See Also: 7404.91

ACTION BY:	***ACTION:***
Forensic Sciences Training Staff (SFT) Section Chief	1. **Determines** the number and type of training samples (e.g., training exhibits, competency samples) that new graduates must complete upon reporting to their duty station.
SFT Staff	2. **Prepares** training materials for each new graduate.
	3. **Assigns** an Investigative Agency (IA) case number to be used for all training materials for a Basic Forensic Chemist Class (BFCC) graduate using “TR” as the case identifier (i.e., TR-18-0001).
	4. **Assigns** individual exhibit numbers to each item.
	5. **Prepares** a DEA-7 for each item using the assigned IA case and exhibit number and accurately **describes** each item in box #16.
	6. **Ships** training materials and DEA-7s to the laboratory where the BFCC graduate is assigned.
	7. **Maintains** records to show which training materials were sent to which laboratory.
Evidence Specialist (ES)	8. **Receives** the training materials.
	9. **Follows** Laboratory Operations Manual (LOM) subchapter 7302 for reception and processing of evidence.
	10. **Enters** the following when creating the record in the Laboratory Information Management System (LIMS): • Submitting agency = SFLA – Quantico • Case type = Training • Container code = TRG
	11. **Returns** a copy of each DEA-7 to SFT staff indicating receipt of the samples.

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