See Also: LOM 7404.4

ACTION BY:	***ACTION:***
Program Coordinator (PC)	1. **Reviews** the request.
	2. **Determines** if there is sufficient quantity in the collection to fulfill the request.
	3. **Prepares** an authorization memorandum.
Laboratory Director (LD)	4. **Signs** the authorization memorandum to approve the transfer of the items.
PC	5. **Removes** and repackages the material.
	6. **Records** the actions in the logbook, in accordance with 7403.
	7. **Prepares** a DEA-12.
	8. **Packages** the item for shipment.
	9. **Provides** the package to the evidence staff.
Evidence Staff	10. **Mails** the item to the requestor.
	11. **Provides** tracking number to the program coordinator.
PC	12. **Tracks** the receipt of the DEA-12 and completes the transfer in the stockpile records.
	13. **Ensures** receipt of the signed DEA-12.

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