See Also: LOM 7302.12
PRO-7302.12B1, *Resolving Mail Receipt Discrepancies*
PRO-7302.12B2, *Resolving Problems with Damaged Shipping Containers*
TSK-7302.2B, *Reviewing Evidence Submissions Received by Mail*

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.

   2a. If a receipt is not provided by the deliverer, **records** the unique tracking number manually for each item received, **records** the date of delivery and **obtains** the initials of the person delivering the packages. **Proceeds** to Step #6.

3. **Reconciles** the tracking numbers on the receipt to those on each package.

   3a. **Ensures** that there is a package for each number listed on the receipt.

   3b. **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.

   5a. 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.

   6a. **Ensures** the correct number of packages is listed on the receipt.

   6b. **Signs** and **dates** the receipt.

   6c. **Returns** a copy to the carrier (if applicable).

   6d. **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.

   9a. If the package does not contain evidence:

   - Delivers to the addressee or other Receiver. (See PRO-7501.2*, Purchasing, Handling and Maintaining Critical Consumables, Supplies, and Services.*)

- Annotates the receipt to indicate that the tracking number(s) did not contain evidence.
- Annotates the receipt with the name of the person who received the package.

9b. **Processes** package via TSK-7302.2B, *Reviewing Evidence Submissions Received by Mail*.

End of Document

Date Posted: 03/30/2018