See Also: LOM 7302.2
REDACTED
TSK-7302.12A, *Receiving Evidence Delivered by Mail*

When evidence is mailed to the laboratory, the **Evidence Staff**:

1. **Examines** the submission to ensure that the evidence packages are properly sealed. (REDACTED.)

   1a. If the evidence is not sealed, **proceeds** to PRO 7302.3C, *Processing Unsealed Evidence Containers.*

2. **Ensures** the submission paperwork is present and is complete, and complies with established policies.

   2a. If the submission paperwork is *not* complete, **communicates** to the submitting agent/officer the deficiencies before accepting the evidence.

   2b. If the evidence is from a DEA office, **ensures** that the paperwork complies with REDACTED, or go back to Step #2a.

   NOTE: For DEA evidence, corrections to the DEA-7, DEA-7a, or DEA-7b must be made in REDACTED.

   2c. If this is a bulk evidence submission from a DEA office, **ensures** that a copy of the 60-day notification letter (REDACTED) is included. If a copy of the 60-day notification letter is not included, go to Step #4.

   2d. If a fingerprint examination is requested, **ensures** that fingerprint cards (or copies) are submitted (REDACTED) or **ensures** that Item #22a of the DEA-7 is completed (REDACTED).

   NOTE: If neither fingerprint cards nor Item #22a are available, a memorandum from the DEA Assistance Special Agent in Charge (ASAC) is required for acceptance per REDACTED.

   2e. If a digital examination is requested, **ensures** the evidence is accompanied by the following documents: DEA-7b, DEA-12, DEA-48a (for on-site backup), and legal search authority (REDACTED).

3. **Examines** the evidence to ensure that *the "Case Number", "Exhibit Number",* and number of packages match the submission paperwork (e.g., DEA-7 or DEA-7b).

   3a. If the identifying information on the evidence does not match the submission paperwork, **communicates** to the submitting agent/officer the deficiencies before accepting the evidence.

   3b. If the evidence is from a DEA office, **ensures** that the evidence complies with REDACTED, or go back to Step #3a.

4. If any deficiencies with paperwork or evidence packaging are identified in Steps #1-3, **proceeds** to PRO-7302.22C, *Resolving Improper Evidence Submissions*. NOTE: **Does not proceed** to Step #5.

5. **Annotates** and **signs** the submission paperwork to show receipt of the evidence.

   5a. **Enters** the deliverer and the tracking number of the container in Item #32a of the DEA-7 (or Item #16a of the DEA-7b).

   5b. **Enters** the date the delivery was received in Item #32a of the DEA-7 (or Item #16b of the DEA-7b).

   5c. If not submitted on a DEA-7 or DEA-7b, **goes** to Step #6.

6. **Provides** a signed and received copy of the submission paperwork to the submitting party.

7. **Creates** Laboratory Information Management System (LIMS) Records.

   7a. If not processed into LIMS immediately, **stores** the evidence in the vault until it can be processed.

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