See Also: LOM 7003.2

ACTION BY:	***ACTION:***
Laboratory Staff	1. **Receives** a request for case related documentation. 1a. If the request is from a prosecuting attorney or law enforcement officer, **proceeds** to Step #2. 1b. If the request is a court order, subpoena, defense request, or from an unapproved recipient, **forwards** request to the laboratory director (LD) (Step #3). 2. **Reviews** the request to determine if the information requested is listed in LOM 7003.2 A. 2a. If requested information is a document listed in subparagraph A, **provides** the document(s) without SF approval. **Proceeds** to Step #7. 2b. If the requested information is <u>not</u> a document listed in subparagraph A (not a court order or subpoena), **notifies** the prosecuting attorney or law enforcement officer that a written request must be sent to the LD requiring that the following information is provided: • Documents requested • DEA laboratory number or LIMS case number • Court case number • Name(s) of the defendant(s) • Name and contact information of the prosecuting attorney
LD	3. **Reviews** written request for documents. 4. **Forwards** the request to the Office of Forensic Sciences (SF) and the Office of Chief Counsel (CCM), including the following information: • DEA laboratory number(s) or LIMS case number(s) • Court case number • Name(s) of the defendant(s) • Name and contact information of the prosecuting attorney • Court order, subpoena or defense request, if any
SF	5. **Consults** with CCM and the LD to determine DEA's position on the release of the additional information. 6. **Provides** written response to the LD detailing action to be taken.

Laboratory Staff

7. **Prepares** correspondence to be sent to the approved recipient listing:

    - Unique Case Identifier
    - Specific item(s) being disclosed
    - Encloses/attaches copies of items

8. **Redacts** all documents in accordance with REDACTED.

Laboratory Management

9. **Reviews** prepared information and returns for correction, if necessary.

Laboratory Staff

10. **Provides** documents and correspondence to the approved recipient, (via email, commercial carrier, registered mail, or hand-delivery).

    NOTE: A hand-delivery requires documentation using a DEA-12.

11. If the documents contain information in excess of LOM 7003.2 A, **copies** SF on the correspondence.

12. **Maintains** the following information in the laboratory case file:

    - The disclosure request
    - Copy of the correspondence (i.e., memorandum accompanying disclosed material, email, etc.)
    - Copy of the disclosed material
    - Request for SF approval, if any
    - SF approval documentation, if required
    - Commercial carrier tracking information if not sent by email
    - DEA-12, if information disclosed in-person

End of Document