See Also: LOM 7305.14

Action By:	***ACTION:***
Laboratory Management (LM)	1. **Notifies** the Laboratory Director (LD), or the Associate Laboratory Director (ALD) of the need to open the container.
	2. **Prepares** an authorization memorandum.
LD or ALD	3. **Signs** the authorization memorandum to approve the removal of the evidence for return to the vault and reassignment, as needed.
Safety and Occupational Health Specialist (SOHS)	4. **Provides** the sealed combination code, or key to the security container to LD or ALD.
LM and a Witness	5. **Retrieves** and **opens** the security container.
	6. **Locates** and **removes** the designated evidence container(s).
	6a. If the evidence is not sealed, **seals** the evidence.
	7. **Places** a temporary seal on the security container, unless empty.
LD, ALD, or Supervisor	8. **Searches** for items in the Laboratory Information Management System (LIMS) chain of custody transactions screen under Unit Supervisor Options *Select Item for Release Acting as Unit Supervisor* button.
	9. For each item searched, in the LIMS chain of custody transactions screen under Unit Supervisor Options, **selects** *Release Items from/to Acting as Unit Supervisor* button to transfer the evidence containers to Central Receiving.
	10. **Documents** actions regarding the removal, and/or any repackaging or sealing, in a memorandum.
Supervisor	11. **Attaches** the memorandum to the LIMS case record.
	12. **Assigns** the LIMS case to another examiner, if applicable.
SOHS	13. When the analyst returns, **assists** the analyst with changing the combination.
	13a. **Provides** a new SF-700 to the analyst.
	13b. **Maintains** the new SF-700 with the new combination code.

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