See Also: LOM 7305.21
ADM Chapter 2-10.5
TSK-7305.21E, *Conducting Temporary Transfers in LIMS*
PRO-7305.22B, *Providing Samples for Defense Analysis*

ACTION BY:	***ACTION:***
Evidence Specialist (ES)	1. **Receives** evidence returning from court or other purposes. 1a. If the evidence was returned to an incorrect laboratory, **proceeds** to Step #2. 1b. If the evidence was returned to the proper laboratory, **proceeds** to Step #3. 2. **Completes** the following steps: 2a. **Signs** the chain of custody documentation (i.e., DEA-12) and **returns** a copy to the submitter with notification that the evidence will be forwarded to the proper laboratory. 2a. **Forwards** evidence to the proper laboratory using a new DEA-12. 2c. **Provides** a copy of the signed chain of custody documentation received from the submitter to the originating laboratory for inclusion in the case file. 2d. **Files** chain of custody documentation according to the DEA Record Information System (DEARIS). 3. **Processes** as returned in the Laboratory Information Mangement System (LIMS). 4. **Inspects** the integrity of the evidence container/analyst's evidence seals for signs of tampering. 4a. If not opened or altered, **proceeds** to Step #14. 4b. If opened or altered, **notifies** the respective laboratory supervisor and the original analyst.
Laboratory Supervisor (LS)	5. **Assigns** the original analyst (or an alternate) and a witness.
Original Analyst and a witness	6. **Receives and inspects** the evidence and **verifies** the contents against the last documented reserve evidence description. 6a. If the internal evidence seals/containers are intact, **documents** new reserve description as per the Analysis of Drugs Manual (ADM). **Proceeds** to Step #10.

6b. If the internal evidence seals/containers are altered, **notifies** the LS.

LS

7. Contacts the Special Agent (SA), the Task Force Officer (TFO), or the Diversion Investigator (DI) in writing regarding the observed alteration, and **verifies** whether items were opened in court. **Attaches** the response in the LIMS case file.

   7a. If the item was opened in court, **conducts** a reanalysis as per the ADM. **Proceeds** to Step #8.

   7b. If the item was *not* opened in court, **notifies** the Laboratory Director (LD).

LD

8. **Notifies** the Office of Forensic Sciences (SF) and the Office of Professional Responsibility (OPR).

9. **Provides** guidance to the LS and analyst regarding reanalysis.

Analyst

10. **Notifies** the LS that the returned evidence is ready for review.

LS

11. **Reviews** any analytical results, attachments and Case Details Report (CDR).

12. **Attaches** the CDR Case Attachments.

Analyst

13. **Returns** the evidence to ES for storage.

Evidence Staff

14. **Stores** the evidence in the vault.

End of Document

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