See Also: LOM 7305.21

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.

   8a. If for court, **selects** *Send to Court.*

   8b. If for defense analysis, **selects** *Send for Defense Analysis.*

   8c. If for Permanent Transfer using a DEA-48, **selects** *Permanent Transfer.*

   8d. If for workload assistance/backlog reduction assistance, **selects** *Backlog Reduction Assistance.*
9. **Selects** the *Method of Transfer*.

   NOTE: The tracking number must be entered if delivery is not in person.
10. **Ensures** that the DEA-12 is complete.
11. **Transfers** the evidence with the DEA-12.

    11a. If picked up in person, **completes the following:**

    - **Provides** the evidence.
    - **Ensures** that the receiver signs the DEA-12.
    - **Confirms** receipt in LIMS.

    11b. If sent by commercial carrier, **completes** the following:

    - **Packages** the evidence in a shipping container.
    - **Encloses** the DEA-12.
    - **Affixes** the tracking/address label(s).
12. **Ensures** receipt of a signed DEA-12.

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