

# In-Processing Evidence

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## **In-Processing Evidence**

### **1 SCOPE**

The Evidence Management Unit (EMU) of the FBI Laboratory is responsible for ensuring the appropriate in-processing procedures are performed on evidence submitted for forensic and/or technical exploitation. These procedures apply to all appropriately trained EMU personnel who receive evidence, inspect evidence for safety, perform evidence breakdown/inventory, complete data entry, and/or manage cases.

### **2 EQUIPMENT/MATERIALS/REAGENTS**

- Chemical Fume Hood or other appropriately rated safety cabinet
- Dosimeter Film Badge
- General Laboratory Supplies
- Laboratory Information Management System
  - Forensic Advantage (FA), Explosive Reference Tool (EXPeRT) or equivalent
- X-ray Machine (cabinet or portable)

### **3 GENERAL PROCEDURES**

EMU personnel will follow the practices and procedures detailed in the FBI Laboratory's Quality Assurance Manual (LAB-100) and the FBI Laboratory's Operations Manual (LAB-200). In addition, the following procedures will be performed when applicable.

#### **3.1 Determining Evidence is Safe to Handle**

- A. If incoming evidence needs confirmed to be safe to handle, EMU personnel will contact the appropriate personnel as indicated in the LAB-200 Suspected Hazardous Evidence Flow Chart and in LAB-309.
- B. EMU personnel must contact a Health and Safety Officer, or another appropriately trained individual, if any evidence package is suspected to be radioactive or is labeled as radioactive.
  1. Any package that contains radioactive material will be removed by the Health and Safety Officer, or another appropriately trained individual, for further analysis and/or disposal.
  2. If no radiological material is detected, EMU personnel will continue with these procedures.

#### **3.2 Safety Checks for Terrorist Explosive Device Analytical Center (TEDAC) Evidence**

- A. Components of an improvised explosive device (IED) will be visually inspected for safety by appropriately trained personnel.

- B. Appropriately trained EMU personnel will ensure components from IEDs are inspected for safety when the submission is either an EMU-managed Multiple Unit Submission (MUS) or a Single Unit Submission (SUS) assigned to a unit other than the Explosives Unit (EU).
1. For these submissions, appropriately trained EMU personnel will ensure the safety check is recorded in FA. The name of the individual who visually inspected the item(s) and the date it was inspected must be recorded. If necessary, any additional information regarding the safe handling of the evidence will also be recorded in FA.
- C. If additional information is needed to ensure the evidence is safe to handle, appropriately trained personnel may take a high-resolution x-ray image of the evidence.
1. While the x-ray equipment is being operated, appropriate EMU personnel will wear their assigned dosimeter badge, as necessary, and follow all appropriate safety protocols.
  2. Sealed containers (e.g., bottles, cans, pails), containers with unlabeled evidence, or containers with obscured/illegible labels must be x-rayed by appropriately trained personnel prior to being opened to ensure the evidence is safe to handle.
  3. If the item is x-rayed, a second appropriately trained individual will review the x-ray. When necessary, multiple images may be required to obtain optimal resolution to clearly visualize the components. The two individuals must review the x-ray image(s) and agree to the next course of action.
  4. X-ray images will be retained in the case file. Information including who reviewed the images will also be recorded in FA.
- D. Following the x-ray of evidence containers, appropriately trained personnel must use proper engineering controls (e.g., chemical fume hoods or other appropriately rated safety cabinets) to open and inspect the contents of the container if necessary.
- E. If the item is determined to need disassembly, EMU personnel will conduct a search in the appropriate database(s) (e.g., Special Operations Forces Exploitation (SOFEX), Weapons Technical Intelligence Exploitation and Analysis Tool (WEAT)) to determine if any actions were previously taken. This review must be recorded in the appropriate communication log.

1. EMU personnel will contact a qualified Explosives and Hazardous Devices Examiner or Special Agent Bomb Technician for further disassembly and/or disposal.
  2. If the item is determined to need disassembly that will affect an examination(s), the appropriate examiner(s) will be consulted, when necessary, prior to the disassembly occurring.
- F. If repackaged by EMU personnel, hazardous evidence (e.g., blasting caps, military ordinance, bulk explosives) will be placed inside a plastic re-sealable anti-static bag before being transferred to the proper storage container and/or facility for future analysis or disposal when practicable.

### **3.3 Contamination Control**

Refer to EVDC 320 – Minimizing Contamination for contamination control procedures.

### **3.4 Container Inventory**

- A. Aside from photographs of damage, if photography is used to record the condition in which TEDAC evidence was received, EMU personnel will complete the EMU Photo Check-In Form (EVDC-001) for EMU-managed submissions.
1. If photographs are taken of TEDAC evidence associated with any SUS or an EU-managed MUS, EMU personnel will ensure the photographs are provided to the managing unit/discipline as appropriate.

### **3.5 Evidence Processing**

- A. When multiple cases are received within a shipment, EMU personnel will ensure the cases are separated into their own evidence container(s).
- B. For TEDAC evidence, if explosive materials or electronic items such as cell phones, laptops, Subscriber Identity Module (SIM) cards, etc. need to be repackaged, EMU personnel should place the items in a plastic re-sealable anti-static storage bag.
- C. For TEDAC evidence, EMU personnel will cover the terminals of 9V batteries with paper evidence tape when the battery is in proximal packaging with other items.
- D. If such a review has not already been completed, EMU personnel will review the appropriate customer database(s) (e.g., SOFEX, WEAT) and/or contact the customer to obtain information regarding previous analyses performed on the items received.
- E. For TEDAC evidence, a Classification Control Worksheet (CCW) will be generated for cases containing classified information or unclassified information with

dissemination controls. Cases containing only unclassified information do not require a CCW. The CCW will be maintained in the case file.

F. For data sharing purposes, information pertaining to TEDAC evidence is pulled from FA into EXPeRT. Information automatically pulled and/or manually uploaded into EXPeRT should be properly classified.

1. If a request for limited data sharing is received for a submission, the information should be handled in accordance with the request.

#### 4 SAFETY

Refer to the FBI Laboratory Safety Manual for the following information:

- Biological Safety
- Bloodborne Pathogen Exposure Control Plan
- Hazardous Waste Disposal
- Personal Hygiene
- Personal Protective Equipment
- Safe Work Practices and Procedures

#### 5 REVISION HISTORY

Revision	Issue Date	Changes
05	02/11/2022	Updated Section 3.1.A by pointing to Level 1 documents that address who to contact when hazardous evidence is received. Updated Sections 3.1.B and 3.1.B.1 by removing reference to portable radiation detectors which are no longer utilized by EMU. Updated verbiage in 3.2.A to clarify that a safety check is only required on components from an IED. Updated Section 3.4.A to remove reference to appendix since form is now standalone. Added Section 3.5.E to clarify when a CCW is needed for TEDAC evidence. Updated formatting to standardized template.