

# Shipping Hazardous Evidence

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# Shipping Hazardous Evidence

## 1 SCOPE

The Evidence Management Unit (EMU) of the FBI Laboratory is responsible for the packaging, labeling, and shipping of non-hazardous and hazardous evidence. These procedures are intended for use by EMU personnel who are trained and qualified to ship hazardous evidence according to the United States Department of Transportation (DOT) and International Air Transportation Association (IATA) regulations.

## 2 PROCEDURES

### 2.1 Requirements

EMU personnel will follow the practices detailed in the FBI Laboratory's Quality Assurance Manual (LAB-100) Section 1.4.2 Hazardous Material Evidence and the FBI Laboratory's Operations Manual (LAB-200) Section 1.4.D when shipping hazardous evidence. In addition, the following procedures will be performed when applicable.

- A. Prior to hazardous evidence being shipped, it must be packaged and handled in compliance with DOT, IATA, and applicable courier requirements to protect from damage during shipment. These procedures conform to the following regulatory requirements:
  - DOT Hazardous Material Regulations, 49 Code of Federal Regulations (CFR) Parts 171-180, latest edition
  - IATA Dangerous Goods Regulations, latest edition
  - International Civil Aviation Organization (ICAO) Technical Instructions, latest edition
- B. DOT regulations apply to domestic and international shipments originating in or being imported to the United States.
- C. The DOT hazardous materials regulations establish the procedures and criteria for determining the hazard class (49CFR173.2) and the proper shipping name (49CFR172.101) for hazardous materials. A comparable listing is also found in the IATA Dangerous Goods Regulations.
- D. IATA regulations apply to both domestic and international commercial air transportation.

### 2.2 Training

- A. EMU personnel who ship hazardous evidence are required to complete specialized training that covers DOT and IATA regulations and must be retrained at least every two years.

- B. Only those personnel properly trained in DOT and IATA regulations will be responsible for packing and shipping hazardous evidence.
- C. Successful completion of training will be documented in the appropriate training records of those EMU personnel who are trained to ship hazardous evidence.

**2.3 Shipping Procedures**

In addition to relevant DOT, IATA, and shipping carrier regulations, the following procedures will be followed:

- A. Each shipment will contain the appropriate records, including a copy of the Shipping Invoice (7-264) or equivalent and a description of the enclosed item(s).
- B. The Shipping Invoice (7-264) or equivalent, and, if generated, the Chain-of-Custody Log (7-243 or 7-243a) or Laboratory Information Management System equivalent will be retained in the associated case file(s).

**3 REFERENCES**

DOT Hazardous Material Regulations, 49 Code of Federal Regulations (CFR) Parts 171-180, latest edition

IATA Dangerous Goods Regulations, latest edition

International Civil Aviation Organization (ICAO) Technical Instructions, latest edition

**4 REVISION HISTORY**

Revision	Issue Date	Changes
03	02/11/2022	Removed definitions for dangerous goods and hazardous material since they are covered in reference material and Level 1 documents. Updated Section 4 by noting DOT, IATA, and shipping carrier regulations must be followed in addition to FBI Lab procedures. Updated formatting to standardized template.