See Also: LOM 7404.3

ACTION BY:	***ACTION:***
Program Coordinator (PC)	1. **Prepares** to perform the annual inventory in January. NOTE 1: An inventory is required within 30 calendar days if a person with access to the stockpile transfers to another office or leaves the agency. NOTE 2: Proficiency and Training samples will be accounted for in the annual evidence inventory. 2. **Provides** a written listing of stockpile materials that clearly distinguishes bulk material from any prepared distribution packets. 3. **Provides** a written listing of stockpile materials that clearly shows the amount/weight of the bulk material, and the number of packets on-hand in each stockpile entry.
Laboratory Director (LD) or Designee	4. **Identifies** a supervisor who does *not* have access to the collection. 5. **Identifies** a witness who does *not* have access to assist.
Laboratory Supervisor (LS) and Witness	6. **Inventory** the physical items in the stockpile to those items in the logbook. REDACTED. 7. **Reconcile** the logbooks with individual program files. 8. **Investigate** any discrepancies, if applicable. 9. **Report** the results of the inventory, including any discrepancies that cannot be resolved, to the LD.
LD	10. **Reports** discrepancies to the Office of Forensic Sciences (SF) and the Office of Professional Responsibility (OPR), if applicable. 11. **Reports** stockpile inventory completion to SF within 30 calendar days of completing the inventory.

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