

Transfer and Storage of Evidence

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1 SCOPE

The Evidence Management Unit (EMU) of the FBI Laboratory is responsible for the transfer and storage of evidence between EMU, forensic and technical units/disciplines, other government agencies (OGAs), other non-laboratory FBI divisions and the TEDAC Repository as appropriate.

2 EQUIPMENT/MATERIALS/REAGENTS

- Laboratory Information Management System (LIMS)
 - Forensic Advantage (FA), Explosive Reference Tool (EXPeRT) or equivalent
- MK 663 Explosive Ordinance Container or equivalent

3 PROCEDURES

These procedures address the transfer and storage of evidence and supplement the FBI Laboratory's Quality Assurance Manual (LAB-100) and the FBI Laboratory's Operations Manual (LAB-200). All transfers and storage of evidence will be recorded within the appropriate LIMS or on the *Chain-of-Custody* (7-243 or 7-243a) as applicable.

3.1 Transfer and Storage of General Evidence

EMU personnel will follow the practices detailed in LAB-200 Sections 1.2 and 1.3. In addition, the following procedures will be performed when applicable.

- A. Appropriately trained EMU personnel are authorized to make and record the transfer of evidence.
- B. If an improperly sealed container or evidence item is received from storage, EMU personnel will record the necessary information in the appropriate communication log.
- C. In cases of improperly sealed evidence, EMU personnel may contact the last individual to have custody of the evidence to attempt to determine where the issue occurred. Depending on the situation, EMU personnel will either transfer the evidence back to the appropriate individual for correction or make the necessary changes. Any changes will be recorded in the appropriate communication log and, if necessary, addressed in accordance with LAB-100 Section 5.
- D. If a discrepancy is noted between the evidence received and the evidence assigned to a container, the appropriate EMU personnel will review the evidence. To resolve the discrepancy, EMU personnel may contact the appropriate individual(s), make the appropriate changes, and/or update the appropriate LIMS as necessary. This information must also be noted on the appropriate communication log and handled in accordance with LAB-100 Section 5, if applicable.

- E. If an item identifier changes or additional items are identified, such information will be referenced in the applicable LIMS.
- F. Appropriately trained EMU personnel will review or manage the examination plan and update the applicable communication log in accordance with LAB-200 Section 2.6.

3.2 Transfer and Storage of Drug and Valuable Evidence

EMU personnel will ensure that drug and valuable evidence is transferred and stored in accordance with LAB-200 Section 1.5.

- A. EMU will follow the LAB-200 Drug/Valuable Evidence Flow Chart to determine proper handling if a submitted item is not received with a FD-723 or FD-723a label (i.e., external agency customer).
- B. If applicable, the Field Evidence Management Policy Guide (FEMPG) may be used to determine if an item should be handled as drug or valuable evidence.
- C. Using the LAB-200 Drug/Valuable Evidence Flow Chart and the FEMPG (if applicable), EMU personnel will determine whether continued drug or valuable handling is necessary as the item(s) is transferred throughout the laboratory.

3.3 Transfer and Storage of Hazardous Evidence

- A. Suspected or known hazardous evidence requiring special considerations will be addressed as noted in the LAB-200 Suspected Hazardous Evidence Flow Chart.
- B. Hazardous evidence designated as energetic or explosive material will be secured in an appropriately rated container (e.g., MK 663) or facility for long term storage. Appropriately trained personnel will ensure that the storage container or facility is appropriate for the designated explosive or energetic material.
- C. If special handling requirements are necessary for designated hazardous evidence after the appropriate safety check and proper safe packaging has occurred, these requirements will be recorded in the appropriate communication log.

3.4 Transfer of Evidence to OGAs

Prior to transferring evidence to OGAs, appropriate personnel must verify the contents of the container to be shipped. The examination plan must also be verified to ensure that all appropriate forensic and technical examinations have been completed and no future examinations will be compromised by the OGA's examinations. Depending on the case, this verification may be done by EMU personnel or by personnel in the managing unit/discipline.

3.5 Transfer to and Storage of Evidence in the TEDAC Repository

- A. Prior to transferring evidence to the TEDAC Repository for archive storage, appropriate personnel will verify the contents of the container and that all examinations are complete. Depending on the case, this verification may be done by EMU personnel or by personnel in the managing unit/discipline.
- B. When a container is transferred to the TEDAC Repository, it will be stored in a specific location that is recorded in the appropriate LIMS.
- C. If evidence stored in the TEDAC Repository is requested for further review and/or additional examinations, EMU personnel will be notified with a completed TEDAC Repository Pull Sheet (EVDC-002) that is prepared and submitted by the requestor or other appropriate personnel.

4 REFERENCES

Field Evidence Management Policy Guide, Federal Bureau of Investigation, Laboratory Division, effective July 23, 2021, latest revision.

5 REVISION HISTORY

Revision	Issue Date	Changes
04	02/07/2022	Updated Section 3.2 to address the FEMPG and updated drug and valuable handling requirements. Updated verbiage in Section 3.3 for clarity. Updated Section 3.5.C to remove reference to appendix since form is now standalone. Updated formatting to standardized template.