See Also: LOM 7302.3

When the laboratory receives digital evidence that appears improperly packaged and/or presents the possibility of an adverse change occurring, the **Evidence Staff**:

1. **Opens** and **repackages** the evidence:

   1a. For Plastic Sealed Evidence Envelopes (PSEE):

   - **Cuts** along the edge opposite the sealing agent's evidence seal.
   - **Annotates** the plastic strip with initials, the date opened, and the Laboratory Information Management System (LIMS) case number.
   - **Places** the strip inside the PSEE.
   - **Enters** the date opened in the appropriate section on the envelope label.

   1b. For boxes:

   - **Opens** and **repackages** boxes and large Mylar bags on the side opposite the sealing agent's evidence seal.
   - **Enters** the date opened in the appropriate section on the envelope label.

2. **Documents** the repackaging on an *Evidence Repackaging Report (ERR).*
3. **Provides** a copy of the ERR to the submitting office.
4. **Files** the ERR in the case file.
5. **Reports** corrective actions taken to the vault manager or other Group Supervisor (GS).

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