See Also: LOM 7506

ACTION BY:	***ACTION:***
Supervisor	1. **Receives** approval from The Office of Forensic Sciences (SF) after written agreement completed with the vendor.
	2. **Assigns** equipment or product evaluation to chemist(s), fingerprint specialist(s), or digital forensic examiner(s).
Forensic Analyst(s)	3. **Receives** equipment or product for evaluation and **sets up** the installation for use in the labs.
	4. **Conducts** the evaluation using Blank Form Equipment/Product Evaluation Protocol- See Document Control Center/Blank Forms/Equipment/ Equipment/Product Evaluation Protocol
	5. **Forwards** the completed Equipment/Product Evaluation Protocol to supervisor.
Supervisor	6. **Reviews** and **approves** the completed Equipment/Product Evaluation to ensure the report is not a product endorsement and follows DOJ Ethics Policy.
	7. **Forwards** the completed Equipment/Product Evaluation to SF.
Equipment Program Manager	8. **Approves** the completed Equipment/Product Evaluation.
	9. **Saves** the evaluation in the program files for future reference.
	10. **Forwards** the evaluation to the Equipment Working Group.
Equipment Working Group	11. **Reviews** and **makes recommendations** during the annual procurement of equipment.

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