See Also: LOM 7302.22
REDACTED
REDACTED
REDACTED
REDACTED
PRO-7302.2C*, Processing Unsealed Evidence Containers*

ACTION BY:	***ACTION:***
Evidence Staff	1. **Records** information in the *Improper Submission Logbook* (e.g., date received, Investigating Agency (IA) case number, exhibit number, etc.).
	2. **Initials** and **dates** the logbook entry.
	3. **Contacts** submitting personnel (e.g., Special Agent (SA), Task Force Officer (TFO), Diversion Investigator (DI), etc.) within 1 day.
	4. If the problem is related to the DEA-7or DEA-7b and the evidence is:
	4a. DEA, **contacts** the submitting agent/officer, and **requests** a new DEA-7 or 7b via IMPACT.
	4b. Non-DEA, **requests** written authorization from the submitting agent/officer to correct the deficiencies.
	5. If the problem is related to the evidence container(s):
	5a. *"IA case number", "IA exhibit numbers",* or other labeling errors, **requests** a correction via written communication authorizing the evidence staff to correct the evidence containers.
	5b. If the problem is related to the evidentiary seals or to the condition of the container, **requests** a correction via written communication authorizing the evidence staff to repackage the evidence containers. (Proceed with PRO-7302.2C, *Processing Unsealed Evidence Submissions.)*
	5c. If the problem cannot be corrected, **contacts** the Laboratory Administrative Officer (LAO).
	6. **Records** all communications in the *Improper Submission/Problem Evidence Logbook.*

LAO

7. **Reviews** the *Improper Submission Logbook* weekly.

8. **Records** this review by entering the date, and initialing in the resolution area of the *Improper Submission Logbook*.

9. If the problem is unresolved for more than 7 calendar days, **prompts** evidence staff (via email) to resolve the problem(s).

10. If the problem is unresolved for more than 14 calendar days, **contacts** the supervisor of the submitting SA, TFO, DI, Officer, etc., and **records** this communication in the *Improper Submission Logbook*.

    NOTE: Foreign submissions cannot be returned to the submitter. If after 14 days no resolution has been reached, the Laboratory Director will contact the Country Attaché (CA), or Regional Director (RD), responsible for the evidence to determine the disposition.

11. Once 14 calendar days have passed, and if the problem cannot be resolved by a correction, **prepares** an explanatory memorandum, and **instructs** the evidence staff to return the evidence to the submitting office.

Evidence Staff

12. **Records** the tracking number for the return in the *Improper Submission Logbook*.

    OR

    Once the problem is resolved, **records** the resolution in the *Improper Submission Logbook***.**

13. **Initials** and **records** the date next to the resolution area of the *Improper Submission Logbook.*

14. **Accepts** the evidence, and **creates** Laboratory Information Management System (LIMS) records. **Attaches** communications in LIMS case file after creation.

End of Document

Date Posted: 03/30/2018