See Also: LOM 7305.22
ADM

ACTION BY:	***ACTION:***
Defense Analysis Coordinator (DAC)	1. **Reviews** the court order or agreement. 1a. If the order or agreement is for a reweigh only, **proceeds** to Step #12. 2. If not specified in the order or agreement, in consultation with the Laboratory Director (LD): 2a. **Determines** the amount of evidence to be provided. 2b. **Determines** where the sample is taken from (composite or reserve evidence). 3. **Acquires** a copy of the DEA-223 for the intended recipient. NOTE: If the intended recipient is not legally authorized to receive controlled substance, **notifies** the Office of Chief Counsel (CC) and **does not provide** the sample(s). 4. **Notifies** Supervisory Chemist (SC) and the original Forensic Chemist (FC), if available, to obtain a sample for the defense.
SC	5. **Assigns** the FC the exhibit.
Original Analyst	6. **Samples** the specified amount of evidence and **documents** the sampling procedures as per the Analysis of Drugs Manual (ADM). 7. **Places** the sample in a suitable container and **seals** it in an evidence envelope. 8. **Creates** a DFA unit in the Laboratory Information Management System (LIMS) for the exemplar. 9. **Includes** the gross weight on the Self-Sealing Evidence Envelope (SSEE) evidence label. 10. **Generates** an amended laboratory report. 11. **Returns** the evidence and the defense sample to the vault.
Laboratory Director (LD) or designee	12. **Prepares** a letter of transmittal (depending on the content of the order or agreement) to accompany the sample(s) to be released from the laboratory for defense analysis/ reweighing. The transmittal **summarizes** and **instructs** the recipient to: 12a. **Sign** and **return** the DEA-12 accompanying the exhibits,

immediately upon receipt.

12b. **Complete** all analyses within the time frame dictated in the order or agreement from the date of receipt of the exhibits.

12c. **Return** all remaining sample material or evidence to the originating DEA laboratory, within the time frame indicated in the order or agreement.

12d. **Provide** documentation to the DEA laboratory, if all sample material was consumed during testing.

13. **Includes** letter of transmittal along with the evidence.

14. **Records** the temporary transfer of the sample(s) in LIMS.

15. **Maintains** a suspense file for all evidence released for defense analysis or reweigh.

    NOTE 1: **Notifies** the DAC if the defense analysis or reweigh is not returned in the time frame established by the order or agreement.

    NOTE 2: The DAC **notifies** in writing the LD, case agent and prosecutor that the sample(s) has not been returned. **Scans** and **files** the correspondence in LIMS.

Evidence Specialist (ES)

16. **Receives** defense sample or defense reweigh.

17. **Accepts** return in LIMS.

SC

18. **Assigns** returned defense reweigh exhibit to original analyst, if available.

Original Analyst

19. **Receives** returned defense reweigh exhibit from evidence staff.

20. **Verifies** and **documents** the evidence as per the ADM.

21. **Notifies** the supervisor that the documentation is complete.

SC

22. **Reviews** the documentation and **saves** the Case Details Report (CDR) in Case Attachments.

23. **Reports** any discrepancies to the LD.

End of Document