

Procedures for Preparing Explosives Unit i3 Products

1 Purpose

This document sets forth the procedures for preparing, reviewing, and issuing i3 products within the Explosives Unit (EU).

2 Scope

These procedures apply to Explosives Unit (EU) personnel who issue i3 products.

3 Procedures

EU personnel will follow the *Laboratory Operations Manual (LOM) – Practices for Providing Investigative Lead, Intelligence, or Information (i3) Products*. An i3 product is prepared for the purposes of providing the contributor with investigative lead, intelligence, or other information and is not intended for adjudication purposes.

3.1 Informal Requests for Information

3.1.1 The EU routinely receives informal questions or requests for information from FBI and external contributors. Such requests:

- May be received over the phone or via email
- May result in a negative response (e.g., no information is provided)
- Could include general evidence packaging and/or submission information
- Commonly require general subject matter expertise

3.1.2 Responses to these requests are not considered i3 products and will not be tracked or retained. Through consultation with the contributor, if it is determined that a formal reporting product (not a *Laboratory Report*) is needed, then an EU i3 product will be provided.

3.2 EU Technical Assessment

3.2.1 The EU defines its i3 product as an EU Technical Assessment that is written in Microsoft Word and will contain all required reporting elements as defined in the *LOM – Practices for Providing Investigative Lead, Intelligence, or Information (i3) Products* (example template in Appendix A). The i3 product may also be titled Technical Threat Assessment depending on the specific request. Upon completion, the Technical Assessment will be converted to a PDF for retention.

3.2.2 An EU Technical Assessment will be issued as an i3 product for the following types of requests:

- The contributor specifically requests an EU Technical Assessment (in lieu of a *Laboratory Report*) of non-physical items, including, but not limited to, photographs, manufacturing instructions, or lists of chemicals and/or device components.
- Laboratory examinations are requested on non-evidentiary physical items (e.g., chemical and/or physical characterization of an explosive sample).

3.2.3 Examinations performed for reporting in an EU Technical Assessment may only be performed using instruments and methods that have been validated according to the FBI LOM and the Explosives *Quality Assurance Manual* (QAM).

3.2.4 Only qualified forensic examiners in the EU are authorized to issue Technical Assessments.

3.2.5 A qualified forensic examiner in the EU may state more information (e.g., additional chemical and/or physical characteristics of an explosive sample) in an i3 product than typically included in a *Laboratory Report* but will not give opinions outside of their qualifications and expertise (e.g., explosives and hazardous device examiners will not opine on the chemical analysis of explosives and explosives chemistry examiners will not opine on the hazardous device analysis of device components).

3.3 Reviewing EU Technical Assessments

3.3.1 All Technical Assessments will undergo a technical review by a forensic examiner who is authorized to perform technical reviews in the sub-discipline being reported.

3.3.2 The EU Chief will ensure that all Technical Assessments are reviewed for proper classification.

3.3.3 After completion of the technical and classification reviews, the Technical Assessment will be approved by the EU Chief.

3.3.4 Reviewers will record approval of the product in the supporting records.

3.4 Issuing EU Technical Assessments

3.4.1 Technical Assessments will be serialized into an administrative Case File in Sentinel for tracking and retention and into the contributor's investigative Case File, when applicable. A copy may also be provided to FBI contributors via email. This email will not be retained.

3.4.2 Technical Assessments issued to external contributors will be provided via email. This email will not be retained.

3.5 Retaining Records for Technical Assessments

3.5.1 Supporting examination records (e.g., examination notes, instrument data) will contain the date and initials of the preparer and will be serialized in Sentinel as a 1A/1C package(s) attached to the product using one of the following methods:

- Electronic records uploaded and serialized as a digital 1A package
- Physical records placed in a *Supporting Documentation Envelope(s)*, serialized as a physical 1A/1C package, and retained by the unit

4 References

FBI Laboratory Quality Assurance Manual, Federal Bureau of Investigation, Laboratory Division, latest revision.

FBI Laboratory Operations Manual, Federal Bureau of Investigation, Laboratory Division, latest revision.

Rev. #	Issue Date	History
0	04/01/2021	Original document issued.

Approval

Redacted - Signatures on File

Explosives Chemistry
Technical Leader

Date: 03/31/2021

Explosives and Hazardous
Devices Technical Leader

Date: 03/31/2021

Explosives Unit Chief

Date: 03/31/2021

QA Approval

Quality Manager

Date: 03/31/2021

Appendix A: *EU Technical Assessment*

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