows security procedures outlined in LOM 7903.5.

**EXCEPTION:** If the submission is excessively large or hazardous, the LD or ALD may authorize evidence staff to store mail and/or evidence in a room other than the main vault if the room has a separate alarm zone and access can be limited to laboratory management and/or evidence staff only (see 7303E).
- E. Opens shipping containers containing evidence and reviews the evidence submissions in accordance with 7302.2.
- F. Notifies intended recipient if determined that a package does not contain evidence or controlled substances (e.g., reference materials).

### 7302.2 Reviewing Evidence Submissions

Evidence staff:

- A. Ensures that evidence submissions meet the requirements as set forth in the REDACTED and LOM.
  - 1. If compliant, laboratory personnel:
    - a. Create a LIMS record for each submitted exhibit (see 7302.3)
    - b. Affix LIMS container label(s) to each evidence container.
    - c. Store the evidence containers in the main vault (see 7303).

**NOTE:** Completion of these steps constitutes acceptance by the laboratory and initiates the laboratory's chain of custody documentation.
- 2. If not compliant, see 7302.21 and 7302.22.
- B. Reviews evidence submissions. Follows TSK-7302.2B Reviewing Evidence Submissions Received by Mail.

- C. Immediately obtains a witness to any improperly sealed evidence items, informs the LAO or other laboratory manager, and processes the items in accordance with PRO-7302.2C Processing Unsealed Evidence Submissions.
- D. May not make changes to the submission paperwork for DEA evidence (e.g., DEA-7, DEA-7a, and DEA-7b).

**NOTE 1:** See 7302.22 for resolving improper evidence submissions.

**NOTE 2:** If the information on the form is inaccurate, submitting SAs, TFOs, and DIs deactivate the original form and create a new DEA-7, DEA-7a, or DEA-7b REDACTED.

REDACTED

- E. Receives mailed evidence packages that are missing the witnessing official's signature on the evidence label, provided that all the other criteria are met, and obtains written acknowledgment of the omission from the submitting SA, TFO, or DI (see REDACTED).
- F. Examines shipping containers and wrapping paper to ensure that all evidence has been removed prior to discarding any packaging material.
- G. Annotates the description of the contents of the package in the delivery log after opening.
  - 1. If the package contains evidence, the description identifies the IA case number and IA exhibit number of each exhibit submitted within the package.

REDACTED

- 2. If the package does not contain evidence, the description identifies the sender and the intended recipient.
- H. Returns evidence sent to the incorrect laboratory (e.g., incorrect area of responsibility). Completes the following:
  - 1. Prepares two DEA-12s, one to show receipt of the item(s) and one for the return to the submitter.
  - 2. Includes written instructions for where to properly submit the evidence.
  - 3. Provides all chain of custody documentation to the proper laboratory for inclusion in the case file (once created in LIMS) (see 7302.3).

**EXCEPTION:** The LD may accept new evidence submitted to an incorrect laboratory at their discretion.

### **7302.21 Correcting Discrepancies on the Submission Paperwork and Evidence Containers**

Evidence staff:

- A. May only correct information on submission paperwork from other (non-DEA) agencies, if authorized by the submitting SA, TFO, or DI.
- B. Receive authorization in writing from the submitting SA, TFO, or DI before making any change to the information listed on the submission paperwork or on the evidence containers.

- C. Initial and date the evidence label next to where the correction was made.
- D. Initial and date the submission paperwork next to where the correction was made.
- E. Attach corrected version of submission paperwork and correspondence authorizing corrections to the LIMS case.

### **7302.22 Logging Improperly Submitted Evidence**

**NOTE:** Evidence submissions that do not meet the requirements set forth in the REDACTED, LOM, or TSK- 7302.2B, Reviewing Evidence Submissions Received by Mail, are improper evidence submissions.

Evidence staff:

- A. Ensures issues with improper evidence submissions are resolved before entry into LIMS and accepted by the laboratory.
- B. Logs and tracks resolutions for improper evidence submissions in a bound or electronic logbook. Follows PRO-7302.22C Resolving Improper Evidence Submissions.
- C. Ensures the improper evidence logbook contains the following information:
  - 1. Delivery date and how the evidence was received
  - 2. Case identifying information, IA case number, and IA exhibit number
  - 3. Physical description of evidence, including the number of containers, container type (e.g., Self-Sealing Evidence Envelope (SSEE), Heat-Sealed Evidence Envelope (HSEE), box), and contents, if visible
  - 4. Gross weight for each container, recorded as a separate weight for each container. (This is not required for SFL9.)
  - 5. Notes documenting communication with the submitting office
  - 6. Notes describing the resolution of the problem, or statement indicating that the evidence has been returned to the submitting office
  - 7. Date resolved or date returned
  - 8. Initials of the person resolving or returning the evidence and reviewer
- D. Attempts to resolve evidence submission problems through email or through memoranda to the submitting SA, TFO, DI, or group supervisor.
- E. Accepts and enters the evidence into LIMS within 1 business day once all problems are resolved (see 7302.3).
- F. Attaches correction memoranda and other correspondence in LIMS.

### **7302.23 Storing Improperly Submitted Evidence**

Evidence staff:

- A. Stores improper evidence in an area of the main vault specifically designated for this purpose.

- B. Does not commingle improper evidence submissions with other evidence until resolved.

#### **7302.24 Returning Improperly Submitted Evidence**

Evidence staff:

- A. Does not routinely return improper evidence submissions. Follow PRO-7302.22C Resolving Improper Evidence Submissions.
- B. Returns the item(s) to the submitting office with a written explanation (e.g., memorandum, printed email) if the problems are not resolved within 14 calendar days.

REDACTED

#### **7302.3 Accepting Evidence and Creating LIMS Records**

Evidence staff:

- A. Processes compliant evidence submissions within 4 business days of receipt by entering into LIMS (see 7302.2A and TSK-7302.3A).

**EXCEPTION:** Evidence reconciled as an improper submission must be accepted and entered into LIMS within 1 business day of resolution (see 7302.22.E).

**NOTE 1:** Acceptance of the evidence in LIMS signifies acceptance by the laboratory.

**NOTE 2:** The LIMS system automatically creates unique numbers for the IA exhibit and each evidence container upon entry by the evidence staff.

- B. Affixes the LIMS container label to each evidence container, and ensures the submission paperwork (e.g., DEA-7, DEA-7b) is properly labeled with the LIMS case numbers.

**EXCEPTION:** Digital evidence laboratories use the LIMS case number range on search warrants and other documents when multiple LIMS case numbers apply (e.g., 2015-SFL9-00120 – 2015-SFL9-00150).

- C. To transfer evidence to another laboratory, follow PRO-7305.23B Conducting Inter-Laboratory Temporary Transfers in LIMS
- D. Does not cover or obliterate the original LIMS container label if an exhibit of evidence receives a second LIMS number and label.

REDACTED

- E. For a non-DEA case re-submitted to the laboratory for either reanalysis or further analysis accepts in LIMS as a “Return from Outside Agency for Analysis,” code RFOAA.
- F. For non-DEA drug exhibits that require reanalysis, refer to LOM 7528.1.
- G. For non-DEA drug exhibits that require defense analysis, refer to LOM 7529.1.
- H. Provides a receipt copy of the annotated submission paperwork to the submitting SA, TFO, or DI containing the LIMS case number.

**NOTE:** Not necessary when the DEA-7 is submitted through CERTS. The DEA-7 is available through CERTS.

- I. Follows TSK-7302.3H Repackaging Digital Evidence Submissions, if digital evidence submissions are packaged in a way that does not protect the device or the data on the device.

### **7303 STORING EVIDENCE**

- A. DEA laboratories are the primary custodians of drug evidence collected by DEA offices.
- B. DEA laboratories do not permanently store non-drug evidence or non-DEA evidence.

**EXCEPTION 1:** Friction ridge evidence derived from DEA drug evidence (e.g., packaging) will remain in the laboratory's custody with the drug evidence.

REDACTED

- C. Evidence staff:
  1. Stores drug evidence and temporarily stores non-drug evidence in accordance with the REDACTED.
  2. Ensures LIMS accurately reflects the physical location of evidence (e.g., vault location, out to examiner, out to court).
- D. REDACTED

#### **7303.1 Maintaining Storage and Processing Areas**

Evidence staff:

- A. Follows TSK-7303.1A Storing Evidence in the Main Vault.
- B. REDACTED
- C. Stores evidence requiring special storage conditions (e.g., suspected khat, volatile liquid) in a container fit for this purpose (e.g., within a refrigerator, a freezer, solvent cabinet) in a vault.
- D. If repackaging is needed, follows PRO-7303.1D Repackaging Evidence Containers.
- E. May not keep trash receptacles in the main vault.
- F. Only uses trash receptacles with self-closing lids in the evidence reception and processing areas.
- G. May not use unsuitable containers (e.g., manila envelopes) to store evidence.
- H. Stores analyzed DEA and non-DEA evidence separately.

#### **7303.11 Storing Unanalyzed Evidence**

Evidence staff:

- A. Stores plastic sealed evidence envelopes (PSEEs) in uncovered bins or in boxes without lids, and ordered sequentially by LIMS case number or container code.

**EXCEPTION:** Evidence containers that are too large or bulky for sequential filing in bins (e.g., boxes, buckets, oversized PSEEs), will be stored on shelves or pallets within the main vault.

- B. Stores evidence submitted for storage only in the analyzed evidence section.

### **7303.12 Storing In-Process Evidence**

Forensic Analysts:

- A. Store in-process evidence in a manner that prevents cross-contamination between exhibits.
- B. Store evidence in a locked security container, locker, or cage within the in-process vault when not being processed.

**NOTE:** For SFL9, in-processing areas are interchangeable with in-process vault.

- C. Store security containers in the in-process vault for overnight storage, or when the forensic analyst is out of the laboratory facility.

REDACTED

REDACTED

- D. May not store evidence in office desks or on laboratory benches.
  - 1. If evidence containers are too large to fit into the security container, forensic analysts store the exhibit in secure storage lockers, or in lockable cages within the in-process vault.
  - 2. If lockers or cages are unavailable, or if the items are too large to be stored in the in-process vault, forensic analysts will store exhibits overnight in the main vault under temporary seal.
    - a. Record the transfer to the evidence staff on a DEA-12 (see 7305.1).
    - b. Do not commingle evidence stored under a temporary seal in the main vault with other evidence in the main vault.
    - c. Lock and store any portion removed for analysis, or small enough to fit into the security container, in the in-process vault.
- E. Consult with laboratory management for procedures regarding evidence requiring special handling (e.g., bulk evidence, wet samples, and latent print processing) or special storage conditions (e.g., temperature).

**NOTE:** If a bulk exhibit is transferred to the forensic analyst electronically in LIMS, the sealed bulk container(s) may remain in the physical custody of the vault if weighing and sampling of the exhibit was previously completed and a representative portion was removed for further testing.

### **7303.13 Storing Analyzed Evidence**

- A. Forensic analysts return completed evidence to the evidence staff for storage.
- B. The evidence staff places the evidence in the main vault.
- C. Evidence staff stores PSEEs in uncovered bins or boxes without lids, and orders sequentially by either LIMS case number or container code.

**EXCEPTION:** Evidence containers that are too large or bulky for sequential filing in bins (e.g., boxes, buckets, oversized PSEEs), will be stored on shelves or on pallets within the main vault.

### **7303.14 Storing Evidence and Other Received Materials Under Proper Environmental Conditions**

Evidence staff:

- A. Receives mail within the laboratory and notifies intended recipient of non-evidentiary items (e.g., reagent chemicals, reference materials). Ensures that the items are placed in a proper storage device and under the prescribed storage conditions while awaiting pick-up.
- B. Places evidence in a proper storage device within the laboratory's vault if the evidence requires special storage conditions.

## **7304 ACCOUNTING FOR EVIDENCE**

- A. The LD completes the Annual Evidence Inventory (see 7304.1).
- B. The LD designates a laboratory manager to lead the evidence inventory.

### **7304.1 Completing the Annual Evidence Inventory**

LD:

- A. Notifies SF in writing of the start date of the annual evidence inventory.
- B. Ensures that the physical evidence is scanned and reconciled in LIMS. Follows PRO-7304.1B Conducting an Evidence Inventory.
  1. The designated lead completes the inventory audit within 30 calendar days from the start of the inventory.
  2. If evidence is determined to be missing, the LD creates a file, to be maintained indefinitely, for copies of related documentation.
    - a. After referral to OPR, maintains records of the missing evidence in LIMS, until completion of the next annual inventory.
    - b. At this time, or when notified by OPR that the investigation is complete, the LD submits a memorandum to SF seeking SF's written concurrence to reconcile the missing exhibit(s) from the evidence accountability databases (e.g., database update in LIMS, permanent transfer to OPR).
  3. Upon completion, the LD will report the completion and the results of the inventory audit to SF in writing.
- C. Ensures completion of targeted reconciliation based on case status at the conclusion of the inventory. Follows PRO-7304.1C Reconciling the Annual Inventory with the DEA FDs.

**EXCEPTION:** Digital evidence laboratories are not required to reconcile their evidence inventories with the DEA FDs.

## 7305 TRANSFERRING CUSTODY OF EVIDENCE

Evidence staff:

- A. Only transfers custody of evidence from the main vault for purposes specifically authorized in the REDACTED or LOM.

**NOTE 1:** Transfers described in this section (7305) do not require a REDACTED. See 7306 for policy on permanent transfers of evidence requested on a REDACTED.

**NOTE 2:** Except for evidence returns described in 7305.24-28, transfers described in this section (7305) are temporary.

- B. Accurately records transfers of evidence (including the temporary transfer reason) in LIMS see TSK-7305.2C Conducting Temporary Transfers in LIMS, PRO-7305.23D Conducting Inter-Laboratory Temporary Transfers in LIMS, PRO-7305.27A Forwarding Samples to NIDA, or PRO-7306.1A Processing a REDACTED for the Permanent Transfer of Evidence.
- C. May not receive unsealed evidence containers from forensic analysts.
- D. Records evidence transactions in a bound logbook dedicated for this purpose in the event that LIMS is non-operational.
  - 1. Records the following information into the logbook:
    - a. Date of the transaction.
    - b. IA case number, IA exhibit number, LIMS case number (including the Container ID).
    - c. Initials of the individuals involved in the evidence transfer in the appropriate “To” and “From” column.
    - d. The name of the agency in the appropriate column if the evidence is transferred to or from another agency.
    - e. The date the transaction is recorded in LIMS.
  - 2. Records the transaction in the logbook into LIMS within 2 business days of LIMS returning to an operational status.
  - 3. Attaches a memorandum in the LIMS case file to document the actual date of the transaction.

**NOTE:** The memorandum explains why the LIMS transaction date is not the same day as the actual transfer.

### 7305.1 Transferring Custody within the Laboratory

Laboratory personnel:

- A. Use LIMS to record custody transfers of evidence to/from the main vault and between forensic analysts.

**EXCEPTION:** Transfers of evidence under temporary seal for overnight storage, as described in 7303.12.D.2, will be recorded on a DEA-12 and uploaded into LIMS.

- B. Ensure that the transaction is accurately recorded in LIMS.

#### **7305.11 Transferring Custody to Forensic Analyst for Analysis**

- A. Case assignment in LIMS provides authority for forensic analysts to possess evidence.
- B. Evidence staff transfers evidence containers associated with the assigned LIMS case to the forensic analyst.

#### **7305.12 Returning Custody to the Vault from Forensic Analyst after Analysis**

Forensic analysts:

- A. Reseal the original evidence containers in accordance with LOM 7500, REDACTED, and 7700 before returning the evidence to the main vault.
- B. Return the original and any newly created evidence containers to the main vault in a timely manner.
- C. May not possess evidence for more than 30 calendar days each time that the LIMS case is assigned.

**EXCEPTION 1:** If the forensic analyst will possess the evidence for more than 30 days, the forensic analyst requests an extension from their supervisor, including a reason for the extension and the extension date. If granted, the supervisor will provide written documentation authorizing the extension and include it in the case file.

REDACTED

#### **7305.13 Transferring Evidence between Forensic Analysts**

- A. Evidence containers in the custody of one forensic analyst may be transferred directly to another forensic analyst (see LOM 7500, REDACTED, and 7700).
- B. Case assignment in LIMS provides authority for forensic analysts to transfer evidence to another forensic analyst.
- C. FCs may transfer unsealed evidence containers to FREs and vice versa.

#### **7305.14 Transferring Evidence in the Absence of the Custodian**

LD or ALD:

- A. In extenuating circumstances, opens or authorizes another laboratory manager to open an assigned security container in the absence of the forensic analyst.
- B. May not authorize a forensic analyst who is acting for their supervisor to access the security container.
- C. Documents the access in writing and includes:
  1. The name of the laboratory manager who will perform these actions.
  2. Specifies the reason why the container needs to be opened in the absence of the custodial forensic analyst.

- D. Once authorized, refers the laboratory manager to follow PRO-7305.14D Opening a Security Container When the Analyst is Not Present.

## 7305.2 Transferring Custody Outside the Laboratory

- A. Laboratory employees may not transport evidence outside of the laboratory.

Evidence staff:

- B. May not temporarily transfer evidence (e.g., out to court) or permanently transfer evidence (e.g., transfer of DEA evidence to another agency for prosecution) out of the laboratory without a written request authorizing the transfer pursuant to 7305 or 7306.
- C. Records custody transfers of evidence outside the laboratory using LIMS see TSK-7305.2C Conducting Temporary Transfers in LIMS, PRO-7305.23B Conducting Inter-Laboratory Temporary Transfers in LIMS, PRO-7305.27A Forwarding Samples to NIDA, or PRO-7306.1A Processing a REDACTED for the Permanent Transfer of Evidence.

**NOTE:** The person conducting a transfer of evidence out of the laboratory is responsible for ensuring that the transfer is accurately recorded in LIMS.

- D. Transfers evidence by:

1. Shipping the evidence to the submitting office or to the DEA office requesting evidence for official purposes (e.g., court, examination by defense).

REDACTED

2. Providing the evidence in-person to the recipient (e.g., SA, TFO, DI, officer).

- E. Ships DEA evidence to a DEA office unless directed by a court order to ship the evidence elsewhere.

- F. REDACTED

- G. Ensures the recipient of the evidence displays official identification (i.e., credentials) and signs a DEA-12, if transferred in-person.

- H. Includes a copy of the DEA-12 with the evidence shipment to be signed by the recipient.

- I. Uses LIMS to monitor evidence that is out of the laboratory and to track DEA-12s that have not been signed and returned to the laboratory for all transfers.

1. Weekly, the ES:

- a. Reviews the confirm receipt alert in LIMS and identifies DEA-12s not received within 14 calendar days.
- b. Contacts recipients to request the return of the DEA-12.
- c. Documents the correspondence in the case file.

**NOTE:** Additional correspondence by the ES seeking the DEA-12 is not necessary.

2. Monthly, the LAO:

- a. Reviews the confirm receipt alert in LIMS and identifies DEA-12s not received within 28 calendar days.
- b. Contacts the recipient supervisor to request the return of the DEA-12.
- c. Documents the correspondence in the case file.
- d. For DEA-12s not received within 45 calendar days, refers each item to the ALD or LD for follow-up.

**NOTE:** Additional correspondence by the LAO seeking the DEA-12 is not necessary.

3. The ALD or LD:

- a. Contacts the recipient Assistant Special Agent in Charge (ASAC) or SAC (or equivalent personnel for non-DEA offices) to request the return of the DEA-12.
- b. Documents the correspondence in the case file.

J. If at any time the evidence is believed to be lost in transit, notifies the LD who will notify SF and OPR, in writing.

K. Records the receipt of signed DEA-12s using the confirm receipt function in LIMS.

**7305.21 Transferring Custody Temporarily for Presentation in Court**

Evidence staff:

A. May not release DEA evidence for court without receipt of the following:

- 1. Signed authorization from a supervisory SA, TFO, or DI (GS-14 or above)
- 2. The IA case number and IA exhibit number of the items needed
- 3. The method of transfer (i.e., mailed or picked up in person)
- 4. The name of the authorized recipient

**NOTE:** See REDACTED for additional requirements when evidence submitted by one DEA office will be used in a trial by a different DEA office, even if the offices are in the same division.

B. Only releases evidence to the authorized recipient after their identity is verified.

C. Transfers the threshold amount and any friction ridge evidence when the requested exhibit is a bulk exhibit.

D. May not transfer bulk amounts, unless specifically requested by a supervisory SA, TFO, or DI, and authorized by the LD in writing.

E. Conducts the temporary transfer in LIMS. Follow TSK-7305.2C Conducting Temporary Transfers in LIMS.

F. Ensures the recipient (e.g., SA, TFO, NDEC) signs and returns the enclosed DEA-12.

G. Monitors evidence out to court via PRO-7305.21G Tracking Evidence Out to Court.

**NOTE:** If evidence is required to be in court for more than 90 calendar days, the SAC must request an extension from the LD, via memorandum (see REDACTED).

**EXCEPTION:** Copies of digital evidence made specifically for court are not normally returned to the laboratory. Do not track via PRO-7305.21G.

H. Ensures evidence returned from court originated from their laboratory (see REDACTED).

**EXCEPTION:** Copies of digital evidence made specifically for court are not normally returned to the laboratory and need not be tracked via PRO-7305.21G.

I. Reviews and evaluates evidence returning from court. Follows PRO-7305.21I Processing Evidence Returning from Court or Other Purposes.

J. Refers to 7306.1 for the permanent transfer of DEA evidence to another agency for prosecution (see REDACTED) while out of the laboratory for court.

### **7305.22 Transferring Custody Temporarily for Examination by the Defense**

A. Laboratory personnel may not provide a representative sample for examination or allow a reweigh of the original evidence by the defense without receiving a proper authorization document. These actions require either:

1. An executed court order; or
2. A signed, stipulated agreement between the defense and the prosecution that mandates the defense's compliance with DEA's safekeeping procedures.

B. The LD appoints a defense analysis coordinator (DAC) to ensure compliance with the authorization document.

C. Before complying with the court order or signed agreement, the DAC ensures that the court order or signed agreement addresses requirements. Requirements that may be addressed in the court order or signed agreement include, but are not limited to:

1. Specific reference to the LIMS case number and laboratory exhibit number subject to reanalysis, as well as any categories of reanalysis to occur (reweigh, qualitative, quantitative, etc.).
2. Specific identification of both the defense expert and defense laboratory (including a full mailing address with zip code).
3. A statement that the exhibit(s) may not be released for any reanalysis before DEA receives information sufficient to prove proper DEA registration.
4. An acknowledgement (where applicable) that law enforcement personnel must be present throughout the reweighing process, and that the Government reserves the right to videotape the process.
5. Deadlines for reweigh, retest, and return of the exhibit(s) and/or sample(s).
6. A statement that a reweigh precedes any retesting, if applicable.
7. A directive to the defense expert to return any remaining sample after reanalysis.

8. A statement by the defense that articulates (where applicable): the quantity of the entire exhibit as reweighed; the quantities consumed during testing; and either the weight of the remaining sample, or a statement that the sample is wholly consumed during retesting.
  9. A statement that the defense provides sufficient facilities, equipment, and manpower to perform necessary tasks where applicable.
  10. A provision that defense personnel may not use DEA equipment and must comply with the DEA safety policies and security procedures when present at a DEA laboratory.
- D. Before complying with the court order or a signed agreement, the DAC ensures that the defense analyst possesses a current Controlled Substance Registration Certificate (DEA-223 form) to handle the controlled substances to be tested.
  - E. The DAC ensures that DEA laboratory facilities or equipment will not be used for defense analysis purposes.
  - F. If, despite the court order, the defense expert is not a DEA registrant, is not equipped to handle the particular exhibit, or a signed agreement between the prosecution and defense does not comply with the requirements listed in C above, the LD must notify the Office of Chief Counsel (CC) in writing.
  - G. The DAC ensures that a defense analysis sample is provided from the original evidence. Follows PRO-7305.22G Providing Samples for Defense Analysis.  
**NOTE:** Procedures for creating the defense sample in LIMS are found in LOM 7500.
  - H. The DAC oversees or coordinates reweighs of original evidence. Follows PRO-7305.22G Providing Samples for Defense Analysis.
  - I. The DAC ensures that any remaining material, after the defense analysis, is returned to the DEA laboratory.  
**NOTE:** LOM 7500 provides guidance for FCs participating in the reweighing event.
  - J. Evidence staff provides the exhibit to the coordinating SA, TFO, or DI, if the entire exhibit is required for testing or a reweigh.
  - K. Laboratory personnel provide the sample directly to the defense expert and/or testing laboratory or directly to the coordinating SA, TFO, or DI for delivery to the defense expert and/or testing laboratory if a representative sample is required.
  - L. Evidence staff records temporary transfers in LIMS. Follow TSK-7305.2C Conducting Temporary Transfers in LIMS.

### **7305.23 Transferring Custody Temporarily to another DEA Laboratory**

- A. Evidence may be transferred between laboratories for backlog assistance without SF authorization.

**NOTE:** Prior to transfer, contact SFM for LIMS access support.

REDACTED

B. Evidence staff conducts temporary transfers in LIMS.

**NOTE:** To transfer friction ridge drug evidence follow PRO-7305.23B Conducting Inter-Laboratory Temporary Transfers in LIMS.

C. The receiving laboratory may not obliterate the LIMS evidence container label from the originating laboratory (see 7302.3D and 7302.3E).

D. Once analyzed, evidence staff returns the evidence to the submitting laboratory.

**7305.24 Returning Non-DEA Evidence to the Submitting Agency**

A. Laboratory personnel may not return non-DEA evidence to the submitting agency until an approved laboratory report is available.

REDACTED

B. Evidence staff returns non-DEA evidence to the submitting office within 30 calendar days once the analytical report is approved through the technical and administrative review (see 7307.1).

REDACTED

C. Evidence staff returns non-DEA friction ridge evidence to the submitting office along with the drug evidence containers.

D. Evidence staff records these transactions in LIMS. Follow TSK-7305.24D Conducting Transfers in LIMS via the Return/Retain Form.

E. If the returned non-DEA evidence needs to be re-submitted to the laboratory for further testing, evidence staff accepts evidence under the same LIMS case number.(see 7302.3F.)

**7305.25 Returning Non-Drug Evidence to the Submitting DEA Office**

A. Once the analytical report is distributed, evidence staff returns non-drug evidence to include archives to the submitting DEA office within 30 calendar days.

REDACTED

REDACTED

REDACTED

B. Evidence staff records these transactions in LIMS. Follow TSK-7305.24D Conducting Transfers in LIMS via the Return/Retain Form.

**REDACTED**

REDACTED

A. REDACTED

B. REDACTED

**REDACTED**

A. REDACTED

B. REDACTED

**REDACTED**

A. REDACTED

B. REDACTED

C. REDACTED

D. REDACTED

## **7306 HANDLING REQUESTS FOR FINAL DISPOSITION**

**NOTE:** REDACTED

A. REDACTED

1. REDACTED

2. REDACTED

3. REDACTED

B. Evidence staff:

1. Date stamps REDACTED upon receipt.

**NOTE:** For REDACTED submitted electronically, the date on the email serves as the date received.

2. Reviews submitted REDACTED and resolves discrepancies or other problems through email or memoranda to the SA, TFO, or DI and signing group supervisor before initiating any disposal actions.

a. Original signatures are required.

**NOTE:** Original signatures are electronic signatures, designated with /s/, or ink signatures, as well as those that are scanned or faxed.

b. The REDACTED must be returned to the submitting SA, TFO, or DI if any of the following items are incorrect or omitted:

i. Case Number (Item #2)

ii. Type of Disposition (Item #7a), to include a mark for bulk, threshold, or total exhibit

iii. Exhibit (Item #8a)

3. May only edit the following sections on the REDACTED:

a. Name of DEA Laboratory (REDACTED: Item #6a, REDACTED: Item #5)

b. Name of Custodian (REDACTED: Item #6b)

c. Originator (REDACTED: Item #5)

d. Laboratory Number (REDACTED: Item #8b) (This field does not require completion.)

C. REDACTED

D. Laboratory program coordinators (PC) (REDACTED) may retain evidentiary materials for official purposes (see LOM 7403).

### **7306.1 Disposing of Drug Evidence by Permanent Transfer**

Transfers described in sections 7306.11, 7306.12, and 7306.13 are permanent. Once transferred, the evidence cannot be re-submitted to any DEA laboratory.

Upon receipt of a valid REDACTED and a memorandum from the DEA Supervisory SA to the LD (see REDACTED), evidence staff:

- A. Conducts the permanent transfer of evidence. Follows PRO-7306.1A Processing REDACTED for Permanent Transfer of Evidence.
- B. Sends the evidence with a DEA-12 (see 7305.2H).
- C. Ensures that signed DEA-12s are received (see 7305.2I):
  - 1. One DEA-12 showing receipt by the SA, TFO, or DI if not submitted directly to the third party
  - 2. One DEA-12 showing receipt by the third party (e.g., other agency, court)
- D. Signs the REDACTED only after receiving a signed DEA-12, showing receipt by the third party designated on the REDACTED.

### **7306.11 Transferring Drug Evidence to Another Agency**

- A. Evidence from active DEA cases may be transferred to another agency for prosecution; however, evidence staff only initiates the transfer upon receipt of a memorandum from a DEA Supervisory SA to the LD (see REDACTED).
- B. Evidence staff follows PRO-7306.1A Processing REDACTED for Permanent Transfer of Evidence.

### **7306.12 Transferring Drug Evidence Back to Owner**

- A. CC authorizes the return of drug evidence to the owner. If the owner is a DEA registrant and the evidence is a pharmaceutical controlled substance, listed chemical, or synthetic substance, the Diversion Control Division must also authorize the return (see REDACTED).
- B. Upon receipt of a REDACTED and the required authorization, the evidence staff conducts the transfer. Follows PRO-7306.1A Processing DEA-48 for Permanent Transfer of Evidence.
- C. The evidence staff initiates the return of evidence (e.g., seized pharmaceuticals) to the property owner by supplying the evidence to the coordinating DEA SA, TFO, or DI who completes the final transfer to the property owner on a DEA-12 (see 7306.1).

**REDACTED**

- A. REDACTED
- B. REDACTED
- C. REDACTED
- D. REDACTED

**REDACTED**

- A. REDACTED  
REDACTED
- B. REDACTED
- C. REDACTED

- 1. REDACTED
- 2. Destroys evidence within 90 days of receiving a properly completed REDACTED.  
REDACTED
- 3. REDACTED
- 4. REDACTED
- 5. REDACTED
- 6. REDACTED

- D. REDACTED

**REDACTED**

REDACTED

- A. REDACTED
- B. REDACTED
- C. REDACTED

- 1. REDACTED
- 2. REDACTED
- 3. REDACTED
- 4. REDACTED
- 5. REDACTED
- 6. REDACTED
- 7. REDACTED

D. REDACTED

REDACTED

E. REDACTED

F. REDACTED

G. REDACTED

**REDACTED**

A. REDACTED

1. REDACTED

2. REDACTED

3. REDACTED

B. REDACTED

**REDACTED**

A. REDACTED

B. REDACTED

C. REDACTED

D. REDACTED

**REDACTED**

REDACTED

A. REDACTED

REDACTED

B. REDACTED

C. REDACTED

D. REDACTED

E. REDACTED

**REDACTED**

REDACTED

A. REDACTED

B. REDACTED

C. REDACTED

1. REDACTED

2. REDACTED

- 3. REDACTED
  - D. REDACTED
  - E. REDACTED
    - 1. REDACTED
    - 2. REDACTED
    - 3. REDACTED
- REDACTED

**REDACTED**

REDACTED

- A. REDACTED
- B. REDACTED
- C. REDACTED
- D. REDACTED
  - 1. REDACTED
  - 2. REDACTED
  - 3. REDACTED
  - 4. REDACTED
  - 5. REDACTED
  - 6. REDACTED

**REDACTED**

REDACTED

REDACTED:

- A. Ensures disposal of hazardous evidence via transfer to an Environmental Protection Agency (EPA)-registered hazardous waste disposal contractor.
- B. Ensures disposal of hazardous evidence containing controlled substances or listed chemicals via transfer to a registered hazardous waste disposal contractor with a current DEA registration.
- C. Coordinates delivery of the material to a registered treatment, storage, and disposal facility if the contractor does not hold a current DEA registration.
- D. Coordinates disposal of hazardous evidence close to the time of the scheduled evidence destruction, but no later than 180 days from the receipt of the REDACTED.
- E. Creates a LIMS destruction event dedicated to the disposal of hazardous evidence.

- F. Oversees the process of transferring the evidence to the hazardous waste contractor and recording the disposal.
- G. Transfers hazardous evidence to the hazardous waste disposal contractor. Follows PRO-7306.3G Disposing of Hazardous Evidence. The DC:
  - 1. Redacts case-related information, names, dates, and signatures from the evidence containers before relinquishing evidence containers to the contractor.
  - 2. Obtains a Certificate of Disposal/Destruction from the contractor before the laboratory pays the invoice.
  - 3. Ensures completion of the REDACTED upon receipt of the Certificate of Disposal/Destruction.

**REDACTED**

- A. REDACTED
- B. REDACTED
- C. REDACTED

**REDACTED**

- A. REDACTED
- B. REDACTED
- C. REDACTED
- D. REDACTED

**7307 ANALYZING AND REPORTING LABORATORY ANALYTICAL RESULTS**

- A. Forensic analysts follow discipline-specific procedures outlined in LOM 7500, REDACTED, and 7700 for the analysis of evidence and the reporting of results.

**NOTE:** Analysis may occur if LIMS is down; however, once LIMS is operational, records must be completed in LIMS. Contact SFM for additional guidance.

- B. Forensic analysts generate a laboratory report for each analyzed evidence submission (see LOM 7500, REDACTED, and 7700 for discipline specific procedures).

REDACTED

**EXCEPTION 2:** Laboratory reports will not be generated for DEA evidence submitted as storage only (see REDACTED).

**EXCEPTION 3:** Laboratory reports will not be generated for exhibits submitted to a digital laboratory that does not have storage capabilities.

C. REDACTED

1. REDACTED
2. REDACTED

**7307.1 Reviewing Drug, Latent Print, and Digital Evidence Analysis Reports**

- A. The LD ensures that a technical review and administrative review are performed on every laboratory report generated.
- B. Technical reviewers must have a thorough knowledge of laboratory policies and procedures and possess the expertise gained through training and casework experience to review testing procedures.
- C. Technical reviewers ensure reported conclusions are consistent with quality standards established in LOM 7500, REDACTED, and 7700.
- D. Technical reviewers ensure that reported conclusions are consistent with and supported by the associated data.
- E. Administrative reviews include a review of the laboratory report and supporting documentation for spelling and grammatical accuracy, unique identifiers, and inclusion of key information.
- F. If permitted in the discipline-specific manual, technical and administrative reviews may be combined.
- G. Technical and administrative reviews may not be conducted by the author or co-author of the examination records or reports under review.

**7307.2 Disseminating Analytical Reports**

The LD:

- A. Ensures that analysis reports are reviewed prior to dissemination.
- B. Ensures that reports are disseminated via LIMS.

**EXCEPTION:** The above only applies to SFL2-8, SFL10 and their sub-regional laboratories. See REDACTED for specific procedures for the dissemination of the digital evidence reports.

**7307.3 Amending Laboratory Reports**

- A. Forensic analysts generate amended reports when corrections to the content of the original report are required.
- B. When generating an amended report, forensic analysts:
  1. Include a statement describing the reason for the amended report (e.g., corrected information) and reference the date of the previously issued report. (See the LOM 7500, REDACTED and 7700 for discipline specific requirements.)

2. Include the information from the original report, substituting the changed information or adding supplementary information to ensure that the report is unambiguous.
- C. Reviewers perform technical and administrative reviews on every amended report in accordance with 7307.1.

#### **7307.4 Providing Supplemental Laboratory Reports**

- A. Laboratories will issue supplemental reports when additions to the content of the original report are required. (See LOM 7500, REDACTED, and 7700 for discipline-specific requirements.)
- B. When generating a supplemental report, forensic analysts:
  1. Include a statement describing the reason for the supplemental report (e.g., additional examination conducted, reanalysis), and reference the date of the previously issued report. (See the LOM 7500, REDACTED, and 7700 for discipline-specific requirements.)
  2. Include the information from the original report and/or add any supplementary information to ensure that the report is unambiguous.
- C. Reviewers perform technical and administrative reviews on every supplemental report in accordance with 7307.1.

### **7308 MAINTAINING LABORATORY CASE FILES AND RECORDS**

#### **7308.1 Maintaining Laboratory Case Files**

- A. LDs maintain a laboratory case file (paper and/ or electronic) for submitted exhibits.
- B. If the laboratory is using LIMS to generate analytical reports, LIMS is the electronic case file.
- C. Laboratory staff may not keep other written laboratory records or analytical data associated with enforcement investigations outside of the case file (e.g., logs, personal notes).

**EXCEPTION:** This does not apply to written records associated with research or method development projects.

- D. Case files must include documents regarding receipt, acceptance, analysis, chain of custody, and disposition to include the following documents, as applicable:
  1. DEA-7 or letter requesting analysis
  2. For digital evidence submissions, DEA-7a, DEA-7b, REDACTED, DEA-6, search authorization, and photos documenting condition at intake
  3. DEA-7a and DEA-7b for non-drug friction ridge submissions
  4. Forensic analyst notes (e.g., case details report, friction ridge details report, DEA-86, DEA-86a, DEA-466)
  5. Supporting data and analytical results (e.g., charts, graphs)
  6. Laboratory Report(s) (e.g., DEA-113, DEA-111, Digital Evidence Examination Report(s))

7. A copy of the digital evidence findings

**NOTE:** In the event that the digital evidence report includes findings or mixed media, for practical purposes these will be stored separately in a secured file room, vault, or network location.
  8. Administrative documentation with unique identifier

**NOTE:** When paper files are bound or electronic documents are combined, the unique identifier need only be on the front page.

**EXCEPTION:** In a digital evidence laboratory, use the LIMS case number range on documents when multiple LIMS case numbers apply (e.g., 2015-SFL9-00120 – 2015-SFL9-00150).
  9. Any investigative photographs and/or negatives
  10. DEA-12s
  11. Copies of electronic communications regarding chain of custody or any case-related issue between a laboratory employee and any other individual (see 7305)
- E. Case files for DEA cases also include the following documents, as applicable:
1. REDACTED
  2. For exhibits whose net weight exceeds threshold amounts specified in LOM 7500, the SAC's 60-day letter for bulk evidence submissions (see REDACTED) notifying the appropriate United States Attorney or the responsible state/local prosecutor of REDACTED, as well as any additional response or appeals of same.
  3. A copy of the DEA-500 and DEA-6 from clandestine laboratory investigations
  4. Commercial carrier receipts for evidence returns
  5. Copies of clandestine laboratory investigation documents, such as defendant's personal notes and synthesis notes
  6. Communications regarding chain of custody or any case-related issue between a laboratory employee and any other individual
- F. Laboratory personnel ensure that appropriate attachment type is selected when adding documents to LIMS (e.g., for court-related documents, select court attachments).
- G. The LD closes the laboratory paper case file when:
1. All submitted drug exhibits in a DEA case have been REDACTED (see 7306.2) or permanently transferred (see 7306.1), and all non-drug evidence has been returned to the submitting office (see 7305.25).
  2. All submitted exhibits in the non-DEA case have been returned to the submitting agency (see 7305.24). Non-DEA cases that have not received a subsequent exhibit within 2 years are considered closed.

- H. The LD ensures that closed paper case files are stored separately from active/open case files within the file room.
- I. Upon closure, the SFL9 LD ensures that case files created in a digital sub-regional laboratory are forwarded to SFL9 for storage and archival.

### **7308.2 Archiving Laboratory Case Files**

- A. Laboratory case files stored in the file room must be archived per the Federal Records Center (FRC) guidelines. Follow PRO-7308.2A Archiving Laboratory Case Files.
- B. Laboratory case files become eligible for archiving 2 years after the case is closed.  
REDACTED
- C. The LD ensures that eligible case files are archived within 1 year.
- D. Prior to transferring electronic case files to the FRC, the laboratory ensures that the documents contained within each file correlate with the exhibits identified under the case file number.
- E. The case file is retained at the FRC for 8 years (see REDACTED).
- F. If required, the laboratory may retrieve archived case files. Follow PRO-7308.2F Retrieving Archived Laboratory Case Files.
- G. Archive LIMS case files in accordance with agency policies for electronic records.

See Also: LOM 7302.12

### **Evidence Staff**

1. **Determines** there is a discrepancy between the mail receipt and the packages delivered to the laboratory (per TSK-7302.12A *Receiving Evidence Delivered by Mail*).
2. **Locates** a witness to assist with the review.
3. If there is an extra package that is not addressed to the laboratory, **returns** the package to the deliverer and **ensures** the mail receipt is accurate.
  - a. If the tracking number is not listed, **returns** the package to the delivery person.
  - b. If the tracking number is listed on the receipt, **returns** the package to the delivery person and **strikes** through the tracking number on the receipt.
4. If there are more tracking numbers listed on mail receipt than delivered, **strikes** through the extra tracking number(s) on the receipt. **Initials** and **dates** next to the additional tracking number.
5. If there are extra packages that are not listed on the receipt, **adds** the tracking number(s) to the receipt. **Initials** and **dates** next to the additions.

### **Witness**

6. **Initials** and **dates** next to the annotations on the mail receipt.

### **Evidence Staff**

7. **Stores** the packages in the evidence vault.
8. **Shows** the annotated receipt to the Laboratory Administrative Officer (LAO).

### **LAO**

9. Reviews the receipt and delivered packages.
  - a. If there is concurrence with annotations, **signs** and **dates** the receipt. **Goes** to Step #11.
  - b. If there is no concurrence with annotations, **reports** to the carrier and **seeks** resolution.

### **Evidence Staff**

10. **Inspects** the package(s) for damage.
  - a. If the package is damaged or is leaking, **proceeds** with PRO-7302.12B2 *Resolving Problems with Damaged Shipping Containers*.
11. **Files** the receipt in the *Mail Delivery Log*.
12. Proceeds with TSK-7302.2B Reviewing Evidence Submissions Received by Mail.

See Also: LOM 7302.12

LOM 7302.3

### **Evidence Staff**

1. **Identifies** damaged shipping container (TSK-7302.12A, PRO- 7302.12B1, or TSK-7302.2B).
2. **Contacts** the Laboratory Administrative Officer (LAO) immediately.
  - a. If the LAO is not available, **notifies** another laboratory manager.
3. **Photographs** the damaged shipping container.

### **LAO or other manager**

4. **Inspects** the package.

### **Evidence Staff and LAO (or other manager)**

5. **Opens** the package.
6. **Reviews** contents to determine if items are evidence.
  - a. If the contents are not evidence, **contacts** the addressee or other designated employee.
7. **Inspects** the contents of the damaged container.
  - a. If evidence is missing or shows signs of tampering, **STOPS** and **reports** to the Laboratory Director (LD), who will report to the Office of Forensic Sciences (SF) and to the Office of Professional Responsibility (OPR).
  - b. If the evidence container or contents are damaged, leaking, or unsealed, **repackages** the evidence according to PRO-7302.2C *Processing Unsealed or Leaking Evidence Containers*.
  - c. If all evidence is determined to be present and no items require repackaging, **returns** to TSK-7302.12A *Receiving Evidence Delivered by Mail*.
8. **Prepares** written documentation or *Digital Evidence Repackaging or Discrepancy Report* to describe the condition and the content(s) of the damaged shipping container.
  - a. **Includes** the tracking number and origin location.
  - b. **Includes** a description of the problem and/or damage.
  - c. **Includes** a description of any actions taken to prevent further leakage.
  - d. **Includes** the photographs.
9. **Sends** the correspondence with the attachments (e.g., photographs, Digital Evidence Repacking & Discrepancy Report) to the submitting office (or agency) and the LAO or laboratory management.
10. After the evidence is accepted into LIMS, **saves** the correspondence with the attachments to the Laboratory Information Management System (LIMS) case file.

11. **Returns** to TSK-7302.12A Receiving Evidence Delivered by Mail.

See Also: LOM 7302.2

### **Evidence Staff**

1. **Notifies** the Laboratory Administrative Officer (LAO) when the laboratory receives unsealed or leaking evidence containers.
  - a. If the LAO is not available, **notifies** another laboratory manager.
  - b. If additional guidance is needed, contact SFM.

### **Evidence Staff and LAO (or other manager)**

2. **Inspects** and **verifies** contents and gross weight of the evidence with the DEA-7 or DEA-7b.
3. If evidence is missing or shows signs of tampering, **STOPS** and **reports** to the Laboratory Director (LD), who will report to the Office of Forensic Sciences (SF) and to the Office of Professional Responsibility (OPR).
4. **Photographs** package(s) in the condition received, to include identifying data (e.g., *Case Number, Exhibit Number, Serial Number, Model Number, etc.*), and saves photos in LIMS, once entered.
5. **Records** the item in the Improper Submission Logbook.
6. **Places** the original, unsealed or leaking container and contents in a new evidence envelope (or other acceptable container) and seals.
7. **Completes** the receipt portion of the original DEA-7 or DEA-7b, and **marks** Item #33 or Item #17, respectively, as "Broken."
8. **Prepares** written correspondence documenting the gross weight and contents of the unsealed evidence.
  - a. **Includes** personnel involved and actions taken to resolve the issue.
  - b. **Attaches** the photographs.
9. **Sends** the correspondence with the attachments to the submitting office (or agency) and the LAO or laboratory management.
10. After resolution, **saves** the correspondence and attachments to the Laboratory Information Management System (LIMS) case file.

See Also: LOM 7302.22

REDACTED

REDACTED

REDACTED

### **Evidence Staff**

1. **Records** information in the *Improper Submission Logbook* (e.g., date received, Investigating Agency (IA) case number, exhibit number) immediately upon discovery.
2. **Initials** and **dates** the logbook entry.
3. **Contacts** submitting personnel (e.g., Special Agent (SA), Task Force Officer (TFO), Diversion Investigator (DI) within 1 day.
4. If the problem is related to the DEA-7 or DEA-7b and the evidence is:
  - a. DEA, **contacts** the submitting agent/officer, and **requests** an updated DEA-7 or 7b.
  - b. Non-DEA, **requests** written authorization from the submitting agent/officer to correct the deficiencies.
5. If the problem is related to the evidence container(s):
  - a. "*IA case number*", "*IA exhibit numbers*", or other labeling errors, **requests** a correction via written communication authorizing the evidence staff to correct the evidence containers.
  - b. If the problem is related to the evidentiary seals or to the condition of the container, **requests** a correction via written communication authorizing the evidence staff to repackage the evidence containers. (Proceed with PRO-7302.2C *Processing Unsealed or Leaking Evidence Containers*.)
  - c. If the problem cannot be corrected, **contacts** the Laboratory Administrative Officer (LAO).
6. **Records** all communications in the Improper Submission/Problem Evidence Logbook.

### **LAO**

7. **Reviews** the Improper Submission Logbook weekly.
8. **Records** this review by entering the date and initialing in the resolution area of the Improper Submission Logbook.
9. If the problem is unresolved for more than 7 calendar days, **prompts** evidence staff (via email) to resolve the problem(s).
10. If the problem is unresolved for more than 14 calendar days, contacts the supervisor of the submitting SA, TFO, DI, Officer, etc., and records this communication in the Improper Submission Logbook.

11. REDACTED

12. Once 14 calendar days have passed, and if the problem cannot be resolved by a correction, **prepares** an explanatory memorandum, and **instructs** the evidence staff to return the evidence to the submitting office.

**Evidence Staff**

13. **Returns** the evidence along with a DEA-12 to the originator. **Records** the tracking number for the return in the *Improper Submission Logbook*.

**OR**

Once the problem is resolved, **records** the resolution in the *Improper Submission Logbook*.

14. **Initials** and **records** the date next to the resolution area of the *Improper Submission Logbook*.

15. **Accepts** the evidence, and **creates** Laboratory Information Management System (LIMS) records. **Attaches** communications in LIMS case file after creation.

See Also: LOM 7302.2

REDACTED

When evidence is mailed to the laboratory, the **Evidence Staff**:

1. **Examines** the submission to ensure that the evidence packages are properly sealed. (See REDACTED)
  - a. If the evidence is not sealed, proceeds to PRO 7302.3C, Processing Unsealed Evidence Containers.
2. **Ensures** the submission paperwork is present and is complete, and complies with established policies (for DEA evidence see REDACTED).
  - a. If the submission paperwork is not complete, communicates to the submitting agent/officer the deficiencies before accepting the evidence.

**NOTE:** For DEA evidence, corrections to the DEA-7, DEA-7a, or DEA-7b must be made in REDACTED.
  - b. If this is a bulk evidence submission from a DEA office, **ensures** that a draft copy of the 60-day notification letter (REDACTED) is included. If a draft copy of the 60-day notification letter is not included, contact the submitting agent.
  - c. If a friction ridge examination is requested, **ensures** that fingerprint cards (or copies) are submitted (REDACTED) or **ensures** that Item #22a of the DEA-7 is completed (REDACTED).

**NOTE:** If neither fingerprint cards nor Item #22a are available, a memorandum from the DEA Assistant Special Agent in Charge (ASAC) is required for acceptance per REDACTED.
  - d. If a digital examination is requested, **ensures** the evidence is accompanied by the following documents: DEA-7a, DEA-7b, DEA-48a (for on-site backup), and legal search authority (REDACTED).
3. **Examines** the evidence to ensure that the “*Case Number*,” “*Exhibit Number*”, number of packages, and the description of the evidence match the submission paperwork (e.g., DEA-7 or DEA-7b).
  - a. If the identifying information on the evidence does not match the submission paperwork, **communicates** to the submitting agent/officer the deficiencies before accepting the evidence.
  - b. If the evidence is from a DEA office, **ensures** that the evidence complies with REDACTED, or go back to Step #3a.
4. If any deficiencies with paperwork or evidence packaging are identified in Steps #1-3, **proceeds** to PRO-7302.22C Resolving Improper Evidence Submissions.

NOTE: **Does not proceed** to Step #5.

5. For evidence submitted through REDACTED, **receives** through REDACTED. **Proceeds** to Step #7.
6. For evidence not submitted through REDACTED, **proceeds** as follows:
  - a. Enters the deliverer and the tracking number of the container in Item #32 of the DEA-7 (or Item #16a of the DEA-7b).
  - b. Enters the date the delivery was received in Item #32a of the DEA-7 (or Item #16b of the DEA-7b).
  - c. Completes Items #34 and #34a of the DEA-7 (or Items #18a and #18b of the DEA-7b).
  - d. If not submitted on a DEA-7 or DEA-7b, goes to Step #7.
  - e. Provides a signed and received copy of the submission paperwork to the submitting party.
7. **Creates** Laboratory Information Management System (LIMS) Records.
  - a. If not processed into LIMS immediately, **stores** the evidence in the vault until it can be processed.

See Also: LOM 7302.1

LOM 7302.2

LOM 7302.3

In order to create a Laboratory Information Management System (LIMS) record the **Evidence Staff**:

1. **Utilizes** the Reception Wizard on the LIMS dashboard.

NOTE: Table A provides additional details on entering information into the fields of the Reception Wizard.

2. **Completes** all required fields that do not automatically populate in the Reception Wizard.

- a. **Enters** the case number as it appears on the submission paperwork, to include any hyphens, dashes, and spaces.

- b. **Selects** the corresponding investigating agency.

NOTE: If the corresponding agency is not available, **requests** SFM to add the agency to the LIMS Agencies Management table. **Notifies** the Laboratory Administrative Officer of the request.

- c. For cases submitted through REDACTED, **completes** the following, if applicable: Date Delivered to Lab, Date Accepted into Lab, Number of Exhibits, Storage Location, Delivery Method and corresponding tracking number, Container Type, and Container Code.

- d. For cases not submitted through REDACTED, **completes** the following, if applicable: Program Code, GDEP, Investigative Agency Group Number, Where Obtained, Date Collected, Date Delivered to Lab, Date Accepted into Lab, Number of Exhibits, Storage Location, Exhibit Number(s), Delivery Method and corresponding tracking number, Alleged Drug, Description, How Obtained, Cost, Amount Seized, Amount Submitted, Container Type, and Container Code.

NOTE 1: The default storage location is Unanalyzed HSEE. Evidence containers may be moved later using the Move Containers feature in LIMS.

NOTE 2: Multiple exhibits on one DEA-7 or DEA-7b under the same case number may be processed together.

3. **Uses** the exhibit flags to identify biohazard evidence, friction ridge requests, special program selections, or non-drug evidence submissions.

NOTE: The laboratory may designate a special programs coordinator to evaluate special program requirements and flag selected exhibits.

4. **Selects** appropriate Container Code.

- a. For bulk exhibits, **selects** “BUL” as the Container Code for all containers in the exhibit.
- b. If an exhibit is a non-drug submission from a DEA office and the IA Exhibit Number begins with “N”, **selects** “NDE” as the Container Code.

NOTE: The default Container Code for SFL9 is “NDE.”

- 5. For cases not submitted through REDACTED, **scans** the DEA-7 or DEA-7b and any other submission paperwork (e.g. DEA-7a, memoranda, emails, other agency laboratory reports) using the appropriate attachment type in LIMS.
- 6. **Selects** the appropriate exhibit route from the menu.
- 7. **Selects** “Finish” to create the LIMS case record(s). LIMS will create case number barcode labels and container barcode labels.
- 8. For exhibits not submitted through REDACTED and received by mail, **emails** the signed DEA-7 or DEA-7b to the listed agent contact(s).

NOTE: Multiple DEA-7s or DEA-7bs can be attached and sent in a single email.

Table A: Description of Reception Wizard fields:

<b>Fields in Record of Evidence</b>	<b>Description</b>
<b>IA Case Number/Submitting Case Number:</b>	Case number, as supplied by DEA SA, TFO or DI or other requesting agency
<b>Program Code:</b>	Defined in DEA-7 or 7a.
<b>GDEP:</b>	Defined in DEA-7 or 7b.
<b>IA Agency/Submitting Agency:</b>	The agency submitting the evidence to the laboratory (e.g., DEA Miami Division Office)
<b>IA Group Number:</b>	Defined in DEA-7 or 7a.
<b>Referring Agency:</b>	Defined in DEA-7.
<b>Referring Case Number:</b>	Defined in DEA-7.
<b>Seizure Number:</b>	Defined in DEA-7.
<b>Case Type:</b>	DEA case or Non-DEA case
<b>Country/State/City:</b>	Defined in DEA-7 or 7a.
<b>Date Prepared:</b>	Defined in DEA-7 or 7b.
<b>Date Seized:</b>	Defined in DEA-7 or 7a.

Fields in Record of Evidence	Description
<b>Date Delivered to Lab:</b>	<ul style="list-style-type: none"> <li>Defined as the date the exhibit was received by the laboratory, as recorded in the DEA-7 or DEA-7b.</li> <li>If evidence was received as improper evidence, the date delivered will be the date of delivery recorded in the <i>Improper Submission/Problem Evidence Logbook</i>.</li> </ul>
<b>Date Accepted in Lab:</b>	<ul style="list-style-type: none"> <li>Defined as the date the exhibit was accepted into evidence.</li> </ul>
	<ul style="list-style-type: none"> <li>If evidence was received as improper evidence, the date accepted will be the date of resolution.</li> </ul>
<b>Received By:</b>	The individual receiving the evidence in the laboratory, as recorded in the DEA-7 or DEA-7b.
<b>Number of Exhibits:</b>	Defined as the total number of exhibits on a single DEA-7 or DEA-7b
<b>Storage Location:</b>	Location of the evidence in the vault.
<b>Delivery Method:</b>	Walk-in by SA, TFO, DI, etc., or delivery by commercial carrier, registered mail, etc. with the same delivery tracking information.
<b>IA Exhibit Number:</b>	Exhibit identification number provided by the submitter.
<b>Number of Evidence Containers:</b>	The correct number of containers in the IA exhibit, as recorded in the DEA-7 or DEA-7b.

Fields in Record of Evidence	Description
<b>Exhibit Details:</b>	<ul style="list-style-type: none"> <li>• Biohazard Flag – Select, if evidence is a biohazard.</li> <li>• Fingerprint Flag – Select, if Item #22 of the DEA- 7 is marked.</li> <li>• Special Program Flags – Select, if evidence is selected for a special program.</li> <li>• NDE (non-drug evidence) – Select, if evidence is non-drug.</li> <li>• FDIN – Defined in the DEA-7</li> <li>• Alleged Drug – Defined in the DEA-7</li> <li>• Description – Defined in the DEA-7 or DEA-7b</li> <li>• Seized and Units – Defined in the DEA-7</li> <li>• Submitted and Units – Defined in the DEA-7</li> <li>• How Obtained – Defined in the DEA-7, or other submission paperwork</li> </ul>
<b>Exhibit Evidence Containers:</b>	<ul style="list-style-type: none"> <li>• Container Type – Description of packaging</li> <li>• Container Code – Description of evidence type</li> </ul>
<b>Exhibit Attachments:</b>	Attach the DEA-7 or DEA-7b and any other documentation submitted with the evidence.

See Also: LOM 7302.3

When the laboratory receives digital evidence that appears improperly packaged and/or presents the possibility of an adverse change occurring, the **Evidence Staff**:

1. **Opens** and **repackages** the evidence:
  - a. For Plastic Sealed Evidence Envelopes (PSEE):
    - i. **Cuts** along the edge opposite the sealing agent's evidence seal.
    - ii. **Annotates** the plastic strip with initials, the date opened, and the Laboratory Information Management System (LIMS) case number.
    - iii. **Places** the strip inside the PSEE.
    - iv. **Enters** the date opened in the appropriate section on the envelope label.
    - v. **Prints** and **signs** name.
  - b. For boxes:
    - i. **Opens** and **repackages** boxes and large Mylar bags on the side opposite the sealing agent's evidence seal.
    - ii. **Enters** the date opened in the appropriate section on the envelope label.
    - iii. **Prints** and **signs** name.
2. **Documents** the repackaging on REDACTED.
3. **Provides** a copy of the REDACTED to the submitting office.
4. **Files** the REDACTED in the case file.
5. **Reports** corrective actions taken to the vault manager or other Group Supervisor (GS).

See Also: LOM 7302.11

REDACTED

REDACTED

When evidence is hand-delivered to the laboratory, the **Evidence Staff**:

1. **Examines** the submission to ensure that the evidence packages are properly sealed. (See REDACTED)
  - a. If the evidence is not sealed, does not receive the evidence and immediately returns it to the submitting agent/officer for an on-site correction.
2. **Examines** the submission paperwork to ensure that the paperwork is complete, and complies with established policies.
  - a. If the submission paperwork is *not* complete, the submitting agent/officer **corrects** the deficiencies before evidence staff receives the evidence.
  - b. If the evidence is from a DEA office, **ensures** that the paperwork complies with REDACTED, or go back to Step #2a.

**NOTE:** For DEA evidence, corrections to the DEA-7, DEA-7a, or DEA-7b must be made in REDACTED.
  - c. If this is a bulk evidence submission from a DEA office, **ensures** that a draft copy of the 60-day notification letter (REDACTED) is included. If a draft copy of the 60-day notification letter is not included, request that the agent forward a copy.
  - d. If a friction ridge examination is requested, **ensures** that fingerprint cards (or copies) are submitted (REDACTED) or **ensures** that Item #22a of the DEA-7 is completed (REDACTED).

**NOTE:** If neither fingerprint cards nor Item #22a are available, a memorandum from the DEA Assistant Special Agent in Charge (ASAC) is required for acceptance per REDACTED.
  - e. If a digital examination is requested, ensures the evidence is accompanied by the following documents: DEA-7b, DEA-12, REDACTED, and legal search authority (REDACTED).
3. **Examines** the evidence to ensure that the “*Case Number*”, “*Exhibit Number*”, and number of packages match the submission paperwork (e.g., DEA-7 or DEA-7b).
  - a. If the identifying information on the evidence does not match the submission paperwork, the submitting agent/officer **corrects** the deficiencies before receiving the evidence.
  - b. If the evidence is from a DEA office, **ensures** that the evidence complies with REDACTED, or **goes** back to Step #3a.

4. If any deficiencies with paperwork or evidence packaging identified in Steps #1-3 cannot be corrected immediately, **does not accept** the evidence submission and **returns** the evidence and paperwork to the submitting agent/officer.

NOTE: **Does not proceed** to Step #5.

5. For evidence submitted through REDACTED, **receives** through REDACTED. **Proceeds** to Step #7.
6. For evidence not submitted through REDACTED, **proceeds** as follows:
  - a. If not submitted on a DEA-7 or DEA-7b, **goes** to Step #7.
  - b. **Requests** the deliverer complete Items #32 and #32a of the DEA-7 (or Items #16a and #16b of the DEA-7b).
  - c. If submitted on a DEA-7, **completes** Item #34 and Item34a.
  - d. If submitted on a DEA-7b, **completes** Item #18a and #16b.
  - e. Provides a signed and received copy of the submission paperwork to the submitting party.
7. **Creates** Laboratory Information Management System (LIMS) records.
  - a. If not processed into the LIMS immediately, stores the evidence in the vault until it can be processed.

See Also: LOM 7302.12

When a commercial carrier or the postal service arrives with evidence, the **Evidence Staff** performs the following:

1. **Verifies** that each package is addressed to the laboratory.
2. **Counts** the packages and **examines** the delivery receipt.
  - a. If a receipt is not provided by the deliverer, **records** the unique tracking number manually for each item received and **records** the date of delivery of the packages. **Proceeds** to Step #5.
3. **Reconciles** the tracking numbers on the receipt to those on each package.
  - a. **Ensures** that there is a package for each number listed on the receipt.
  - b. **Ensures** that the tracking number(s) on the receipt match the tracking numbers on the package(s).
4. If there are discrepancies, **refers** to PRO-7302.12B1 Resolving Mail Receipt Discrepancies.
5. **Inspects** the package for signs of leaking or other damage. **Annotates** the receipt for each leaking or damaged item.
  - a. If the package is leaking, or if there are signs that it was damaged during transit, refer to PRO-7302.12B2 Resolving Problems with Damaged Shipping Containers after Step #6.
6. **Accepts** the packages from the deliverer. If receipt not provided, proceeds to Step #7.
  - a. **Ensures** the correct number of packages is listed on the receipt.
  - b. **Signs** and **dates** the receipt.
  - c. **Returns** a copy to the carrier (if applicable).
  - d. **Retains** a copy of the signed receipt.
7. **Stores** the package(s) in the vault, until reviewed.
8. **Stores** the signed receipt in the delivery log, until reviewed.
9. **Reviews** the packages to determine the contents.
  - a. If the package does not contain evidence:
    - i. Delivers to the addressee or other Receiver. (See PRO-7501.2 *Purchasing, Handling and Maintaining Critical Consumables, Supplies, and Services.*)
    - ii. Annotates the receipt to indicate that the tracking number(s) did not contain evidence.

- iii. Annotates the receipt with the name of the person who received the package.
- b. **Processes** package via TSK-7302.2B Reviewing Evidence Submissions Received by Mail.

See Also: LOM 7303.1

### **Evidence Staff**

1. Notifies the Laboratory Administrative Officer (LAO) when the laboratory discovers evidence containers that need to be repackaged.
  - a. If the LAO is not available, **notifies** another laboratory manager..
  - b. If additional guidance is needed, contact SFM or SFQ.
2. **Evidence Staff and LAO (or other manager) Inspects and verifies** the contents (and gross weight of the evidence if applicable).
3. If evidence is missing or shows signs of tampering, **STOPS and reports** to the Laboratory Director (LD), who will report to the Office of Forensic Sciences (SF) and to the Office of Professional Responsibility (OPR).
  - a. If evidence is missing or shows signs of tampering, **photographs** container(s) in the condition found, to include identifying data (e.g., *Case Number, Exhibit Number, Serial Number, Model Number*), and saves photos in LIMS (or the case file), once entered.

### **LAO (or other manager)**

4. **Assigns** to a chemist if necessary.

### **Chemist**

5. **Obtains and documents** new weights if applicable.

### **Chemist, ES, or LAO (or other manager)**

6. **Places** the original evidence container and contents and **seals** in a new evidence envelope (or other acceptable container).
7. **Prepares** an email documenting the contents (and the new gross weight if applicable) of the evidence container.
  - a. **Includes** personnel involved and actions taken to resolve the issue.
  - b. **Attaches** the photographs to the email.
  - c. For digital evidence, **documents** the repackaging on REDACTED.
8. **Sends** the email with the attachments to the submitting office (or agency) and the LAO.
9. **Saves** the email and attachments to the Laboratory Information Management System (LIMS) case file.

See Also: LOM 7303.1

REDACTED

Once evidence staff has received, reviewed, and accepted the evidence, **Evidence Staff:**

1. **Obtains** the evidence container label and Laboratory Information Management System (LIMS) case number label created via the Reception Wizard.
2. **Verifies** the Investigating Agency (IA) case number and IA exhibit number on the evidence container label versus the label on the physical evidence.
3. **Places** the evidence container label on the evidence.

NOTE 1: Do not obliterate or cover existing labels or markings.

NOTE 2: May place a LIMS case number label on the evidence.

4. **Files** evidence sequentially by LIMS case number or container number.
  - a. **Stores** DEA and non-DEA evidence in separate locations.
  - b. **Stores** evidence intended for return, or permanent disposition in a separate location.
  - c. **Uses** the Move Containers function in LIMS to record the exact shelf location of boxes or other oversized evidence.
5. **Stores** the evidence in the main vault, or in an approved safe, except when removed for an authorized purpose.

See Also: LOM 7304

### **Laboratory Director (LD)**

1. **Establishes** the dates for the inventory and **designates** a laboratory manager to lead the inventory.
2. **Submits** written notification to the Office of Forensic Sciences (SF) with dates.

### **Laboratory Administrative Officer (LAO)**

3. **Prepares** the operational plan.

### **Evidence Specialist (ES) or LAO**

4. **Charge** CK3 scanners.

### **ES**

5. **Suspends** creation of new Laboratory Information Management System (LIMS) evidence prior to the physical inventory.

NOTE: Exceptions can be made by the LD or Associate Laboratory Director (ALD).

6. **Verifies** that all opened and received evidence is entered into LIMS.
7. **Reconciles** for out of laboratory evidence.

- a. **Runs** *Temporarily Transferred Items* reports and ensures that authorizations are documented in Attachments.

NOTE: Temporarily transferred evidence (e.g., friction ridge evidence) located at another laboratory may not show up on this report.

8. **REDACTED**

REDACTED

REDACTED

9. **Stores** evidence in the vault and processes evidence in LIMS that has returned.
10. **Programs** CK3 readers for inventory with the current date and time.

### **Forensic Analyst**

11. **Returns** all completed evidence to the vault.
12. **Does not create** new evidence containers (e.g., special programs, friction ridge).

NOTE: Creation of splits is permitted for friction ridge and drug exhibits.

### **ES**

13. **Suspends** evidence transactions (if practical), until completion of physical inventory.

### **Laboratory Manager**

14. **Establishes** teams of two individuals, at least one of which does not have access to the vault.
15. **Meets** with inventory teams (participants) to address the operational plan prior to the physical inventory.

### **Scanning Team**

16. Prior to starting the inventory, **scans** the vault location with the CK3 scanner.
17. **Ensures** that the physical evidence is properly sealed and labeled. The “*IA Case Number*” and “*Exhibit Number*” on the evidence label must agree with the LIMS label.  
  
NOTE: Evidence in the custody of the forensic analysts must also be scanned and may not be in a sealed condition.
18. **Scans** each LIMS evidence label (hand-keyed entries are not permitted).

### **Laboratory Manager**

19. **Downloads** CK3 files onto the workstation.
20. **Evaluates** “raw” data to identify errors (e.g., incorrect time stamps).  
  
NOTE: Combining “raw” CK3 files provides a tool for locating misfiled items after the inventory is complete.
21. **Creates** the inventory audit event in LIMS and uploads files into LIMS.
22. **Previews** *Items Not Scanned* to determine if additional containers requiring scanning.
23. **Generates** the *LIMS Discrepancy Report* and uploads it into LIMS. This report includes: *Items Not Scanned, Extra Items, and Location Mismatches*.  
  
NOTE 1: The *LIMS Discrepancy Report* will be automatically archived once the audit is sent for review.  
  
NOTE 2: Duplicates are not included on the *LIMS Discrepancy Report* but these items must still be reconciled. (See Step 25).
24. **Submits** audit for review.

### **Laboratory Manager and a Witness**

25. **Reconciles** location mismatches. Immediately investigates and resolve each entry. Clears LIMS mismatches from the *Discrepancy Report* with the reason for removal.
26. **Reconciles** duplicate scans. Immediately investigates and resolves each entry. Clears LIMS duplicates from the *Discrepancy Report* with the reason for removal.
27. **Reconciles** extra items. Immediately investigates and resolves each entry. Clears LIMS “*Extra Items*” from the *Discrepancy Report* with the reason for removal.
28. **Reconciles** “*In Inventory But Not Scanned*”. Locates and scans each entry.

REDACTED

REDACTED

29. **Continues** until no items appear or until those remaining are documented with a reason.

**Laboratory Manager**

30. **Generates** and **attaches** *Audit Report*.

31. **Signs** and **attaches** the *Reconciliation Report*.

32. **Attaches** the final *Discrepancy Report*.

**LD**

33. **Completes** the audit in LIMS.

See Also: LOM 7304

REDACTED

REDACTED

#### **A. Reconciling with the Field**

##### **Laboratory Director (LD) or designee**

1. Notifies the Office of Forensic Sciences (SF) that the Laboratory Information Management System (LIMS) has been reconciled with the physical evidence.

##### **Laboratory Management (LM) or designee**

2. Locates the REDACTED report on REDACTED.
3. Separates by DEA Field Division and prepares individual printouts for each REDACTED .
  - a. REDACTED
  - b. Exports the data.

NOTE: Further separation may be warranted based upon customer needs.

4. Drafts the *Inventory Reconciliation Response Request* memoranda, which includes a printout of REDACTED and instructions on how to respond.

##### **LD**

5. **Signs** *Inventory Reconciliation Response* memoranda.
6. **Ensures** transmittal of the cover memoranda to SAC(s) along with separated REDACTED, sorted by office designator.

#### **B. Reviewing Division Responses**

##### **LM**

7. **Ensures** that a response from each office is received regarding the status of evidence from closed cases.
8. **Files** copies of all correspondence with the evidence inventory report.

#### **C. Reporting the Completion of the Annual Inventory to SF**

##### **LD**

9. **Notifies** the SF Deputy Assistant Administrator (DAA) of the inventory results, in writing, within 180 days of the completed audit. The notification includes:
  - a. A statement that all evidence is present or accounted for or
  - b. That the audit is complete with all evidence present or accounted for, with itemized exceptions which were reported to OPR.

NOTE: The itemized exceptions must be listed in the report.

See Also: LOM 7305.14

### **Laboratory Management (LM)**

1. **Notifies** the Laboratory Director (LD), or the Associate Laboratory Director (ALD) of the need to open the container.
2. **Prepares** an authorization memorandum.

### **LD or ALD**

3. **Signs** the authorization memorandum to approve the removal of the evidence for return to the vault and reassignment, as needed.

### **Safety and Occupational Health Specialist (SOHS)**

4. **Provides** the sealed combination code, or key to the security container to LD or ALD.

### **LM and a Witness**

5. **Retrieves** and opens the security container.
6. **Locates** and **removes** the designated evidence container(s).
  - a. If the evidence is not sealed, seals the evidence.
7. **Places** a temporary seal on the security container, unless empty.

### **LD, ALD, or Supervisor**

8. **Searches** for items in the Laboratory Information Management System (LIMS) chain of custody transactions screen under Unit Supervisor Options *Select Item for Release Acting as Unit Supervisor* button.
9. For each item searched, in the LIMS chain of custody transactions screen under Unit Supervisor Options, **selects** *Release Items from/to Acting as Unit Supervisor* button to transfer the evidence containers to Central Receiving.
10. **Documents** actions regarding the removal, and/or any repackaging or sealing, in a memorandum.

### **Supervisor**

11. **Attaches** the memorandum to the LIMS case record.
12. **Assigns** the LIMS case to another examiner, if applicable.

### **SOHS**

13. When the forensic analyst returns, **assists** the forensic analyst with changing the combination.
  - a. **Provides** a new SF-700 to the forensic analyst.
  - b. **Maintains** the new SF-700 with the new combination code.

See Also: LOM 7305.21

### **Evidence Staff**

1. **Runs** the *Temporarily Transferred Items* report, where the Transfer Purpose selected is “Send to Court.”
2. If listed items are out fewer than 75 days, **STOPS**.

### **LAO**

3. If listed items are out more than 75 days, **notifies** the Laboratory Administrative Officer (LAO) unless an extension has been granted.
4. For evidence out to court for more than 75 days, **contacts** the recipient or the recipient’s supervisor to notify him/her of the pending deadline.

### **Evidence Staff**

5. If listed items are out more than 90 days and the recipient did not receive an extension, **prepares** a memorandum to notify the Special Agent in Charge (SAC) of the missed deadline and **requests** the return of the evidence or an extension to maintain the evidence.
6. **Provides** memorandum to the LAO.

### **LAO**

7. For evidence out to court for more than 90 days, **reviews** the memorandum and **provides** it to the Laboratory Director (LD) for approval.

### **LD**

8. **Signs** the memorandum.

### **LAO**

9. **Sends** the memo to the office head or to the SAC.
10. **Scans** and **attaches** correspondence to Laboratory Information Management System (LIMS) case file.

### **LD**

11. If the evidence is not returned or if an extension is not granted, **contacts** the SAC in writing.

See Also: LOM 7305.21

LOM 7529.5, LOM 7711.8, TSK-7305.21E, *Conducting Temporary Transfers in LIMS*

### **Evidence Specialist (ES)**

1. Receives evidence returning from court or other purposes.
  - a. If the evidence was returned to an incorrect laboratory, proceeds to Step #2.
  - b. If the evidence was returned to the proper laboratory, proceeds to Step #3.
2. Completes the following steps:
  - a. Signs the chain of custody documentation (i.e., DEA-12) and returns a copy to the submitter with notification that the evidence will be forwarded to the proper laboratory.
  - b. Forwards evidence to the proper laboratory using a new DEA- 12.
  - c. Provides a copy of the signed chain of custody documentation received from the submitter to the originating laboratory for inclusion in the case file.
  - d. Files chain of custody documentation according to the REDACTED.
3. Processes as returned in the Laboratory Information Management System (LIMS) and attaches the DEA-12 to *Case Attachments*.
4. Inspects the integrity of the evidence container/forensic analyst's evidence seals for signs of tampering.
  - a. If not opened or altered, proceeds to Step #14.
  - b. If opened or altered, documents the non-intact seals in LIMS and notifies the respective laboratory supervisor and the original forensic analyst.

### **Supervisor**

5. Reopens exhibit(s) in LIMS and Assigns to the original forensic analyst (or alternate if original forensic analyst is unavailable).
6. Contacts the Special Agent (SA), Task Force Officer (TFO), or Diversion Investigator (DI) in writing regarding the observed alteration, and verifies whether items were opened.

### **Forensic Analyst**

7. Attaches the response and/or other documentation to the LIMS case file.
8. Reviews the case file and refers to LOM 7500 or 7700 for specific procedures.
9. If the internal evidence seals/containers are altered, weighs each container and conduct a reanalysis as per LOM 7500 (for drug evidence).
10. Notifies management when:
  - c. Upon reopening, the content(s) differ from the reserve evidence description.

- d. The newly obtained weight(s) differ significantly from the original reserve weight(s).
- e. The results of the reanalysis do not correspond with the original analysis.

**Supervisor**

- 11. Reviews any analytical results, attachments, and Case Details Report (CDR) or Friction Ridge Details Report (FRDR).
  - a. For drug evidence, attaches the CDR (or DEA-86) to *Case Attachments*.
  - b. For friction ridge evidence, attaches the DEA-466c or email to Case Attachments.

**LD**

- 12. If the evidence is altered or missing, notifies the Office of Forensic Sciences and the Office of Professional Responsibility.

**Forensic Analyst**

- 13. Returns the evidence to ES for storage.

**ES**

- 14. Stores the evidence in the vault.

See Also: LOM 7305.22  
LOM 7529

### **Defense Analysis Coordinator (DAC)**

1. **Reviews** the court order or agreement.
  - a. If the order or agreement is for a reweigh only, proceeds to Step #12.
2. If not specified in the order or agreement, in consultation with the Laboratory Director (LD):
  - a. **Determines** the amount of evidence to be provided.
  - b. **Determines** where the sample is taken from (composite or reserve evidence).
3. **Acquires** a copy of the DEA-223 for the intended recipient.

NOTE: If the intended recipient is not legally authorized to receive controlled substance, notifies the Office of Chief Counsel (CC) and does not provide the sample(s).
4. **Notifies** Supervisor and the original Forensic Chemist (FC), if available, to obtain a sample for the defense.

### **Supervisor**

5. Assigns the FC the exhibit.

### **Original Forensic Analyst**

6. **Samples** the specified amount of evidence and documents the sampling procedures as per LOM 7500.
7. **Places** the sample in a suitable container and seals it in an evidence envelope.
8. **Creates** a DFA unit in the Laboratory Information Management System (LIMS) for the exemplar.
9. **Includes** the gross weight on the Self-Sealing Evidence Envelope (SSEE) evidence label.
10. **Generates** a supplemental laboratory report.
11. **Returns** the evidence and the defense sample to the vault.

### **Laboratory Director (LD) or designee**

12. Prepares a letter of transmittal (depending on the content of the order or agreement) to accompany the sample(s) to be released from the laboratory for defense analysis/ reweighing.

The transmittal summarizes and instructs the recipient to:

  - a. Sign and return the DEA-12 accompanying the exhibits, immediately upon receipt.
  - b. Complete all analyses within the time frame dictated in the order or agreement from the date of receipt of the exhibits.
  - c. Return all remaining sample material or evidence to the originating DEA laboratory, within the time frame indicated in the order or agreement.

- d. Provide documentation to the DEA laboratory, if all sample material was consumed during testing.
- 13. **Includes** letter of transmittal along with the evidence.
- 14. **Records** the temporary transfer of the sample(s) in LIMS.
- 15. **Maintains** a suspense file for all evidence released for defense analysis or reweigh.

NOTE 1: Notifies the DAC if the defense analysis or reweigh is not returned in the time frame established by the order or agreement.

NOTE 2: The DAC notifies in writing the LD, case agent and prosecutor that the sample(s) has not been returned. Scans and files the correspondence in LIMS.

**Evidence Specialist (ES)**

- 16. Receives defense sample or defense reweigh.
- 17. **Accepts** return in LIMS.

**Supervisor**

- 18. **Assigns** returned defense reweigh exhibit to original forensic analyst, if available.

**Original Forensic Analyst**

- 19. Receives returned defense reweigh exhibit from evidence staff.
- 20. **Verifies** and **documents** the evidence as per LOM 7500.
- 21. **Notifies** the supervisor that the documentation is complete

**Supervisor**

- 22. **Reviews** the documentation and saves the Case Details Report (CDR) in Case Attachments.
- 23. **Reports** any discrepancies to the LD.

See Also: LOM 7305.23

Original Laboratory (L1) receives initial custody of the evidence.

Receiving Laboratory (L2) conducts the analysis (or additional analysis) of the evidence in L1 Laboratory Information Management System (LIMS).

NOTE: L2 staff needs access to L1 LIMS to complete all actions. Applicable L2 staff requests LIMS access through DEA's Account Management System.

**L1 Supervisor**

1. **Returns** the exhibit to Central Receiving through LIMS.

**L1 Evidence Specialist (ES)**

2. **Uses** LIMS to record the temporary transfer from L1 to L2.

**L2 ES**

3. **Logs** into L1 to confirm receipt of transfer from originating laboratory.

**L2 Supervisor**

4. **Logs** into L1 LIMS site and assigns evidence to L2 forensic analyst.

**L2 ES and Forensic Analyst**

5. **Logs** into L1 LIMS site to conduct evidence transfer to L2 forensic analyst.

**L2 Forensic Analyst**

6. **Logs** into L1 LIMS site to complete analysis.

**L2 ES and Forensic Analyst**

7. **Logs** into L1 LIMS site to conduct evidence transfer from L2 forensic analyst.

**L2 Supervisor**

8. **Logs** into L1 LIMS site to complete case file review.

**L2 ES**

9. **Returns** evidence back to L1.

**L1 ES**

10. **Receives** evidence from L2.

**L2 ES**

11. **Confirms** receipt.

See Also: REDACTED

**REDACTED**

**1. REDACTED**

REDACTED

- a. REDACTED
- b. REDACTED
- c. REDACTED
- d. REDACTED
- e. REDACTED
- f. REDACTED
- g. REDACTED

**2. REDACTED**

**3. REDACTED**

**REDACTED**

4. REDACTED

5. REDACTED

**REDACTED**

6. REDACTED

7. REDACTED

REDACTED

**8. REDACTED**

See Also: LOM 7305.28

Note: This procedure only applies to digital evidence laboratories.

**Evidence Staff**

1. **Conducts** evidence transaction to receive the Plastic Sealing Evidence Envelope (PSEE).
2. **Generates** a DEA-12.
3. **Stores** the DEA-12 and the PSEE in a designated section of the vault.

**REDACTED**

4. **Provides** PSEE and the DEA-12 to REDACTED.
5. **Destroy** labels such that the case number is unidentifiable.
6. **Signs** the DEA-12 verifying REDACTED.

**Evidence Staff**

7. **Confirms** receipt of the signed DEA-12 in LIMS.

See Also: LOM 7305.21 and 7305.22

*PRO-7306.1A Processing a DEA-48 for the Permanent Transfer of Evidence*

When evidence is transferred out to the laboratory, the **Evidence Staff**:

1. **Uses** the Laboratory Information Management System (LIMS) to record the transfer.
2. **Clicks** Chain of Custody (COC) Transactions from the dashboard.
3. **Clicks** *Temporary Transfer*.
4. **Chooses** the office of the recipient.
5. **Selects**, or **adds** new, the recipient.
6. **Scans** the LIMS container label(s).
7. When finished, **clicks** cancel to close the scanning window.
8. **Selects** the appropriate transfer reason.
  - a. If for court, **selects** *Send to Court*.
  - b. If for defense analysis, **selects** *Send for Defense Analysis*.
  - c. If for Permanent Transfer using REDACTED, **selects** *Permanent Transfer*. See PRO-7306.1A Processing REDACTED for the Permanent Transfer of Evidence.
9. **Selects** the *Method of Transfer*.
  - a. If shipped, **enters** the tracking number.
  - b. If delivered in person, **enters** the name of the recipient.
10. **Ensures** that the DEA-12 is complete.
11. **Transfers** the evidence with the DEA-12.
  - a. If picked up in person, **completes the following**:
    - i. **Provides** the evidence.
    - ii. **Ensures** that the receiver signs the DEA-12.
    - iii. **Confirms** receipt in LIMS.
  - b. If sent by commercial carrier, **completes** the following:
    - i. **Packages** the evidence in a shipping container.
    - ii. **Encloses** the DEA-12.
12. **Affixes** the tracking/address label(s). **Ensures** receipt of a signed DEA-12.

See Also: LOM 7305.24

When non-DEA evidence, non-drug evidence, and Special Program samples are submitted to the vault, the **Evidence Staff**:

1. **Stores** the evidence until returning it to the submitter or forwarding it to the Special Testing and Research Laboratory (SFL1) or another agency.
2. **Selects** evidence containers in the *Return/Retain* form within the Laboratory Information Management System (LIMS).
3. **Selects** the appropriate transaction at the top of the *Return/Retain* form within LIMS.
  - a. If it is non-DEA evidence, **selects** “*Return to Investigating Agency*”.
  - b. If it is DEA non-Drug evidence, **selects** “*Return to Investigating Agency*”.
  - c. REDACTED
  - d. REDACTED
4. **Specifies** the name of the person receiving the evidence or the tracking number (if sent by mail or commercial carrier).
5. **Scans** the LIMS container label when returning or forwarding evidence using the appropriate LIMS transaction.
6. **Returns** the evidence by *registered mail, commercial carrier, or pick-up in person* using the DEA- 12 form.



See Also: LOM 7306

*TSK-7305.2C Conducting Temporary Transfers in LIMS*

**Evidence Staff**

1. **Receives** the REDACTED along with a memorandum from the DEA Supervisory Special Agent/Task Force Officer/Diversion Investigator to the Laboratory Director (REDACTED).

NOTE: **Ensures** the memorandum includes the case number, exhibit number(s), reason for transfer, to where the exhibit(s) will be transferred, the custodian who will receive the exhibit(s), and the contact information for the custodian (see REDACTED).

2. **Reviews** REDACTED and accompanying memorandum to ensure that a transfer is requested.
3. **Reviews** REDACTED to ensure that the recipient is a law enforcement agency.

EXCEPTION: With the proper approvals, drug evidence will be returned to the owner (see 7306.12).

4. If the REDACTED is incomplete or erroneous and discrepancies cannot be resolved through email or memoranda to the case agent, **returns** the REDACTED to the submitting office with a written explanation (see 7306).
5. If the REDACTED and accompanying memorandum are acceptable, **forwards** it to the REDACTED.
  - a. If the laboratory has a paper case file, **retrieves** and **forwards** it to REDACTED.

**REDACTED**

6. **Reviews** the REDACTED and accompanying memorandum to ensure that a transfer is requested.
7. **Reviews** the REDACTED to ensure that the recipient is a law enforcement agency.

EXCEPTION: With the proper approvals, drug evidence will be returned to the owner (see 7306.12).
8. If the REDACTED is incomplete or erroneous, and discrepancies cannot be resolved through email or memoranda to the case agent, **returns** the REDACTED to the submitting office with written explanation (see 7306).
9. If the REDACTED is acceptable, **records** approval by annotating with initials and date next to the box indicating a transfer.
10. **Returns** the REDACTED to the evidence staff.

**Evidence Staff**

11. **Records** the transfer in Laboratory Information Management System (LIMS) via TSK-7305.2C, Conducting Temporary Transfers in LIMS.
  - a. **Selects** “*Permanent Transfer*” as the reason.
12. **Annotates** REDACTED and DEA-12 with the statement

*“This is a permanent transfer, and will not be returned to DEA.”*

13. **Packages** evidence
14. **Encloses** the DEA-12.
15. **Sends** the evidence via a commercial carrier or **provides** the evidence in-person.
16. **Tracks** the receipt and the return of the DEA-12.
17. **Ensures** the DEA-12 from the laboratory to the Special Agent (SA), Task Force Officer (TFO) or Diversion Investigator (DI) is signed and returned.
18. **Ensures** the DEA-12 transferring the evidence to a third party is received.
19. **Confirms** receipt and **marks** items permanently off-site in the LIMS.
20. **Completes** REDACTED Item #12 to indicate the date of receipt by the third party and reason for the transfer.

**Evidence Staff or designee**

21. **Completes** Item #12a, and **signs** Item #12b of REDACTED as the Evidence Custodian.
22. **Completes** Item #12e, and **signs** Item #12f of REDACTED, as the witness.
23. **Forwards** REDACTED and accompanying memorandum to the Laboratory Director (LD).

**LD**

24. **Completes** Item #12c and **signs** Item #12d of REDACTED.
25. **Returns** REDACTED accompanying memorandum to the evidence staff.

**Evidence Staff or designee**

26. **Scans** REDACTED and accompanying memorandum into LIMS.
  - a. If the laboratory has a paper case file for this case, **files** copies of the DEA-12s and the REDACTED in the case file.
27. **Emails** a copy of REDACTED to the SA, TFO, DI and records the correspondence in LIMS.

See Also: REDACTED

REDACTED

REDACTED

REDACTED

**REDACTED**

1. **REDACTED**

REDACTED

**REDACTED**

2. **REDACTED**

REDACTED

**REDACTED**

3. **REDACTED**

4. **REDACTED**

REDACTED

5. **REDACTED**

REDACTED

REDACTED

6. REDACTED

**A. REDACTED**

**REDACTED**

7. **REDACTED**

8. **REDACTED**

REDACTED

REDACTED

9. **REDACTED**

**REDACTED**

10. **REDACTED**

11. **REDACTED**

**REDACTED**

12. REDACTED

**REDACTED**

13. REDACTED

**REDACTED**

14. REDACTED

**REDACTED**

15. REDACTED

16. REDACTED

**REDACTED**

17. REDACTED

18. REDACTED

**B. REDACTED**

**REDACTED**

19. REDACTED

20. REDACTED

REDACTED

REDACTED

**REDACTED**

21. REDACTED

22. REDACTED

REDACTED

REDACTED

**REDACTED**

23. REDACTED

REDACTED

**REDACTED**

24. REDACTED

**REDACTED**

25. REDACTED

**REDACTED**

26. REDACTED

**REDACTED**

27. REDACTED
28. REDACTED
29. REDACTED
30. REDACTED
31. REDACTED
32. REDACTED
33. REDACTED

See Also: REDACTED  
REDACTED

**REDACTED**

- 1. REDACTED
- 2. REDACTED
- 3. REDACTED

**REDACTED**

- 4. REDACTED

**REDACTED**

- 5. REDACTED

**REDACTED**

- 6. REDACTED

**REDACTED**

- 7. REDACTED
- 8. REDACTED
- 9. REDACTED
- 10. REDACTED
- 11. REDACTED

**REDACTED**

- 12. REDACTED

**REDACTED**

- 13. REDACTED

See Also: REDACTED  
REDACTED

**REDACTED**

1. **REDACTED**
2. **REDACTED**  
REDACTED

**REDACTED**

3. **REDACTED**

**REDACTED**

4. **REDACTED**
5. **REDACTED**  
REDACTED
6. **REDACTED**

See Also: REDACTED  
REDACTED  
REDACTED  
REDACTED  
REDACTED

**A. REDACTED**

**REDACTED**

1. **REDACTED**
  - a. REDACTED
2. **REDACTED**  
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3. **REDACTED**
  - a. REDACTED
  - b. **REDACTED**
4. **REDACTED**
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  - b. REDACTED  
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7. REDACTED
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  - a. REDACTED
  - b. REDACTED
  - c. REDACTED
10. **REDACTED**
11. **REDACTED**  
REDACTED
12. REDACTED

13. REDACTED

REDACTED

14. REDACTED

a. REDACTED

15. REDACTED

16. REDACTED

REDACTED

**B. REDACTED**

REDACTED

17. REDACTED

a. REDACTED

b. REDACTED

18. REDACTED

a. REDACTED

b. REDACTED

c. REDACTED

19. REDACTED

REDACTED

REDACTED

**C. REDACTED**

REDACTED

20. REDACTED

21. REDACTED

22. REDACTED

REDACTED

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REDACTED

24. REDACTED

25. REDACTED

REDACTED

26. REDACTED

27. REDACTED  
REDACTED  
28. REDACTED

See Also: REDACTED  
REDACTED  
REDACTED

**REDACTED**

1. REDACTED

**REDACTED**

2. REDACTED
3. REDACTED
4. REDACTED
5. REDACTED
6. REDACTED

**A. REDACTED**

**REDACTED**

7. REDACTED
8. REDACTED

**REDACTED**

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10. REDACTED
11. REDACTED

**B. REDACTED**

**REDACTED**

12. REDACTED
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18. REDACTED
19. REDACTED

REDACTED

20. REDACTED

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22. REDACTED

23. REDACTED

24. REDACTED

REDACTED

**C. REDACTED**

**REDACTED**

25. REDACTED

REDACTED

26. REDACTED

**REDACTED**

27. REDACTED

**REDACTED**

28. REDACTED

29. REDACTED

30. REDACTED

See Also: REDACTED

REDACTED

REDACTED

**A. REDACTED**

**REDACTED**

1. **REDACTED**

2. **REDACTED**

REDACTED

3. REDACTED

a. **REDACTED**

b. **REDACTED**

c. **REDACTED**

**REDACTED**

4. **REDACTED**

5. **REDACTED**

**B. REDACTED**

**REDACTED**

6. **REDACTED**

a. REDACTED

b. **REDACTED**

c. **REDACTED**

**C. REDACTED**

**REDACTED**

7. REDACTED

**D. REDACTED**

8. **REDACTED**

9. **REDACTED**

a. REDACTED

b. REDACTED

10. REDACTED

**E. REDACTED**

11. REDACTED

**F. REDACTED**

12. REDACTED

**G. REDACTED**

13. REDACTED

14. REDACTED

15. REDACTED

16. REDACTED

17. REDACTED

See Also: REDACTED  
REDACTED  
REDACTED

**A. REDACTED  
REDACTED**

1. REDACTED
2. REDACTED
3. REDACTED
4. REDACTED
5. REDACTED  
REDACTED  
REDACTED

**B. REDACTED  
REDACTED**

6. REDACTED
7. REDACTED  
REDACTED
8. REDACTED

**C. REDACTED  
REDACTED**

9. REDACTED
  - a. REDACTED
  - b. REDACTED
  - c. REDACTED
  - d. REDACTED
  - e. REDACTED

**D. REDACTED  
REDACTED**

18. REDACTED
19. REDACTED



See Also: REDACTED  
REDACTED

REDACTED

1. **REDACTED**
2. REDACTED
3. **REDACTED**
4. REDACTED
5. REDACTED
6. **REDACTED**

See Also: LOM 7308.2

REDACTED

REDACTED

### **Laboratory Staff (LS)**

1. **Reviews** file room to identify case files eligible for archival.
2. **Checks** that files are complete (e.g., contain laboratory reports, DEA-86s, REDACTED, DEA-307s, etc.).
3. **Prepares** the SF-135, *Records Transmittal Receipt* through the Archives and Records Centers Information System (ARCIS).

### **Laboratory Management**

4. **Reviews** items for archive.

### **LS**

5. **Scans** case files.
6. **Creates** an itemized list of the case files being transmitted.
7. **Checks** the approval status through ARCIS.
8. **Sends** archive records to the appropriate Federal Records Center (FRC).

See Also: LOM 7308.2

REDACTED

REDACTED

**Laboratory Management (LM)**

1. **Identifies** the case and exhibits that are required.

**Laboratory Staff (LS)**

2. **Identifies** the accession number containing the files.
3. **Ensures** that the Federal Records Center (FRC) has the specific box/file(s) requested.
4. **Completes** the request form, OF-11.

**Laboratory Director (LD)**

5. **Signs** and **dates** the form.

**LS**

6. **Sends** the request to the FRC.

**LM or Forensic Analyst**

7. **Ensures** the correct file was received.
8. When finished, **returns** the file to appropriate LS.

**LS**

9. **Returns** the file(s) to FRC.

**REDACTED**


## ACRONYMS

<b>ALD</b>	<b>Associate Laboratory Director</b>
REDACTED	
ARCIS	Archives and Records Centers Information System
ARD	Assistant Regional Director
ASAC	Assistant Special Agent in Charge
<b>CA</b>	<b>Country Attaché</b>
CC	Office of Chief Counsel
CCI	International and Intelligence Law Section
CDR	Case Detailed Report
CFR	Code of Federal Regulations
COD	Certificate of Disposal/Destruction
REDACTED	
<b>DAA</b>	<b>Deputy Assistant Administrator</b>
DAC	Defense Analysis Coordinator
REDACTED	
DEA	Drug Enforcement Administration
REDACTED	
DEC	Drug Evidence Custodian
REDACTED	
DFE	Digital Forensic Examiner
DI	Diversion Investigator
DOJ	Department of Justice
<b>EPA</b>	<b>Environmental Protection Agency</b>
ES	Evidence Specialist
<b>FBI</b>	<b>Federal Bureau of Investigation</b>
FC	Forensic Chemist
FRC	Federal Records Center
FRE	Friction Ridge Examiner
FRS	Friction Ridge Supervisor
FSRI	Office of Administration Investigative Records Unit
<b>GS</b>	<b>Group Supervisor</b>

GW	Gross Weight
<b>HSEE</b>	<b>Heat-Sealed Evidence Envelope</b>
REDACTED	
<b>IA</b>	<b>Investigating Agency</b>
REDACTED	
<b>LAO</b>	<b>Laboratory Administrative Officer</b>
LD	Laboratory Director
LIMS	Laboratory Information Management System
LOM	Laboratory Operations Manual
LPDR	Latent Print Details Report
<b>REDACTED</b>	
<b>REDACTED</b>	
<b>NDEC</b>	<b>Non-Drug Evidence Custodian</b>
REDACTED	
<b>OD</b>	<b>Office of Domestic Operations</b>
OF	Office of Foreign Operations
OM	Office of Operations Management
OPR	Office of Professional Responsibility
REDACTED	
<b>PC</b>	<b>Program Coordinator</b>
PIM	Inspection Manual
POC	Point of Contact
PPE	Personal Protective Equipment
<b>SA</b>	<b>Special Agent</b>
SAC	Special Agent in Charge
REDACTED	
SC	Operational Support Division
SF	Office of Forensic Sciences
SFL1	Special Testing and Research Laboratory
SFL2	Northeast Laboratory
SFL3	Mid-Atlantic Laboratory
SFL4	Southeast Laboratory
SFL5	North Central Laboratory
SFL6	South Central Laboratory
SFL7	Western Laboratory
SFL8	Southwest Laboratory
SFL9	Digital Evidence Laboratory

SFL10	New England Laboratory
SOD	Special Operations Division
SOHS	Safety and Occupational Health Specialist
<b>TFO</b>	<b>Task Force Officer</b>
TSDF	Treatment Storage and Disposal Facility
<b>UHWM</b>	<b>Uniform Hazardous Waste Manifest</b>

