

Brett Trotter

From: Brett Trotter
Sent: Tuesday, July 26, 2022 10:28 AM
To: Carter DePew; Rachel Strandquist; Ashley Cummings; Carl E. Smith; Carolyne Simpson; Hannah Peterson; Jacob White; Jessica Sosa; Lauren McCormick; Linda 1. Wilder; Madison Talley; Michael Bleakley; Mollie Hood; Noah Hamlett; Savanna Reeves; Sharon Norman; Zoe Jurgensen; Andrea King; Ben Hubert; Brandi Fisher; Brett Trotter; Cassandra Franklin; Ella Carpenter; Glen Glenn; Isabella Barnett; Jennifer A. Sullivan; Jennifer Bachman; John Scott; Laura Cole; Lela Jackson; Rachel Freeman; Rebecca Hernandez; Rebecca M. Stout
Cc: Bethany McBride; Mark Dunlap; Glenn Everett; Adam Gray
Subject: Safety-Seal boxes on notes

Hello Everyone,

During the audit, we recognized that not all of the analysts were interrupting the check boxes and marking them consistently throughout the state. Hopefully, I can clarify how they should be marked.

- ☒ Received safety sealed <- Marked any time you receive evidence in a safety-sealed package
- ☐ Removed safety seal <- Marked any time you remove the safety-seal to inventory or work evidence. If you do not open the safety-seal, then this would not be marked.
- ☐ Applied safety seal after opening <- Marked any time you either reapply the safety-seal or you apply a new safety-seal

Thank you,



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