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CHAPTER 76 LABORATORY SPECIAL STUDIES

7601 COORDINATING SPECIAL STUDIES

Special studies include headquarters-imposed special studies, research and method development, and laboratory-imposed special studies.

NOTE 1: Exhibit 1/7601 lists acronyms used in this subchapter.

The Special Testing and Research Laboratory (SFL1) manages the laboratory system-wide special studies program.

REDACTED.

NOTE 3: See LOM 7401 for requests to manufacture controlled substances for training or research.

SFL1 Laboratory Director (LD):

A. Reviews protocols and provides feedback to the submitter within 14 calendar days of receipt.

NOTE 1: SFL1 administratively reviews research protocols for digital evidence and latent print disciplines for approval.

NOTE 2: The Laboratory Management and Operations Section (SFM) technically reviews research protocols for digital evidence and latent print disciplines for approval.

NOTE 3: The Research Protocol template is located on the Blank Forms section on the Office of Forensic Sciences Document Control Center (SFDCC).

B. Permanently maintains research protocols.

C. Assigns project numbers.

D. Maintains a list of all special studies viewable by the laboratory system in a shared folder.

NOTE: This list includes ongoing work intended for publishing as a laboratory note.

7601.1 Headquarters-Imposed

Headquarters-Imposed special studies:

A. Originate from the Office of Forensic Sciences (SF).

B. Include topics that impact the laboratory system or field of study, and generally combine policy or procedural questions seeking technical solutions.

See PRO-7601.1, *Headquarters-Imposed Special Studies*.

7601.2 Research and Method Development

Research and method development special studies:

A. Originate from SF, or the laboratories.

B. Include topics restricted to technical questions related to the forensic examination of evidence.

See PRO-7601.2, *Research and Method Development*.

7601.3 Laboratory-Imposed

Laboratory-imposed special studies:

A. Include topics very narrow in focus which are limited investigations of a particular substance, instrument, or analytical method.

B. Do not address system-wide policy or procedural matters.

See PRO-7601.3, *Laboratory-Imposed Special Studies*.

7602 CONDUCTING SPECIAL STUDIES

NOTE: Exhibit 1/7602 lists acronyms used in this subchapter.

A. Laboratory-imposed special studies may not exceed one year and may not exceed 40 hours of staff time.

B. Headquarters-imposed and research and method development special studies will terminate on the expiration date. The responsible LD may request an extension by submitting a request to the SFL1 LD:

1. Project number.
2. A summary of the progress made on the study.
3. The reason(s) why the study should be continued.
4. The name(s) of the researcher(s).
5. An estimated number of hours needed to complete the study.

C. Researchers record time expended for special studies in time and attendance records.

D. Researcher documents research in a bound logbook or in an electronic format.

E. The LD may terminate (in writing to the researcher(s)) a laboratory-imposed special study at any time.

7603 REPORTING TECHNICAL/SCIENTIFIC FINDINGS

A. A progress report is required annually that summarizes special studies research performed during the fiscal year. Annual progress reports are due in the first quarter of the new fiscal year as an attachment to the annual management review.

NOTE: The Special Studies Progress Report template is located on the Blank Forms section on the SFDCC.

B. The researcher completes a final report (e.g., method validation report, laboratory note, etc.) within 60 days of study completion or termination and submits it to the SFL1 LD through the field laboratory chain of command.

C. SFL1 reviews research reports and technical/scientific findings and provides feedback within 14 calendar days of receipt.

D. The SFL1 LD coordinates the peer review of research intended for publication.

1. Reviews intelligence alerts and provides feedback within 7 calendar days of receipt.
2. Reviews manuscripts and provides feedback within 14 calendar days of receipt.
3. Permanently maintains all final research reports.

NOTE: Exhibit 1/7603 lists acronyms used in this subchapter.

7603.1 Publishing Technical/Scientific Findings

A. Researchers report results of special studies and noteworthy technical results through publications such as laboratory notes or through open scientific literature.

B. The Publication Review Board (PRB) must approve bulletin entries, laboratory notes and articles prior to publication. See Congressional and Public Affairs Policy 1215.

C. The SF Deputy Assistant Administrator (DAA) authorizes the SFL1 LD to submit publications to the PRB for review.

7603.11 Laboratory Notes

SFL1 LD:

A. Coordinates reviews of laboratory note submissions. See PRO-7603.11A, *Publishing Laboratory Notes*.

B. Limits laboratory notes to a topic intended for the Drug Enforcement Administration (DEA) laboratory system to include technical information sufficient to allow reproduction of methods and techniques.

C. Authorizes posting of approved laboratory notes on the SF intranet.

D. SF authorizes release of laboratory notes to non-DEA audiences.

NOTE: The Laboratory Note template is located on the Blank Forms section on the SFDCC.

7603.12 Open Scientific Literature

A. SFL1 LD coordinates reviews of submissions intended for publication in a third party publication. See PRO-7603.12A, *Publishing in Open Scientific Literature*.

B. Researchers submit manuscripts for publication only after receiving approval from SFL1.

7603.2 Public Presentation of Information

A. Researchers may report results of special studies and noteworthy technical results through presentations at scientific meetings. See also 7204.32 for attending meetings and conferences.

B. The PRB must approve abstracts and presentation content prior to submission or presentation. See Congressional and Public Affairs Policy 1215.

NOTE: Abstracts and presentation content previously approved by the PRB need not be resubmitted for review for subsequent presentation at a different conference or meeting.

C. The SF DAA authorizes the SFL1 LD to submit abstracts and presentation content to the PRB for review.

7603.21 Abstracts

Presenters:

A. Use research results from a headquarters-imposed special study, research and method development, laboratory-imposed special study, or evidence analysis to write abstracts.

NOTE: Other topics not related to scientific research studies (e.g., committee updates, training presentation, etc.) are exempt from 7603.21.A.

B. Submit abstracts for presentations to SFL1 for approval at least 45 calendar days prior to the due date. See PRO-7603.21B, Approving Abstracts.

NOTE: Employees must seek an ethics opinion before actively participating in a private organization in their unofficial capacity. (See Interacting with Private Organizations). Employees who are unsure whether their participation in a private organization requires them to submit an outside employment request should contact the Ethics and Standards of Conduct Unit (CCE) at REDACTED.

C. Submit abstracts to the organizer of the conference/meeting/seminar only after receiving approval.

1. If attending the conference/meeting/seminar to present the abstract, attendance must be in accordance with 7204.32.
2. If the conference/meeting/seminar is hosted by an organization in which the presenting employee actively participates in the employee's unofficial capacity, the employee must consult with CCE before attending.

7603.22 Oral and Poster Presentations

Presenters:

A. Use research results from a headquarters-imposed special study, research and method development, laboratory-imposed special study, or evidence analysis to make a presentation.

NOTE: Other topics not related to scientific research studies (e.g., Scientific Working Group for the Analysis of Seized Drugs (SWGDRUG) updates, training presentation, etc.) are exempt from 7603.22.A.

B. Submit presentations to SFL1 for approval at least 45 calendar days prior to the date of the presentation.

NOTE: The Office of Training requires at least 45 calendar days to review and approve funding for travel if the presenter submits a request using the DEA Learning System (DEALS) to attend a conference/meeting/seminar.

See PRO-7603.22B, *Approving Presentations*.

C. Give presentations at the conference/meeting/seminar only after receiving approval.

1. If attending the conference/meeting/seminar to present the abstract, attendance must be in accordance with 7204.32.
2. If the conference/meeting/seminar is hosted by an organization in which the presenting employee actively participates in the employee's unofficial capacity, the employee must consult with CCE before attending.

D. Do not travel to a conference/meeting/seminar without the presentation approval, unless otherwise permitted to attend per LOM 7204.32.

7604 MAINTAINING TECHNICAL/SCIENTIFIC LITERATURE

The LD:

A. Maintains a library of scientific literature and written reference materials.

B. Ensures the environment is suitable to protect the library collection and provides a suitable place for study.

NOTE: Exhibit 1/7604 lists acronyms used in this subchapter.