See Also: LOM 7403.2
PRO-7403.2A, *Converting Evidence to Laboratory Program Stockpiles*
REDACTED
REDACTED

Note: This procedure does not apply to reference materials at the Special Testing and Research Laboratory (SFL1).

ACTION BY:	***ACTION:***
Laboratory Director (LD) at the Receiving Laboratory or Section Chief at Forensic Sciences Instruction (SFT)	1. **Prepares** a memorandum to the sending laboratory.
Program Coordinator (PC) at the Sending Laboratory	2. **Reviews** the request.
	3. **Determines** if there is sufficient quantity to fulfill the request.
	4. **Requests**, via memorandum, authorization to transfer evidence to the stockpile.
LD at the Sending Laboratory	5. **Signs** and **dates** the memorandum authorizing the transfer of the stockpile material.
PC at the Sending Laboratory	6. If the stockpile already exists, **goes** to Step #7. Otherwise, **proceeds** to PRO-7403.2A, *Converting Evidence to Laboratory Program Stockpiles.* NOTE: If no evidence is retained at the sending laboratory, creation of a stockpile is not required.
	7. **Prepare** a DEA-12 for receiving laboratory.
PC and witness at the Sending Laboratory	8. **Package** the item for shipment.
	9. **Include** a copy of the DEA-86 or the Case Details Report (CDR) and a copy of the DEA-48 from the specific stockpile folder.
	10. **Record** the transfer in the stockpile records.
	11. **Provide** the item to the evidence staff.
	12. **Mails** the item to the requestor.
Evidence Staff	13. **Tracks** the receipt of the DEA-12.
	14. **Complete** the transfer in the stockpile records.
PC and witness at the	15. **Sign** and **dates** the DEA-12.

Receiving Laboratory PC at the Receiving Laboratory	16. **Returns** DEA-12 to the sending laboratory.
REDACTED	17. **Ensures** the DEA-48 is annotated and REDACTED.

End of Document

Date Posted: 03/30/2018