See Also: LOM 7305.24

When non-DEA evidence, non-drug evidence, REDACTED are submitted to the vault, the **Evidence Staff**:

1. **Stores** the evidence until returning it to the REDACTED or another agency.

2. **Selects** evidence containers in the *Retain/Return* form within the Laboratory Information Management System (LIMS).

3. **Selects** the appropriate transaction at the top of the *Retain/Return* form within LIMS.

   3a. If it is non-DEA evidence, **selects** *"Return to Agency".*

   3b. If it is DEA non-Drug evidence, **selects** "*Return to Agency".*

   3c. REDACTED.

   3d. REDACTED.

4. **Specifies** the name of the person receiving the evidence and the tracking number, if sent by mail or commercial carrier.

5. **Scans** the LIMS container label when returning evidence using LIMS transaction *"Return To Agency."*

6. **Returns** the evidence by *registered mail, commercial carrier*, or *pick-up in person* using the DEA-12 form.

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