See Also: LOM 7304
REDACTED
REDACTED

ACTION BY:	***ACTION:***
	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 *Field_Division_Report* attached to the completed LIMS Inventory Audit.
	3. **Separates** report by DEA Field Division and prepares individual reports. NOTE: Further separation may be warranted based upon customer needs.
	4. **Drafts** the *Inventory Reconciliation Response Request* memoranda, which includes an inventory printout and instructions on how to respond. NOTE: The memoranda also include a request that the Special Agent in Charge (SAC) initiates an audit of DEA field office records (REDACTED) to ensure that the location of the evidence listed on the *Inventory Report* (In Vault or Out-to-Court) is correct.
LD	5. **Signs** *Inventory Reconciliation Response* memoranda.
	6. **Ensures** transmittal of the cover memoranda to SAC(s) along with separated *Evidence Inventory Reports*, sorted by office designator.
	B. Reviewing Division Responses
LM	7. **Ensures** that a response from each office is received indicating that unanalyzed evidence was reviewed to determine if analysis is required or if the evidence may be placed into storage.
	8. **Ensures** that a response for the need to retain all drug evidence seized over three years, prior to the inventory (REDACTED), is received.
	9. **Ensures** that an affirmative response from each office is received indicating that all items are accounted for, with the exception of any itemized discrepancies.

10. **Resolves** any identified discrepancies with the division office designee.

    10a. If reconciliation of a discrepancy is deemed unresolvable, **goes** to Step #11.

    10b. If all are resolved, **goes** to Step #15.

LD 11. **Notifies** SF and the Office of Professional Responsibility (OPR) in writing.

LM 12. **Creates** a special file to be maintained indefinitely when evidence is determined to be missing and referred to OPR.

NOTE: After referral to OPR, open records of the missing evidence remain open in LIMS until completion of the next annual inventory. When notified by OPR that the investigation is complete, the LD will request (by memorandum) SF concurrence to remove the missing exhibit(s) from all evidence accountability databases.

LD 13. Upon receiving SF concurrence**, updates** the accountability records (using the date of SF's concurrence) as follows:

    13a. Permanently **transfers** the exhibits to OPR. **Scans** and **attaches** SF concurrence memo into LIMS.

    13b. **Places** a copy of the memorandum containing SF's concurrence to administratively close all records in the case file and a copy in the LD's special OPR file for this case.

LM 14. **Files** copies of all correspondence with the evidence inventory report.

C. Reporting the Completion of the Annual Inventory to SF

LD 15. **Notifies** within 180 days of the completed audit the SF Deputy Assistant Administrator (DAA), in writing, of the inventory results. The notification includes:

    15a. A statement that all evidence is present or accounted for, or

    15b. 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.

End of Document

Date Posted: 03/30/2018