

# 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, perform evidence breakdown/inventory, complete data entry, and/or manage cases.

## 2 EQUIPMENT

- General laboratory supplies
- Laboratory Information Management System (LIMS)
  - Forensic Advantage (FA), Explosive Reference Tool (EXPeRT), or equivalent

## 3 PROCEDURE

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 evidence needs to be confirmed as safe to handle, EMU personnel will contact the appropriate personnel as indicated in LAB-200.

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

- A. Safety checks may be required for EMU-managed TEDAC submissions. If required, EMU personnel will request a safety check to be conducted by the appropriate personnel.
  - 1. EMU personnel will consider the physical evidence and/or available customer information to determine if a safety check will be requested.
- B. If an EMU-managed TEDAC submission contains any of the following items, EMU personnel will request a safety check, which will be conducted by Explosive Unit (EU) personnel:
  - Hazardous evidence containing explosives
  - Hazardous evidence from explosive devices
  - Evidence that cannot be visually confirmed (e.g., enclosed project box)
  - Evidence that is unrecognizable or unknown to EMU personnel

NOTE: This list is not exhaustive. The decision to request a safety check will be made on a submission-by-submission basis.

- C. Safety checks are not required for non-hazardous evidence submissions.

NOTE: Components (e.g., tape, plastic wrap) that have been removed from an explosive device and are no longer associated with explosives do not require a safety check. Components not directly associated with an explosive device (e.g., DNA swabs, latent print cards) also do not require a safety check.

- D. For EMU-managed submissions requiring a safety check, EMU personnel will ensure the EU-conducted safety check is recorded in the appropriate LIMS.
- E. If a non-EU-managed Single Unit Submission (SUS) is received and it consists of any of the above-mentioned evidence items that require a safety check, EMU personnel will ensure EU is contacted to discuss the need for a safety check.
  - 1. If a safety check is necessary on these submissions, EMU personnel will ensure the EU-conducted safety check is recorded in the appropriate LIMS.
- F. EMU personnel are not responsible for coordinating safety checks for EU-managed submissions.
- G. If there is a question as to whether a safety check is required, EMU personnel will contact the EU or the appropriate personnel for final determination.

### **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 Multiple Unit Submission (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) as soon as practicable.
- B. For TEDAC evidence, if an item is determined to need disassembly outside the general handling expected for standard processing/examinations, EMU personnel will ensure all communications and authorizations are documented in the appropriate information management system (e.g., LIMS, Sentinel). Communications/authorizations that must be documented include those from/with the customer and/or the case-working personnel whose examinations will be affected by the disassembly.

- C. For TEDAC evidence, if hazardous explosive materials (e.g., blasting caps, military ordnance, bulk explosives) or electronic items (e.g., mobile phones, laptops, Subscriber Identity Module (SIM)) need to be repackaged, EMU personnel should place the item(s) in a plastic re-sealable anti-static storage bag when practicable.
- D. For TEDAC evidence, when a 9V battery is in proximal packaging with other conductive items, EMU personnel should cover the terminals of the 9V battery with paper evidence tape or place the 9V battery inside an anti-static plastic bag.
1. If other types of batteries pose a potential safety hazard based on their condition or how they are packaged, EMU personnel should take the appropriate actions to mitigate the potential hazard/concern (e.g., tape terminals, repackage, request destruction).
- E. For TEDAC evidence, 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, if applicable.
- F. For TEDAC evidence, a Classification Control Worksheet (CCW) will be generated for submissions with classified information or unclassified information with dissemination controls. The CCW will be maintained in the case file.
1. TEDAC submissions with only unclassified information do not require a CCW.
- G. 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	Issued	Changes
05	02/11/2022	<p>Updated Section 3.1.A by pointing to Level 1 documents that address who to contact when hazardous evidence is received.</p> <p>Updated Sections 3.1.B and 3.1.B.1 by removing reference to portable radiation detectors which are no longer utilized by EMU.</p> <p>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.</p> <p>Updated formatting to standardized template.</p>
06	10/30/2023	<p>Updated Section 2 by removing unnecessary equipment.</p> <p>Updated Section 3.1 to refer to LAB-200.</p> <p>Updated Section 3.2 to account for EU taking over responsibility of safety checks. Identified when EMU personnel are responsible for requesting a safety check.</p> <p>Updated Section 3.5.A to include “as soon as practicable.”</p> <p>Updated Section 3.5.B – Moved from Section 3.2 and made it more encompassing for disassembly that may be required outside of standard processing/examinations.</p> <p>Updated Section 3.5.D to include placing a 9V battery in an anti-static bag as an alternative option to taping the terminals.</p> <p>Added Section 3.5.D.1 to address the handling of other types of batteries that may pose a potential hazard.</p> <p>Updated Section 3.5.E to include “if applicable” to account for any submission that may not have information in a customer database.</p> <p>Split out Section 3.5.F.1 from 3.5.F for clarity.</p> <p>Transferred information into updated template (LAB-103-01) issued on 03/06/2023.</p>