

	<b>LOM 4.4 Chain of Custody</b>	
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## 4.4 Chain of Custody

### 4.4.1

A chain of custody record shall be maintained for all evidence received or generated by the laboratory.

At a minimum, the chain of custody shall record the following information:

- A signature, or equivalent identification, of the person/location receiving the evidence.
- The date and time of receipt or transfer.
- The unique identifier of the evidence.

Internal transfer of items defined as evidence shall be documented and maintained within the Forensic Advantage Laboratory Information Management System.

### 4.4.2

Any discrepancies or corrections made to an electronic chain of custody shall be noted in the comments section of the case record.

### 4.4.3

Any significant differences between the agency's evidence description and the actual evidence (especially counts and weights) must be documented in the case record. The employee who notices the discrepancy shall contact their supervisor so at least two FSD employees are aware of the difference, with both names appearing in the case record notation. An attempt should be made to contact the agency and resolve the discrepancy as soon as possible and before proceeding with the case analysis.