

Lending or Destruction of IED-Related Material

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1 INTRODUCTION

The FBI Laboratory has been designated by Presidential Policy Directive 17 as the United States Government's single strategic level laboratory and repository for all Improvised Explosive Device (IED)-related material. The FBI Laboratory receives and processes IED-related material provided by external and internal customers. The IED-related material may be returned to the customer upon request or stored indefinitely. The purpose of maintaining IED-related material is to share with Partner Agencies (PA) within the Counter-IED community.

Lending refers to providing IED-related materials for training, demonstrations, or other classified purposes. Lending may be temporary or, if certain criteria are met, may be provided permanently upon request. The term lending does not apply to IED-related materials that require additional technical examinations. In those situations, the item(s) will be sent to a partner laboratory to conduct the testing, provide copies of report findings to the Intelligence Unit (IU) and/or the Evidence Management Unit (EMU), and return the evidence to the FBI Laboratory. Generally, these additional technical examinations conducted by other partner laboratories are for the purpose of developing technical information capable of producing countermeasures to the device.

2 SCOPE

These procedures apply to EMU personnel tasked with reviewing PA requests or requests for consolidation. They describe the steps for determining whether IED-related material can be permanently or temporarily transferred to a PA for training, demonstrations, or destruction. Additionally, they describe what information must be recorded when making this determination and when transferring items to a PA. These procedures will also be used to determine if Terrorist Explosive Device Analytical Center (TEDAC) holdings can be consolidated within the TEDAC Repository.

3 PROCEDURES

3.1 General Requirements for PA Requests

- A. All requests received from a PA for IED-related material will be recorded in the appropriate communication log and a copy of the PA's request will be maintained in the case file.
- B. EMU personnel will maintain an electronic list of all IED-related materials provided to PAs. At a minimum, the list will contain the following information:
 - o Requestor's Name
 - o Agency Name
 - o Contact Information
 - o Reason for Request (e.g., training, demonstration, classified purpose)
 - o Whether the request is for temporary lending or permanent transfer
 - o Expected return date for temporary lending if applicable

- Laboratory Number and Item Number(s)
 - Date of Initial and Subsequent Communications with PA
- C. EMU personnel will review each request to ensure the requested item(s) meets the necessary criteria for permanent transfer/destruction or temporary lending as described in [Section 3.2](#) and [Section 3.3](#) respectively.
1. To ensure criteria are met, EMU personnel will review the appropriate Laboratory Information Management System(s) (LIMS), customer databases, Laboratory Reports, and/or consult with any applicable caseworking disciplines.
 2. To assess if there are any open FBI Investigations or known foreign prosecutorial investigations, EMU personnel will consult with members of the IU. These interactions will be recorded in the appropriate communication log by EMU personnel.
- D. Only the item(s) requested by the PA will be provided. No additional items will be sent.
- E. No tape will be provided in any request.

3.2 Criteria for Permanent Transfer or Destruction of IED-Related Material

- A. For an item(s) to be eligible for permanent transfer or destruction, all of the following must be true:
- All assigned Laboratory examinations must be completed and reported
 - The requested item(s) must not be associated with any open FBI investigations or known foreign prosecutorial investigations
 - The requested item(s) must not have any comparable biometric data present
 - The requested item(s) must not have any forensic association to other cases or items
 - The requested item(s) must not be unique or rare (i.e., less than five present in TEDAC holdings)
 - The requested item(s) must not be associated with any fatalities
- B. EMU personnel will record the fulfillment of these criteria on the TEDAC EMU Checklist for Permanent Transfer/Destruction of IED-Related Material(s) (EVDC-003). This checklist will be maintained within the case file.
- C. EMU personnel will ensure all IED-related material is dispositioned in the appropriate LIMS prior to permanent transfer or destruction.

3.3 Criteria for Temporary Lending of IED-Related Material

- A. For an item(s) to be eligible for temporary lending, all of the following must be true:
 - o All assigned Laboratory examinations must be completed and reported
 - o The requested item(s) must not be associated with any open FBI investigations or known foreign prosecutorial investigations
 - o The requested item(s) must not have any comparable biometric data present
 - o The requested item(s) must not have any forensic association to other cases or items

- B. EMU personnel will record the fulfillment of these criteria on the TEDAC EMU Checklist for Temporary Lending of IED-Related Material(s) (EVDC-004). This checklist will be maintained within the case file.

- C. EMU personnel will photograph the item(s) before it is released and upon its return to the FBI Laboratory to ensure that the item(s) is in essentially the same condition. These photographs will be added to the case file.

- D. EMU personnel will advise the PA in writing of the following conditions of the temporary loan between the FBI Laboratory and the PA. This communication will be maintained in the case file:
 - o All handling must be non-destructive in nature
 - o Items may not be left out in the elements or buried in the ground
 - o Minor modifications to the items to render them functional are acceptable only if the PA provides EMU personnel with detailed records of all changes and/or modifications
 - o Item(s) must be handled in a manner that ensures that they are returned in good condition and suitable for lending to other PAs
 - o Item(s) must be returned in the same individual bags and/or boxes as they were received

- E. EMU personnel will transfer all IED-related material in the appropriate LIMS prior to the temporary lending.

- F. EMU personnel will contact the PA regularly to obtain a status update of the temporary loan until the item(s) is returned. This communication will be recorded in the applicable communication log and the electronic list maintained.

- G. EMU personnel will record the item(s) return to the FBI Laboratory for final archive in the TEDAC Repository as appropriate.

- H. Upon return of IED-related material, EMU personnel will take additional photographs if any modifications were made by the PA or if the material was damaged. EMU personnel will retain these photographs in the case file.

4 REVISION HISTORY

Revision	Issue Date	Changes
03	02/07/2022	Added Section 3.1.C, 3.1.C.1 and 3.1.C.2 to clarify how to ensure criteria are met. Updated Section 3.2.B and 3.3.B to note that the checklists will be retained in the case file and removed references to appendices since checklists are now standalone. Updated formatting to standardized template.