

**TENNESSEE BUREAU OF INVESTIGATION**  
*Forensic Services Division*

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Evidence Unit Standard Operating Procedures Manual  
Transferring Evidence to a Forensic Scientist

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**7.0 Transferring Evidence to a Forensic Scientist**

- 7.1 Retrieve evidence from the PEV.
- 7.2 Verify correct evidence has been pulled by comparing laboratory and exhibit number as well as packaging to the Request Form.
- 7.3 Initiate the electronic chain-of-custody, ensuring that every piece of evidence being transferred is scanned into the LIMS system.