See Also: LOM 7303.1
REDACTED

Once evidence staff has received, reviewed, and accepted the evidence**, Evidence Staff:**

1. **Obtains** the evidence container label and Laboratory Information Management System (LIMS) case number label created via the Reception Wizard.

2. **Verifies** the Investigating Agency (IA) case number and IA exhibit number on the evidence container label versus the label on the physical evidence.

3. **Places** the evidence container label on the evidence.

   NOTE 1: Do not obliterate or cover existing labels or markings.

   NOTE 2: May place a LIMS case number label on the evidence.

4. **Files** evidence sequentially by LIMS case number or container number.

   4a. **Stores** analyzed and unanalyzed evidence in separate locations.

   4b. **Stores** evidence not intended for analysis with analyzed evidence.

   4c. **Stores** evidence intended for return, or permanent transfer, in a separate location.

   4d. **Uses** the Move Containers function in LIMS to record the exact shelf location of boxes or other oversized evidence.

5. **Stores** the evidence in the main vault, or in an approved safe, except when removed for an authorized purpose.

End of Document