See Also: LOM 7304
REDACTED

ACTION BY:	***ACTION:***
Laboratory Director (LD)	1. **Establishes** the dates for the inventory and **designates** a laboratory manager to lead the inventory.
	2. **Submits** written notification to the Office of Forensic Sciences (SF) with dates and a reason for the inventory.
Laboratory Administrative Officer (LAO)	3. **Prepares** the operational plan.
Evidence Specialist (ES)	4. **Suspends** creation of new Laboratory Information Management System (LIMS) evidence prior to the physical inventory. NOTE: Exceptions can be made by the LD or Associate Laboratory Director (ALD).
	5. **Verifies** that all opened and received evidence is entered into LIMS.
	6. **Reconciles** for out of laboratory evidence. 6a. **Runs** *Temporarily Transferred Items* reports and **ensures** that authorizations are documented in Attachments.
	7. **REDACTED**. NOTE: REDACTED.
	8. **Stores** evidence in the vault and processes evidence in LIMS that has returned.
	9. **Programs** CK3 readers for inventory with the current date and time.
Laboratory Analyst	10. **Returns** all completed evidence to the vault.
	11. **Does not create** new evidence containers (e.g., special programs, fingerprint, etc.) NOTE: Creation of splits is permitted.
ES	12. **Suspends** evidence transactions (if practical), until completion of physical inventory.
Laboratory Manager	13. **Establishes** teams of two individuals, at least one of which does not have access to the vault.

14. **Meets** with inventory teams (participants) to address the operational plan, prior to the physical inventory.

Scanning Team

15. **Ensures** that the physical evidence is properly sealed and labeled. The *"IA Case Number"* and *"Exhibit Number"* on the evidence label must agree with the LIMS label.

    NOTE: Evidence in the custody of the analysts must also be scanned and may not be in a sealed condition.

16. **Scans** each LIMS evidence label (hand-keyed entries are not permitted).

Laboratory Manager

17. **Downloads** CK3 files onto the workstation.

18. **Evaluates** "raw" data to identify errors (e.g., incorrect time stamps, etc.).

    NOTE: Combining "raw" CK3 files provides a tool for locating misfiled items after the inventory is complete.

19. **Creates** the inventory audit event in LIMS and **uploads** files into LIMS.

20. **Previews** Items Not Scanned to determine if additional containers requiring scanning.

21. **Generates** the *LIMS Discrepancy Report* and uploads it into LIMS. This report includes: *Items Not Scanned, Extra Items, Duplicates, and Location Mismatches*.

    NOTE: The Discrepancy Report will be automatically archived once the audit is sent for review.

22. **Submits** audit for review.

Laboratory Manager and a Witness

23. **Reconcile** location mismatches. Immediately investigate and resolve each entry. Clear LIMS mismatches from the *Discrepancy Report* with the reason for removal.

24. **Reconcile** duplicate scans. Immediately investigate and resolve each entry. Clear LIMS duplicates from the *Discrepancy Report* with the reason for removal.

25. **Reconcile** extra items. Immediately investigate and resolve each entry. Clear LIMS *"Extra Items"* from the *Discrepancy Report* with the reason for removal.

26. **Reconcile "***In Inventory But Not Scanned*". Locate and scan each entry.

    NOTE: REDACTED.

27. **Continue** until no items appear, or until those remaining are documented with a reason.

Laboratory Manager

28. **Generates and attaches** *Audit Report.*

29. **Signs** and **attaches** the *Reconciliation Report*.

30. **Attaches** the final *Discrepancy Report*.

LD 31. **Completes** the audit in LIMS.

End of Document

Date Posted: 03/30/2018