See Also: LOM 7403.2
REDACTED

ACTION BY:	***ACTION:***
Program Coordinator (PC)	1. **Coordinates** with the designated laboratory manager/Evidence Specialist (ES) to REDACTED determine exhibits suitable for inclusion in program stockpiles.
	2. **Requests**, via memorandum, authorization to transfer evidence to the stockpile.
Laboratory Director (LD)	3. **Signs** and **dates** the memorandum authorizing the transfer of evidence.
ES / REDACTED	4. **Uses** a DEA-12 or the Laboratory Information Management System (LIMS) to record the transfer of the material from the vault to the designated program coordinator.
PC and Witness	5. **Transfer** all evidence containers from the evidence vault to the program stockpile.
	6. **Record** all actions on a DEA-86.
	7. **Break** the original evidence seals.
	8. **Remove** the material to be used in a laboratory program stockpile from the original evidence container. REDACTED
	9. **Record** all weights and units being transferred on the DEA-48.
	10. **Repackage** the remaining evidence for destruction.
	11. **Seal** the stockpile container, as appropriate.
	12. **Return** the original evidence container using a DEA-12 or LIMS to the ES for destruction.
	13. **Transfer** the newly obtained stockpile container to the appropriate laboratory program stockpile.
PC	14. **Signs** and **dates** the DEA-86.
Witness	15. **Initials** and **dates** the DEA-86 as the reviewer.
PC	16. **Annotates** the DEA-48 with the following: • Exhibit number from which the sample was removed. • The amount of material removed.

- The name of the stockpile to which the material will be added.
- The stockpile identifier.
- Initials and date of the PC.

REDACTED

17. **Files** a copy of the DEA-86 or the Case Details Report (CDR) and a copy of the DEA-48 in the specific stockpile folder.

18. **Verifies** that Part III (Remarks) of the DEA-48 is annotated with required information.

19. **Ensures** the DEA-48 is annotated and REDACTED.

PC

20. Once the material is transferred into a laboratory stockpile, **seals** the material in substitute containers and assigns a unique stockpile identifier.

21. If applicable, properly **labels** and **annotates** sub-stockpiles in order for them to be tracked back to the original stockpile.

End of Document

Date Posted: 03/30/2018