See Also: LOM 7306
TSK-7305.21E*, Conducting Temporary Transfers in LIMS*

ACTION BY:	***ACTION:***
Evidence Staff	1. **Receives** the DEA-48.
	2. **Reviews** the DEA-48 to ensure that a transfer is requested.
	3. **Reviews** the DEA-48 to ensure that the recipient is a law enforcement agency. EXCEPTION: With the proper approvals, drug evidence will be returned to the owner. (See 7306.12)
	4. If the DEA-48 is incomplete or erroneous, and discrepancies cannot be resolved through email or memoranda to the case agent, **returns** the DEA-48 to the submitting office with a written explanation. (See LOM 7306)
	5. If the DEA-48 is acceptable, **forwards** it to REDACTED. 5a. If the laboratory has a paper case file, **retrieves** and **forwards** it to REDACTED.
REDACTED	6. **Reviews** the DEA-48 to ensure that a transfer is requested.
	7. **Reviews** the DEA-48 to ensure that the recipient is a law enforcement agency. EXCEPTION: With the proper approvals, drug evidence will be returned to the owner. (See LOM 7306.12)
	8. If the DEA-48 is incomplete or erroneous, and discrepancies cannot be resolved through email or memoranda to the case agent, **returns** the DEA-48 to the submitting office with written explanation. (See LOM 7306)
	9. If the DEA-48 is acceptable, **records** approval by annotating with initials and date next to the box indicating a transfer.
	10. **Returns** the DEA-48 to the evidence staff.
Evidence Staff	11. **Records** the transfer in Laboratory Information Management System (LIMS) via TSK-7305.21E, *Conducting Temporary Transfers in LIMS*. 11a. **Selects** *"Permanent Transfer"* as the reason.
	12. **Annotates** Part III of the DEA-48 and DEA-12 with the statement *"This is a permanent transfer, and will not be returned to DEA."*

13. **Packages** evidence and **encloses** the DEA-12.

14. **Sends** the evidence via a commercial carrier or **provides** the evidence in-person.

15. **Tracks** the receipt and the return of the DEA-12.

16. **Ensures** the DEA-12 from the laboratory to the Special Agent (SA), Task Force Officer (TFO) or Diversion Investigator (DI) is signed and returned.

17. **Ensures** the DEA-12 transferring the evidence to a third party is received.

18. **Confirms** receipt and **marks** items permanently off-site in the LIMS.

19. **Completes** the DEA-48 to indicate the date of the transfer.

20. **Completes** Item #12a, and **signs** Item #12b of the DEA-48 as the Evidence Specialist (ES).

21. **Forwards** the DEA-48 to REDACTED.

REDACTED

22. **Completes** Item #12e, and **signs** Item #12f of the DEA-48, as the witness.

23. **Forwards** the DEA-48 to the Laboratory Director (LD).

LD

24. **Completes** Item #12c and **signs** Item #12d of the DEA-48.

25. **Returns** the DEA-48 to the evidence staff.

Evidence Staff

26. **Scans** the DEA-48 into LIMS.

    26a. If the laboratory has a paper case file for this case, **files** copies of the DEA-12s and the DEA-48 in the case file.

27. **Emails** a copy of the DEA-48 to the SA, TFO, DI and records the correspondence in LIMS.

End of Document

Date Posted: 03/30/2018