See Also: LOM 7302.11
REDACTED
REDACTED
PRO-7302.2C, *Processing Unsealed Evidence Containers*

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.)

   1a. 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.

   2a. If the submission paperwork is *not* complete, the submitting agent/officer **corrects** the deficiencies before receiving the evidence.

   2b. 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 IMPACT.

   2c. If this is a bulk evidence submission from a DEA office, **ensures** that a copy of the 60-day notification letter (REDACTED) is included. If a copy of the 60-day notification letter is not included, go to Step #4.

   2d. If a fingerprint 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.

   2e. If a digital examination is requested, **ensures** the evidence is accompanied by the following documents: DEA-7b, DEA-12, DEA-48a (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).

   3a. If the identifying information on the evidence does not match the submission paperwork, the submitting agent/officer **corrects** the deficiencies before receiving the evidence.

   3b. 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. **Annotates** and **signs** the submission paperwork to show receipt of the evidence.

   5a. If not submitted on a DEA-7 or DEA-7b, **goes** to Step #6.

   5b. If submitted on a DEA-7, **completes** Item #34 and Item #34a.

   5c. If submitted on a DEA-7b, **completes** Item #16a and #16b.

6. **Provides** a signed and received copy of the submission paperwork to the submitting party.

7. **Creates** Laboratory Information Management System (LIMS) records.

   7a. If not processed into the LIMS immediately, **stores** the evidence in the vault until it can be processed.

End of Document

Date Posted: 03/30/2018