See Also: LOM 7302.2
PRO-7302.22C, *Resolving Improper Evidence Submissions*
TSK-7302.2B, *Reviewing Evidence Submissions Received by Mail*
PRO-7302.12B2, *Resolving Problems with Damaged Shipping Containers*

ACTION BY:	***ACTION:***
Evidence Staff	1. **Notifies** the Laboratory Administrative Officer (LAO) when the laboratory receives unsealed evidence. 1a. If the LAO is not available, **notifies** another laboratory manager.
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 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** a memorandum documenting the gross weight and contents of the unsealed evidence and includes the personnel involved and actions taken to seal the evidence.
LAO (or other manager)	9. **Reviews** the accuracy of the memorandum 10. If concurs, **signs** the memorandum. 11. **Scans** and **attaches** the memorandum or email through case management. 12. **Sends** a copy of the memorandum to the submitting office or agency.
Evidence Staff	13. **Creates** the LIMS record.

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