See Also: LOM 7506

ACTION BY:	***ACTION:***
Forensic Analyst(s)	1. **Signs** non-disclosure agreement prior to meeting with the vendor.
	2. **Observes** the vendor demonstration for equipment or product either in the laboratory or at another location.
	3. Designated forensic analyst **documents** the meeting and the topics in a narrative to include the following. 3a. Name of the vendor. 3b. Name of the representative(s). 3c. Date of the demonstration. 3d. Detailed description of the equipment or product. 3e. List of topics discussed about the equipment or product. 3f. Discussions between the forensic analyst(s) and the vendor representative(s).
	4. **Forwards** the narrative to the supervisor.
Supervisor	5. **Reviews** and **approves** the completed narrative.
	6. **Forwards** approved narrative to the equipment working group member.
Equipment Working Group Member	7. **Reviews** the approved narrative.
	8. **Saves** narrative for future reference.
	9. When appropriate**, recommends** to either the laboratory purchaser or to the Office of Forensic Sciences (SF).

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