See Also: LOM 7302.12
LOM 7302.3
TSK-7302.12A, *Receiving Evidence Delivered by Mail*
PRO-7302.12B1, *Resolving Mail Receipt Discrepancies*
TSK-7302.2B, *Reviewing Evidence Submissions Received by Mail*

ACTION BY:	***ACTION:***
Evidence Staff	1. **Identifies** damaged shipping container (TSK-7302.12A, PRO-7302.12B1, or TSK-7302.2B).
	2. **Contacts** the Laboratory Administrative Officer (LAO) immediately. 2a. If the LAO is not available, **notifies** another laboratory manager.
	3. **Photographs** the damaged shipping container.
LAO or other manager	4. **Inspects** the package.
Evidence Staff and LAO (or other manager)	5. **Opens** the package.
	6. **Reviews** contents to determine if items are evidence.
	6a. If the contents are not evidence, **contacts** the addressee or other designated employee.
	7. **Inspects** the contents of the damaged container.
	7a. If evidence is missing or shows signs of tampering, **STOPS** and **reports** to the Laboratory Director (LD), who will report to the Office of Forensic Sciences (SF) and to the Office of Professional Responsibility (OPR).
	7b. If the evidence container or contents is damaged, leaking, or unsealed, **repackages** the evidence according to PRO-7302.2C, *Processing Unsealed Evidence Submissions.*
	7c. If all evidence is determined to be present and no items require repackaging, **returns** to TSK-7302.12A, *Receiving Evidence Delivered by Mail*.
	8. **Prepares** a memorandum to describe the condition of the damaged shipping container.
	8a. **Includes** the tracking number and origin location.
	8b. **Includes** a description of the problem and/or damage.
	8c. **Includes** a description of any actions taken to prevent further leakage.

LAO or other manager	9. **Signs** the memorandum.
Evidence Staff	10. After entry, **scans** the memorandum into the Laboratory Information Management System (LIMS) case file. 11. **Adds** the photographs to the LIMS case file. 12. **Sends** a copy of the memorandum and photographs to the submitting office or agency. 13. **Returns** to TSK-7302.12A, *Receiving Evidence Delivered by Mail*.

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