

NORTH CAROLINA STATE BUREAU OF INVESTIGATION CLANDESTINE LABORATORY PROCEDURE MANUAL

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[Revised 2/01/2001]

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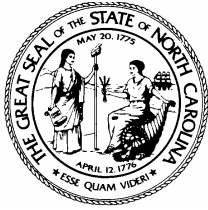
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July 21, 1995

MEMORANDUM

TO: Personnel Assigned Clandestine Laboratory
Procedure Manuals

FROM: Assistant Director V. Ray Eastman

SUBJECT: Clandestine Laboratory Procedure Manual
Revision July 1, 1995

Please insert the attached pages 1-4 and 1-5 to the Clandestine Laboratory Procedure Manual and remove the existing pages 1-4 and 1-5.

Retain this memorandum in the Manual following the Table of Contents to indicate that the revision has been posted. Please sign the attached revision roster and return to Criminal Specialist R. H. Clark, Post Office Box 8008, Greensboro, North Carolina 27419.

VRE:sd

SUBJECT:**PREFACE**

This Procedure Manual is intended to set forth procedures to be followed during a clandestine laboratory investigation to ensure the safety of the personnel involved and to ensure a comprehensive investigation using established phased investigatory procedures.

Refer to the Clandestine Laboratory Safety Guide for details concerning the specifications, use, and maintenance of safety equipment and related safety matters associated with a clandestine laboratory investigation.

It shall be the responsibility of the appropriate Assistant Director to ensure that all additions or deletions to this Procedure Manual are developed and distributed to each district/section/unit as necessary .

It shall be the responsibility of the Special Agent In Charge/Supervisor for each district/section/unit to ensure that each employee under their supervision who may be involved in a clandestine laboratory investigation has access to a Clandestine Laboratory Procedure Manual and any and all copies of additions or deletions to the Procedure Manual immediately upon receipt.

Only procedures established by an authority superior to the Director of the North Carolina State Bureau of Investigation shall take precedence over the procedures established herein. Any deviation from these procedures must be approved by the Director, or appropriate Assistant Director .

All employees involved or expected to be involved in clandestine laboratory investigations are required to become familiar with the contents of this Manual. Lack of knowledge of the Manual contents will be no excuse for failure to comply with same.

All procedures existing at this time remain in effect until such time as they are changed and/or amended.

PERSONNEL RESPONSIBILITIES

DISTRICT SPECIAL AGENT IN CHARGE/ON-CALL CRIMINAL SPECIALIST

[Revised 2/1/2001]

- A. The Special Agent In Charge of the district in which the clandestine laboratory site is located shall have the responsibility for the clandestine laboratory investigation and shall:
 - 1. Assign sufficient agents, including clandestine laboratory certified agents, to the investigation to ensure successful completion of the established phased investigatory procedures.
 - 2. Make requests for outside district agents, including clandestine laboratory certified agents, to the appropriate Assistant Director for Field Operations.
 - 3. Ensure that the Criminal Specialist for clandestine laboratory investigations is notified concerning all potential clandestine laboratory leads and investigations.
 - 4. Ensures that the appropriate clandestine laboratory forensic chemist is notified at the earliest reasonable stage of the investigation of a potential clandestine laboratory site.

CRIMINAL SPECIALIST FOR CLANDESTINE LABORATORY INVESTIGATIONS

[Revised 2/1/2001]

- A. A Criminal Specialist for clandestine laboratory investigations will be designated by the Assistant Director for Field Operations. The Criminal Specialist for clandestine laboratory investigations shall be trained in clandestine laboratory safety procedures and shall have the following responsibilities:
 - 1. Monitors the clandestine laboratory investigation procedures and makes recommendations to the appropriate Assistant Director of Field Operations as necessary .
 - 2. Upon notification of a clandestine laboratory investigation being initiated or the discovery of a clandestine laboratory, the Criminal Specialist for clandestine laboratory will immediately coordinate his/her response with the District Special Agent in Charge and the appropriate clandestine laboratory forensic chemist. He/She will also coordinate with the case agent and/or clandestine laboratory team leader and/or clandestine laboratory site safety officer for assistance during any stages of a clandestine laboratory investigation.
 - 3. Ensures immediate notification of the appropriate regional office of the Drug Enforcement Administration (DEA) upon receipt of information concerning a clandestine laboratory.

PERSONNEL RESPONSIBILITIES

4. Present during the Entry , Assessment, and Processing stages of a clandestine laboratory investigation and selects the appropriate level of protection (A, B, C or D) for each stage.
 - a. If the Criminal Specialist is not available, the appropriate Assistant Director for Field Operations shall designate an agent who is trained in clandestine laboratory safety procedures to assume the responsibilities of the Criminal Specialist for clandestine laboratory investigations.
5. Monitors safety procedures and maintains the personal protective equipment utilized in clandestine laboratory investigations.
 - a. Ensures that personal protective equipment is available on site for Entry, Assessment, and Processing stages.
 - b. Ensures the proper maintenance of all personal protective equipment.
 1. Agents with personal protective equipment assigned shall be responsible for their daily care and serviceability.
 2. Agents with personal protective equipment assigned shall maintain written records concerning inspections and maintenance.
 - a. Ensures that adequate supplies of disposable personal protective equipment are available.
 - d. Conducts and documents monthly checks of personal protective equipment for maintenance and defects.
6. Coordinates safety matters concerning clandestine laboratory investigations with the respective District, Bureau, and Department of Justice Safety Officer .
7. Documents agents noncompliance with the procedures described in this manual.
8. Ensures the proper collection, packaging, and storage of chemical samples seized as evidence.
9. Ensures the compilation of the Hazard Appraisal and Recognition Plan and the Exposure Report.

PERSONNEL RESPONSIBILITIES

10. Ensures that contaminated disposable equipment is provided to a hazardous waste facility and that nondisposable equipment is decontaminated or packaged for transfer to another site for decontamination.
 11. Determines if the clandestine laboratory site contains sufficient hazardous chemicals and equipment to require the services of a licensed hazardous waste contractor .
 - a. Makes arrangements with a licensed hazardous waste contractor to package, transport, and destroy hazardous chemicals and equipment not seized as evidence, but that are a potential threat to the community because of their nature if not properly managed. Consent from the owner or proper court authorization prior to removal is required.
 - b. Makes arrangements with a licensed hazardous waste contractor to package, transport, and store specific equipment and/or chemicals seized as evidence in addition to any samples taken, ensuring that a proper evidence chain of custody is maintained.
 12. Ensures that a hazardous waste warning poster is placed at a conspicuous location following the seizure and search of a clandestine laboratory site.
 13. Notifies property owner and appropriate health officials as necessary by registered mail, return receipt requested, that a clandestine laboratory and/or hazardous chemicals were seized from the property .
 1. Maintains training records for all personnel successfully completing clandestine laboratory training courses .
- B. The Criminal Specialist for clandestine laboratory investigations shall successfully complete all training as specified in Section 2, paragraph C.

CASE AGENT

- A. The case agent shall be a Bureau field agent who develops and/or conducts the clandestine laboratory investigation. The case agent shall have the following responsibilities :*[Revised 2/1/2001]*
1. Immediately notifies the District Special Agent in Charge or On-Call Criminal Specialist and coordinates notifications of the Clandestine Laboratory Criminal Specialist and the appropriate Clandestine Laboratory Forensic Chemist.

PERSONNEL RESPONSIBILITIES

2. Ensures the coordination of immediate notification of the appropriate regional office of the Drug Enforcement Administration (DEA) upon receipt of information concerning a clandestine laboratory with the District Special Agent in Charge and Criminal Specialist for Clandestine Laboratory investigations.
 3. Obtains the search warrant or assists another law enforcement officer in obtaining the search warrant or other documents authorizing the search of the clandestine laboratory site .
 4. Ensures all investigative reports and other required reports and documents are completed.
 5. Ensures submission of evidence to the proper forensic laboratory for examination.
 6. Ensures proper disposal of hazardous chemicals .
 7. Coordinates with prosecutor and other law enforcement agencies as necessary.
 8. Develops a raid plan.
 9. Selects members of the Clandestine Lab Team.
 10. Assigns duties to Clandestine Lab Team members.
 11. Selects a Clandestine Lab Team member to act as Site Safety Officer .
 12. Assists the forensic chemist with hazard appraisal and evidence processing.
 13. Prepares the initial sections of the Hazard Appraisal and Recognition Plan (HARP).
 14. Notifies the Criminal Specialist for clandestine laboratory investigations of any request by a prosecutor or other official that specific equipment and/or chemicals other than samples be held as evidence.
 15. Serves as Clandestine Lab Team Leader unless the case agent is not familiar with and trained in clandestine laboratory safety procedures as determined by the district Special Agent In Charge.
- B. The case agent who enters a clandestine laboratory site shall successfully complete all training as specified in Section 2, paragraph A.

PERSONNEL RESPONSIBILITIES

CLANDESTINE LABORATORY TEAM LEADER

- A. The case agent will act as Clandestine Lab Team Leader unless the case agent is not familiar with and trained in clandestine laboratory safety procedures as determined by the district Special Agent In Charge.
 - 1. If the case agent does not act as Clandestine Laboratory Team Leader , the case agent will designate a member of the Clandestine Lab Team as Clandestine Lab Team Leader.
 - 2. The Clandestine Lab Team Leader will handle responsibilities as defined in Section 1, Case Agent, paragraphs A, 4-13.
- B. The Clandestine Laboratory Team Leader will consult with the Site Safety Officer, Forensic Chemist, and Criminal Specialist as necessary to complete the Clandestine Laboratory Team Leaders assigned responsibilities.

CLANDESTINE LABORATORY SITE SAFETY OFFICER

- A. The Case Agent/Clandestine Lab Team Leader will assign a Clandestine Lab Team member to serve as the Site Safety Officer for a specific clandestine laboratory site investigation. The Site Safety Officer shall be trained in clandestine laboratory safety procedures and shall have the following responsibilities :
 - 1. Prepares Planning section of the Hazard Appraisal and Recognition Plan (HARP), including a briefing of all personnel regarding known hazards associated with the clandestine laboratory site.
 - 2. Establishes an emergency evacuation and medical treatment plan as necessary.
 - 3. Ensures that all Clandestine Lab Team members involved in the Entry, Assessment, and Processing stages are properly trained in clandestine laboratory safety procedures and are equipped with the proper safety equipment for the protection level selected by the Criminal Specialist.
 - 4. Ensures the proper use of all personal protective clothing and equipment.
 - 5. Designates appropriate decontamination zones in accordance with Sections 3 and 4.
 - 6. Ensures all safety procedures are followed during the Entry Assessment, and Processing stages of the clandestine laboratory investigation.

PERSONNEL RESPONSIBILITIES

7. Ensures the proper decontamination of prisoners and, if necessary, proper disposal of clothing .
 - a. If disposal of clothing is required due to hazardous chemical contamination, each prisoner will be provided with a disposable paper coverall suit or other proper clothing .
 - b. Transporting officers and correction facility officers shall be notified of any prisoners who are or may be contaminated.
 8. Ensures the proper decontamination or disposal of equipment and protective clothing.
 9. Ensures completion and submission of Exposure Report for each team member to the Criminal Specialist for clandestine laboratory investigations .
 10. Ensures that a team member with full protective clothing and self contained breathing apparatus (SCBA) is present during:
 - a. The Entry Stage.
 - b. During any stage where self-contained breathing apparatus (SCBA) are being used.
 - c. This agent has no duties other than to assist other team members in an emergency.
 11. Implements the emergency evacuation and medical treatment plan developed during the Planning stage. The plan may be modified after consultation with the Case Agent and/or Criminal Specialist.
 12. Ensures that emergency first aid equipment and replacement personal safety equipment are available for immediate use, including first aid kit, eye wash, respirator cartridges, protective clothing, and decontamination gear .
 13. Ensures that the Hazard Appraisal and Recognition Plan (HARP) is completed and submitted to the Criminal Specialist for clandestine laboratory investigations .
- B. The clandestine laboratory Site Safety Officer shall successfully complete all training as specified in Section 2, paragraph A.

PERSONNEL RESPONSIBILITIES

FORENSIC CHEMIST

- A. A State Bureau of Investigation forensic chemist trained in chemical and comparative analysis of physical evidence, with specialized experience and/or training in illegal drug manufacture, shall be present at any clandestine laboratory site prior to the Planning stage. The forensic chemist shall be trained in clandestine laboratory safety procedures and shall have the following responsibilities : *[Revised 02/01/2001]*
1. Ensures immediate coordination of the appropriate response of forensic chemists to clandestine laboratory sites with the District Special Agent in Charge where the clandestine laboratory site is located and with the Criminal Specialist for clandestine laboratory investigations.
 2. The forensic chemist will be responsible for immediate notification of the Assistant Director for Crime Laboratory Services when any clandestine laboratory site is located. The Assistant Director for Crime Laboratory Services will be responsible for coordinating the response of laboratory personnel from all sections of the Crime Laboratory.
 3. Provides technical support (identification of potential hazards) during the Planning stage .
 4. Appraises the health and safety hazards at the clandestine laboratory site and makes recommendations as to the level of protection (Level A, B, C, or D) to be utilized and safety procedures to be followed in the four stages to the Site Safety Officer and/ or Criminal Specialist for clandestine laboratory investigations.
 5. Supervises and/or conducts the sampling of chemicals for evidence purposes during the Processing stage.
 6. Provides technical support to the Case Agent and Criminal Specialist for clandestine laboratory investigations to ensure proper handling and disposal of hazardous materials.
- B. The Forensic Chemist shall successfully complete all training as specified in Section 2, paragraph A.

PERSONNEL RESPONSIBILITIES

CLANDESTINE LABORATORY TEAM MEMBERS

- A. State Bureau of Investigation agents and/or other law enforcement officers shall be selected by the Clandestine Laboratory Team Leader to perform specific duties during the various stages of a clandestine laboratory investigation. The team members shall be trained in clandestine laboratory safety procedures and shall have the following responsibilities:
1. Conduct specific duties as assigned by the Clandestine Laboratory Team Leader to ensure the successful initiation and completion of the Planning, Entry Assessment, and Processing stages of a clandestine laboratory investigation.
 2. Assigned duties shall be in accordance with the agent's/officer's training and experience .
 3. Inform the Clandestine Laboratory Team Leader of any hazards or problems encountered while conducting assigned duties.
 4. Inform the Clandestine Laboratory Team Leader upon completion of assigned duties.
- B. Clandestine Laboratory Team Members shall successfully complete all training as specified in Section 2, paragraphs A or B.

SAFETY TRAINING

TRAINING REQUIREMENTS

A. FIELD AGENTS AND FORENSIC CHEMISTS

1. All field agents and forensic chemists who may be subject to exposure to hazards at a clandestine laboratory site are required to attend safety training prior to entering a clandestine laboratory site as follows:
 - a. Successful completion of the State Bureau of Investigation Academy.
 - b. Successful completion of the State Bureau of Investigation or other approved agency course consisting of a minimum of forty hours entitled, "Clandestine Drug Laboratory Safety Certification Training."
 - c. Successful completion of the State Bureau of Investigation or other approved agency course consisting of a minimum of eight hours of annual training entitled, "Annual Clandestine Drug Laboratory Safety Re-certification Training."
 - d. Successful completion of a minimum of three days actual field experience under the direct supervision of a trained, experienced on-site supervisor .
2. The Criminal Specialist for clandestine laboratory investigations shall maintain training records for all personnel successfully completing clandestine laboratory training courses.
3. Field agents and forensic chemists who have successfully completed the requirements specified in Section 2, Paragraph A, Sub-Paragraph I, shall receive a certificate issued by the State Bureau of Investigation.

B. NON-BUREAU LAW ENFORCEMENT OFFICERS

1. Federal agents and local law enforcement officers who may be subject to exposure to hazards at a clandestine laboratory site under the control of the North Carolina State Bureau of Investigation are required to attend safety training prior to entering a clandestine laboratory site as follows:
 - a. Successful completion of the State Bureau of Investigation or other approved agency course consisting of a minimum of forty hours entitled, "Clandestine Drug Laboratory Safety Certification Training."

SAFETY TRAINING

- (1) Any other agency approved course will have the same main topic areas as the Bureau course.
- (2) Any other agency approved course will meet the training specifications specified in Section 2, Training Specifications .
- b. Successful completion of the State Bureau of Investigation or other approved agency course consisting of a minimum of eight hours of annual training entitled, "Annual Clandestine Drug Laboratory Safety Re-certification Training."
- (1) Any other agency approved course will have the same main topic areas as the Bureau course.
- (2) Any other agency approved course will meet the training specifications specified in Section 2, Training Specifications .
- 2. Federal agents and local law enforcement officers requesting admittance to a clandestine laboratory site under the control of the State Bureau of Investigation will be required to satisfy the Site Safety Officer that the above described training has been received.

C. CRIMINAL SPECIALIST FOR CLANDESTINE LABORATORY INVESTIGATIONS.

- 1. The Criminal Specialist assigned to clandestine laboratory investigations is required to attend safety training prior to entering a clandestine laboratory site as follows:
 - a. Successful completion of the State Bureau of Investigation Academy.
 - a. Successful completion of the State Bureau of Investigation or other approved agency course consisting of a minimum of forty hours entitled, "Clandestine Drug Laboratory Safety Certification Training."
 - b. Successful completion of the State Bureau of Investigation or other approved agency course consisting of a minimum of eight hours of annual training entitled, "Annual Clandestine Drug Laboratory Safety Re-certification Training."
 - c. Successful completion of a minimum of three days actual field experience under the direct supervision of a trained, experienced on-site supervisor .

SUBJECT:

CLANDESTINE LABORATORY

SAFETY TRAINING

- d. Successful completion of a minimum of eight hours of additional training specific to their responsibilities as on-scene supervisors at a clandestine laboratory site.
- 2. The Criminal Specialist who has successfully completed the requirements specified in Section 2, Paragraph A, Sub-Paragraph 1 shall receive a certificate issued by the State Bureau of Investigation.

TRAINING SPECIFICATIONS

- A. All training will meet the requirements specified in the Code of Federal Regulations, 29 CFR 1910.120, Hazardous Waste Operations and Emergency Response; 29 CFR 1910.134, Respiratory Protection Regulations; and 29 CFR 1910.146, Permit Required Confined Spaces.
- B. All training will meet the requirements specified in the North Carolina Occupational Safety and Health Hazardous Waste Operations and Emergency Response Standard, 13 North Carolina Administrative Code 7C.0101 (a) (26).

TRAINING SPECIFICATIONS

- A. All training will meet the requirements specified in the Code of Federal Regulations, 29 CFR 1910.120, Hazardous Waste Operations and Emergency Response; 29 CFR 1910.134, Respiratory Protection Regulations; and 29 CFR 1910.146, Permit Required Confined Spaces.
- B. All training will meet the requirements specified in the North Carolina Occupational Safety and Health Hazardous Waste Operations and Emergency Response Standard, 13 North Carolina Administrative Code 7C.0101 (a) (26).

SEARCH AND SEIZURE STAGES

CLANDESTINE LABORATORY DEFINED

- A. A clandestine laboratory site is an illegal operation consisting of a sufficient combination of apparatus and chemicals that either have been or are intended for use in the manufacture of a controlled substance by means of chemical synthesis .
- C. The manufacture of marijuana is not considered a clandestine laboratory site.

CLANDESTINE LABORATORY PLANNING STAGE

- A. The Case Agent, in conjunction with the Forensic Chemist and Site Safety Officer, will develop a raid plan with safety of all personnel as the primary concern. The following duties will be completed:
 - 1. Documentation of intelligence information relating to chemical safety issues.
 - 2. Identification of all potential hazards associated with the clandestine laboratory site.
 - a. The State Bureau of Investigation currently does not have the required equipment and training to conduct a crime scene search at a clandestine laboratory site which meets the definition of a confined space .
 - (1) A confined space is defined as an enclosed space which is large enough for an employee to enter and perform work, has limited means for entry or exit, is not designed for continuous occupancy, and has one or more of the following:
 - (a) Contains or has a known potential to contain a hazardous atmosphere.
 - (b) Contains a material with a potential for engulfment of a person entering .
 - (c) Has an internal shape such that a person entering could be trapped or asphyxiated due to shape of the space.
 - (d) Contains any other recognized serious safety or health hazard.
 - (2) Areas within a dwelling house are not included within the definition of “confined space.”
 - (3) Agents confronted with a clandestine laboratory located in a site which

SEARCH AND SEIZURE STAGES

conforms with the definition of a confined space will notify the Criminal Specialist for clandestine laboratory investigations .

- (a) The Criminal Specialist for clandestine laboratory investigations will make arrangements to transform the site into a non-confined space prior to any entry into the site.
 - (b) If the site cannot be transformed into a non-confined space, the Criminal Specialist for clandestine laboratory investigations, with the approval of the appropriate Assistant Director, will make arrangements for a law enforcement agency or commercial hazardous waste contractor trained and equipped to work in confined spaces to collect all required evidence from the confined space.
- 3. Initiation of the Hazard Appraisal and Recognition Plan (HARP) .
- 4. Development of the emergency evacuation and medical treatment plan.
 - a. Notification of fire department.
 - b. Notification of all law enforcement agencies with territorial jurisdiction.
 - c. Notification of emergency medical services.
- 5. Assignment of Clandestine Laboratory Team Leader .
 - a. Assignment of Clandestine Laboratory Team members.
 - b. Team members will participate only during the stage requiring their respective assignment duties.
- A. The Case Agent shall coordinate efforts to obtain the search warrant or other documentation authorizing the search.
- B. The Case Agent/Clandestine Laboratory Team Leader shall brief all members of the Clandestine Laboratory Team and when appropriate, members of assisting law enforcement agencies, medical and fire services, and other non-law enforcement personnel with a need to know.
- C. The Case Agent shall make every effort to coordinate the service of the search warrant when the occupants are not inside the clandestine laboratory site.

SEARCH AND SEIZURE STAGES

- D. The Site Safety Officer will ensure that a chart is drawn establishing work zones reflecting contaminated and non-contaminated areas of the clandestine laboratory site.

CLANDESTINE LABORATORY ENTRY STAGE

- A. The Entry team will consist of at least one agent experienced in clandestine laboratory investigations.
- B. Responsibilities of Entry Team:
1. Securing the clandestine laboratory crime scene.
 2. Arrest of any suspects present.
 3. Removal of suspects and any other occupants to a designated safe area.
 4. Briefing of the Assessment Team as to the conditions inside the clandestine laboratory site .
- C. The Site Safety Officer will update the Hazard Appraisal and Recognition Plan (HARP) .
- D. The Forensic Chemist, unless trained in arrest procedures, will not be a member of the Entry Team.
- E. Minimum level of personal protection for the Entry Team:
1. Eye protection (i.e. , goggles, face shield)
 2. Disposable protective suit (optional)
 3. Weapons
 4. Ballistic Vest
 5. Handcuffs
 6. Flashlight
 7. Radio

SEARCH AND SEIZURE STAGES

- 8. Police Identification (Clothing)
- 9. Other equipment as appropriate
- F. One member of the Clandestine Laboratory Team with full protective clothing and self-contained breathing apparatus (SCBA) shall be standing by in case of an emergency.

CLANDESTINE LABORATORY ASSESSMENT STAGE

- A. The Assessment Team will consist of at least one agent experienced/trained in clandestine laboratory investigations and safety procedures and at least one forensic chemist experienced/trained in clandestine laboratory safety procedures.
- B. Responsibilities of Assessment Team:
 - 1. Deactivation of the clandestine laboratory.
 - 2. Ventilation of the clandestine laboratory site.
 - a. If fumes are present and ventilation is not possible, evidence will be moved to an open area for processing.
 - b. Evidence will be photographed prior to moving.
 - 3. Appraisal of the potential hazards of the clandestine laboratory site.
 - a. Visual inspection
 - b. Use of air quality monitoring equipment.
 - 4. Appraisal of Site Safety Officer of all known chemicals and hazards associated with the clandestine laboratory site.
 - 5. Recommend the level of personal protection and safety procedures to be utilized by the Processing Team.
- C. The Site Safety Officer will update the Hazard Appraisal and Recognition Plan (HARP).

SEARCH AND SEIZURE STAGES

- D. Minimum level of personal protection for the Assessment Team to be determined from information provided by the Entry Team.
- E. Agents/Officers not trained in clandestine laboratory safety procedures as specified in Section 2 of this manual shall not be a member of the Assessment Team.

CLANDESTINE LABORATORY PROCESSING STAGE

- A. The Processing Team will consist of agents/officers experienced/trained in clandestine laboratory investigations and safety procedures and at least one forensic chemist experienced/trained in clandestine laboratory safety procedures.
- B. Responsibilities of Processing Team:
 - 1. Collection and processing of all evidentiary material found at the clandestine laboratory site in accordance with established State Bureau of Investigation policies and procedures as follows:
 - a. Photograph and videotape the complete clandestine laboratory and site.
 - b. Examination of all items associated with the clandestine laboratory, including documents, for latent fingerprints.
 - (1) No contaminated surfaces or items covered with residue will be processed for latent fingerprints unless a forensic chemist has approved the examination procedure.
 - (2) No leaking or open containers of chemicals will be processed for latent fingerprints unless a forensic chemist has approved the examination procedure .
 - c. Collection of samples of all chemicals and substances as determined by the Forensic Chemist and Case Agent/Clandestine Laboratory Team Leader .
 - d. Collection of all non-contaminated documentary evidence including formulas, receipts, notes, invoices, etc. , pertaining to chemical and equipment purchases, transportation, and storage.
 - e. Collection of non-contaminated documentation relating to the occupants of the clandestine laboratory site.

SEARCH AND SEIZURE STAGES

- C. The Site Safety Officer will update the Hazard Appraisal and Recognition Plan (HARP) .
- D. Minimum level of personal protection for the Processing Team to be determined from information provided by the Assessment Team.
- E. Agents/officers not trained in clandestine laboratory safety procedures as specified in Section 2 of this manual shall not be a member of the Processing Team.

SITE CONTROL

SECURITY

- A. A uniformed officer or agent dressed in police identifiable clothing will provide security at the clandestine laboratory site.
 - 1. A perimeter surrounding the clandestine laboratory site will be established with a single entrance/exit.
 - 2. Only officers/agents with specific assigned duties will enter a clandestine laboratory site.
- B. The clandestine laboratory site will be considered a crime scene and all State Bureau of Investigation policy and procedures pertaining to crime scene search, evidence collection, and preservation will be followed.

WORK ZONES

- A. Specific areas designated as contaminated or safe will be established to ensure the proper protection of all personnel and to eliminate or reduce the spread of contaminated material.
 - 1. Each area designated will require a particular level of personal protective clothing as determined by the Criminal Specialist for clandestine laboratory investigations.
 - 2. Each area designated will be clearly marked with crime scene tape which identifies the particular area from other areas.
- B. Three work zones are recommended. Each clandestine laboratory site will present unique hazards and related control requirements or minimal hazards and little control requirements. Low hazard, uncomplicated sites require simplified site control measures. High hazard, large sites require stringent site control for personnel safety .
- C. Recommended Work Zones
 - 1. Exclusion Zones
 - a. Incorporates all known and/or suspected contaminated areas.
 - b. Includes a Hotline.

SITE CONTROL

- (1) The border between the Exclusion Zone and the Decontamination Zone .
- (2) Any crossing of the Hotline, regardless of the nature or the duration of the task, requires full completion of the established decontamination procedure in effect for a particular clandestine laboratory site.

2. Contamination Reduction Zone

- a. Utilized as area where decontamination is conducted.
- b. Includes a Contamination Control Line.

- (1) The border between the Contamination Reduction Zone and the Support zone.
- (2) This line establishes the outer boundary of potential contamination.

3. Support Zone

- a. All clean, uncontaminated areas surrounding the clandestine laboratory site.
- b. Should be inside the crime scene boundary tape.

D. Boundary dimensions for each work zone are entirely dependent on the nature and size of the hazard presented at each clandestine laboratory site. Parameters for consideration in establishing initial boundaries and assessing their need for change include:

1. Nature and extent of chemical hazards present.
1. Physical and topographical features of the site.
2. Potential for fire, explosion, chemical reaction, spill, release of fumes, or other mishap.
3. Weather conditions, especially wind speed and direction.
4. Nature and extent of work activities.
5. Nature and proximity of off-site targets (populated and environmentally sensitive areas).
6. Size of contaminated area.

CONTAMINATION PREVENTION

SITE CONTROL

- A. Every effort must be made by all personnel to avoid contamination during all work activities associated with a clandestine laboratory investigation.
1. Use deliberate, coordinated, and planned activities .
 2. Avoid rushing or taking shortcuts.
 3. Avoid needless exposures. Stay upwind and plan all chemical sampling activities.
 4. Avoid unnecessary movement of chemical containers.
 5. Protect air quality monitoring equipment and other instruments by wrapping in plastic.
 6. Avoid puddles or touching contaminated surfaces.
 7. Under no circumstances will the sense of smell be used to identify a chemical or substance.
 8. Wear disposable garments.
 9. Isolate sources of potential contamination.
 10. Follow all protective equipment dress-out procedures.
 11. Inspect protective equipment integrity frequently.
- B. Any personnel working at a clandestine laboratory site will notify the Site Safety Officer of any unsafe conditions.

DECONTAMINATION

- A. The process of reducing the level of contamination on a surface or in a media to a safe, negligible level.
1. Does not guarantee absolute removal of a contaminant.
 2. Contamination may be removed or neutralized as part of the reduction process which involves a specific series of tasks to be completed in a designated order .

SITE CONTROL

B. Methods of Decontamination

1. Physical Removal

- a. Dislodging, displacement rinsing, wiping off, or evaporation of contaminants .
- b. Disposable clothing, booties, and gloves provide automatic method for physical removal when these items are removed and disposed of as waste .

2 Chemical Removal

- a. Usually involves the neutralization of contaminants through chemical means .
- b. Used for both disposable and nondisposable personal protective equipment.

C. Recommended Procedures

- 1. Isolate worker during the procedure.
- 2. Provide clearly designated areas for each task or group of tasks to be performed.
- 3. Provide immediate containment of all discarded items (tape, disposable suits, etc).
- 4. Contain all run-off or waste streams associated with the process.
- 5. Use logical sequence of steps so as to prevent cross contamination.

D. The Site Safety Officer, in conjunction with the Forensic Chemist and Criminal Specialist for clandestine laboratory investigations, will select the proper method of decontamination.

- 1. The Forensic Chemist will determine the necessary tasks to be performed in order to properly decontaminate all personnel and equipment as required.
- 2. All personnel will follow the decontamination method(s) selected.

SITE CONTROL

EVIDENCE COLLECTION, STORAGE, AND DISPOSAL

- A. Collection and processing of all evidence will be in accordance with established State Bureau of Investigation policies and procedures.
- B. The total volume of chemicals present at the clandestine laboratory site will be seized and, if possible, a court order authorizing the immediate destruction of the chemicals due to their hazardous nature will be obtained.
 - 1. The Forensic Chemist will determine the total volume of each chemical prior to destruction.
 - 2. Samples of all chemicals will be collected as the evidence exhibit.
 - 3. Only samples of chemicals will be submitted to the State Bureau of Investigation laboratory for examination.
 - 4. If the total volume of chemicals are seized as an evidence exhibit, as requested by a prosecutor or for other valid reasons, the chemicals will be stored at an approved hazardous waste facility or other location approved for chemical storage.
- C. Due to possible contamination, glassware and other equipment seized as evidence will be stored at a location approved for chemical storage.
 - 1. Only glassware and equipment requiring forensic examination outside the clandestine laboratory site, as determined by the Forensic Chemist or Latent Print Examiner, will be submitted to the State Bureau of Investigation laboratory .
- D. Hazardous waste contractors will be utilized to transport, store, and destroy all hazardous material found at a clandestine laboratory site unless otherwise authorized by the Criminal Specialist for clandestine laboratory investigations .
- E. Destruction of chemicals, glassware, equipment, and other evidence shall be in accordance with established State Bureau of Investigation policies and procedures.

DOCUMENTATION

EXPOSURE REPORT

- A. Documents each person who enters a clandestine laboratory site for health and safety purposes.
- B. Completed by the agent/officer entering a clandestine laboratory site and submitted to the Site Safety Officer .
- C. Submitted by the Site Safety Officer to the Criminal Specialist for clandestine laboratory investigations.
- D. Refer to Appendix A for example.

HAZARD APPRAISAL AND RECOGNITION PLAN (HARP)

- A. Documents clandestine laboratory site information, personnel involved and duties, emergency assistance information, potential hazards, and required personal protective equipment utilized.
- B. Completed by the Site Safety Officer and submitted to the Criminal Specialist for clandestine laboratory investigations.
- C. Refer to Appendix B for example.

HAZARDOUS MATERIALS WARNING POSTER

- A. Provides a warning to persons entering a site previously containing a clandestine laboratory seized by the Bureau that hazardous chemicals may be present in buildings and/or in the ground.
- B. Completed and attached in a conspicuous location at the site by the Criminal Specialist for clandestine laboratory investigations as necessary .
- C. Refer to Appendix C for example.

NOTIFICATION LETTER OF HAZARDOUS MATERIALS

- A. Provides notification to owners of property where a clandestine laboratory was seized and appropriate health officials as necessary that a clandestine laboratory and/ or hazardous chemicals were seized and that hazardous chemicals and waste may still be in buildings and/or in the ground.

DOCUMENTATION

- B. Completed as necessary and sent registered mail, return receipt requested, by the Criminal Specialist for clandestine laboratory investigations.
- C. Refer to Appendix D for example.

LEVELS OF PERSONAL PROTECTIVE EQUIPMENT
--

LEVELS OF PROTECTION DEFINED

- A. Because of the potential chemical and physical hazards associated with a clandestine laboratory site, the United States Environmental Protection Agency and other groups have made recommendations regarding the minimum level of personal protective equipment suitable for hazardous environments or activities of varying degree.
- B. Referred to as Level A, B, C, or D, this system identifies the severity of the actual or potential hazard and the required personal protective equipment.

LEVELS OF PROTECTION -LEVEL A

A. LEVEL A EQUIPMENT

- 1. Positive pressure self-contained breathing apparatus (SCBA) operated in the positive pressure mode .
- 2. Totally encapsulating suit with boots or booties and gloves attached.
- 3. Inner gloves, chemical resistant.
- 4. Outer gloves, chemical resistant, worn over suit gloves depending on suit construction.
- 5. Boots, chemical protective with steel toe, worn over suit boot depending on suit construction.
- 6. Disposable booties worn over boots.
- 7. Undersuit, cotton long-john type, Tyvek or coveralls.
- 8. Hard hat (under suit, optional).
- 9. Disposable protective suit, gloves and boots (worn under or over encapsulating suit, optional).
- 10. Two-way radio communication.

B. LEVEL A REQUIRED

- 1. When the highest available level of respiratory , skin, and eye protection is required.
- 2. When strong, toxic, skin-absorbing materials in a gas, vapor, or fume stage are present.

LEVELS OF PERSONAL PROTECTIVE EQUIPMENT
--

3. When handling or sampling completely unknown materials suspected of being highly toxic.
4. During the Entry , Assessment, and Processing stages of a clandestine laboratory site involving or suspected of involving the manufacture of Fentanyl or any other "designer" type controlled substance.
5. During entry into a poorly ventilated laboratory site for which there is little or no information known about the process in use or chemicals present.
6. When required by the Forensic Chemist or Criminal Specialist for clandestine laboratory investigations.

LEVELS OF PROTECTION -LEVEL B

A. Level B Equipment

1. Positive pressure self-contained breathing apparatus (SCBA) operated in the positive pressure mode.
2. One or two piece chemical-resistant suit with hood.
3. Inner gloves, chemical resistant.
4. Outer gloves, chemical resistant, worn over suit gloves depending on suit construction.
5. Boots, chemical resistant, with steel toe.
6. Booties, chemical resistant, disposable (optional).
7. Undersuit, cotton long-john type, Tyvek or coveralls.
8. Hard hat (face shield optional)
9. Two-way radio communication.

LEVELS OF PERSONAL PROTECTIVE EQUIPMENT
--

B. LEVEL B REQUIRED

1. When the highest level of respiratory protection is needed, but exposure to small unprotected areas of the body (i.e., neck and back of the head) is unlikely and may not pose a serious hazard.
2. When any sampling of unknown closed containers is conducted.
3. When there is the possibility of moderate splash or exposure to toxic chemicals.
4. When required by the Forensic Chemist or Criminal Specialist for clandestine laboratory investigations.

LEVELS OF PROTECTION -LEVEL C

A. LEVEL C EQUIPMENT

1. Full face, air-purifying respirator.
1. One or two-piece chemical resistant suit (hood optional).
2. Inner gloves, chemical resistant.
4. Outer gloves, chemical resistant, worn over suit gloves depending on suit construction.
5. Boots, chemical resistant, with steel toe.
6. Booties, chemical resistant, disposable (optional).
7. Cloth coveralls [inside chemical resistant suit] (optional).
8. Hard hat (face shield optional).
9. Two-way radio communication (optional).

B. LEVEL C REQUIRED

1. When the types and concentrations of respirable material have been assessed by a Forensic Chemist, the types of hazards are known, and personnel protection will be assured.

LEVELS OF PERSONAL PROTECTIVE EQUIPMENT
--

2. When the possibility of incidental respiratory or skin exposure exists.
3. When required by the Forensic Chemist or Criminal Specialist for clandestine laboratory investigations.

LEVELS OF PROTECTION -LEVEL D

A. LEVEL D EQUIPMENT

1. Coveralls or work clothes.
2. Boots, chemical resistant, steel toe.
3. Safety glasses or safety goggles.
4. Gloves, chemical resistant.

B. LEVEL D REQUIRED

1. When general work activities involving low hazard situations exist.
2. When required by the Forensic Chemist or Criminal Specialist for clandestine laboratory investigations.

LEVEL OF PROTECTION UTILIZED

- A. The Criminal Specialist for clandestine laboratory investigations shall determine the proper level of personal protection to be utilized during each stage of a clandestine laboratory investigation.
- B. The Criminal Specialist for clandestine laboratory investigations may deviate from the equipment recommended for the four levels of protection when unique hazards and/or other considerations require additional or less equipment for each level of protection.

NORTH CAROLINA STATE BUREAU OF INVESTIGATION
CLANDESTINE LABORATORY PROCEDURE MANUAL

APPENDIX A
OCTOBER 1, 1994

SUBJECT: APPENDIX A



CLANDESTINE LABORATORY
EXPOSURE REPORT

EMPLOYEE INFORMATION:

NAME: _____ DOB: _____
DEPARTMENT: _____ AGENT/OFFICER NUMBER: _____
COUNTY OF RESIDENCE: _____ SSN: _____
SBI DISTRICT ASSIGNED: _____

INCIDENT DATA:

FILE NUMBER: _____ CAA: _____ DIC: _____
DATE(S) ENTERED LAB SITE: _____
ADDRESS OF LAB SITE: _____
TYPE OF LAB SITE (Check Each Applicable):

MDA _____	COCAINE CONVERSION _____	CHECK IF
PCP _____	METHAMPHETAMINE _____	NO INJURY
LSD _____	METHAQUALONE _____	RECEIVED _____
P2P _____	DIAZEPAM _____	
OTHER (Specify) _____		

MEDICAL TREATMENT (Attach Copies of all Documents Pertaining to Treatment)(Check Each Applicable):

FIRST AID AT SITE _____ PHYSICIAN'S OFFICE _____ EMERGENCY ROOM _____
OTHER (Specify) _____
DATE(S): _____ PROVIDER: _____
ADDRESS: _____
TELEPHONE: _____ CHECK IF NO TREATMENT RECEIVED _____
DETAILS: _____

SIGNATURE: _____ DATE: _____

SBI 113 (Revised 10/94)

**NORTH CAROLINA STATE BUREAU OF INVESTIGATION
CLANDESTINE LABORATORY PROCEDURE MANUAL**

**APPENDIX A
OCTOBER 1, 1994**

SUBJECT: APPENDIX A

ACTIVITY	DURATION	SYMPTOMS											SPECIAL CONDITION
(Check appropriate Symptom and/or Special Condition under appropriate Activity)	(List number of hours in each Activity)	EYES BURN	NOSE IRRITATION	NOSE BLEED	COUGH	BREATHING DIFFICULTY	NAUSEA/QUEASINESS	HEADACHE	LIGHT-HEADED/DIZZY	SKIN IRRITATION/RASH	CHEMICAL BURNS	COLLAPSE	FIRE EXPLOSION LEAKS/SPILLS UNCONTROLLED REACTIONS OTHER (LIST BELOW)
UNDERCOVER													
ENTRY													
ASSESSMENT													
PROCESSING													
DECONTAMINATION													

OTHER SYMPTOMS (DESCRIBE): _____

OTHER CONDITIONS OR UNUSUAL CIRCUMSTANCES (DESCRIBE): _____

REMARKS: _____

NORTH CAROLINA STATE BUREAU OF INVESTIGATION
CLANDESTINE LABORATORY PROCEDURE MANUAL

APPENDIX B
OCTOBER 1, 1994

SUBJECT: APPENDIX B



CLANDESTINE LABORATORY
HAZARD APPRAISAL AND
RECOGNITION PLAN (HARP)

A. FILE INFORMATION					
FILE NUMBER	CAA	DIC	DATE	CITY	COUNTY
SITE SAFETY OFFICER (NAME)			DEPARTMENT		
CHEMIST(s) (NAME)			DEPARTMENT		

B. LABORATORY TYPE AND HAZARDS		
LABORATORY TYPE (Check) <input type="checkbox"/> Methamphetamine <input type="checkbox"/> Amphetamine <input type="checkbox"/> Cocaine <input type="checkbox"/> MDMA <input type="checkbox"/> PCP <input type="checkbox"/> PCP <input type="checkbox"/> MDA <input type="checkbox"/> Other (Specify) _____ Production Method: _____	POTENTIAL CHEMICAL HAZARDS (Check) <input type="checkbox"/> Respiratory Tox. <input type="checkbox"/> Flammables <input type="checkbox"/> Systemic Tox. <input type="checkbox"/> Explosives <input type="checkbox"/> External Tox. <input type="checkbox"/> Oxidizers <input type="checkbox"/> Corrosives <input type="checkbox"/> Pyrophorics <input type="checkbox"/> Corrosives <input type="checkbox"/> Water Reactives Specific High Hazard Chemical: _____	OTHER POTENTIAL HAZARDS (Check) <input type="checkbox"/> Compressed Gas Cylinder <input type="checkbox"/> Slip/Trip/Fall Hazards <input type="checkbox"/> Heat Stress <input type="checkbox"/> Electrical Shock <input type="checkbox"/> Cold Stress <input type="checkbox"/> Burn Hazard <input type="checkbox"/> Confined Space <input type="checkbox"/> Leaking Containers <input type="checkbox"/> Limited Egress <input type="checkbox"/> Damaged Structure <input type="checkbox"/> Poor Visibility <input type="checkbox"/> Excavation Other: _____

C. SITE DESCRIPTION	
LAB LOCATION AND MAILING ADDRESS	
SITE OWNER AND MAILING ADDRESS	
STRUCTURE DESCRIPTION	
WEATHER CONDITIONS:	
Wind Direction & Velocity	Temperature _____ Rain _____ Snow _____ Humidity _____

D. OTHER AGENCY FIELD SUPPORT					
FIELD Support	NAME (Include jurisdiction by City, State or County)	TELEPHONE NUMBER (Area Code and Number)	STANDBY LOCATION	OFFICIAL CONTACTED (Name)	NOTIFIED Date / Time
Fire Dept.					/
Ambulance					/
Medivac Helicopter					/
Health Dept.					/
Disposal Company					/
Other					/

E. TEAM MEMBER ASSIGNMENTS									
TEAM MEMBERS (Include Name, Affiliation & check Assignment box: E = Entry, A = Assessment, P = Processing)					TEAM MEMBERS (Include Name, Affiliation & check Assignment box: E = Entry, A = Assessment, P = Processing)				
		E	A	P			E	A	P
1.					6.				
2.					7.				
3.					8.				
4.					9.				
5.					10.				

SB 114 (REVISED 10/94)

NORTH CAROLINA STATE BUREAU OF INVESTIGATION
CLANDESTINE LABORATORY PROCEDURE MANUAL

APPENDIX B
OCTOBER 1, 1994

SUBJECT: APPENDIX B

F. EQUIPMENT CHECKLIST		EQUIPMENT REQUIREMENTS		G. STAGES OF RAID	
COVERALLS	GASTECH 1214	E = ENTRY		PRIMARY HAZARD	EMERGENCY SIGNAL
LEVEL A SUIT	DRAIN TUBES	A = ASSESSMENT			
LEVEL B SUIT	BLIND WRENCH	P = PROCESSING			
LEVEL C SUIT	DECON EQUIPMENT				
LEVEL D SUIT	DISINFECTANT				
NEOPRENE BOOTS	DOOR BARS				
PVC/NITRILE BOOTS	DRAINING WATER				
TYVEK SHOE COVERS	EVIDENCE KIT				
POLYVINYL GLOVES	EXHAUST FANS				
NITRILE GLOVES	EXTENSION CORDS				
BUTYL GLOVES	FIRE EXTINGUISHERS				
SILVER SHIELD GLOVES	FIRST AID KIT				
DUCT TAPE	GAS CAN				
SCUBA BOTTLES	GENERATOR				
APPS	HAND CLEANSER/PAPE				
CARBON DIOXIDE	HAZARD TAPE				
HAND HITS	REFERENCES				
GOOGLES	WIND INDICATOR				
OTHER (SPECIFY):					

I. HAZARD ASSESSMENT FINDINGS			
LEL	% OXYGEN	PPM	LOCATION IN LAB

DRAGON TUBES (Check all used)	RESULTS (color)	COLOR (changed to)	LEVEL	PPM	X	Conversion Factor	Adjusted Reading	Maximum Value
ACETIC ACID 5%	-	-		PPM	X			
BENZENE 0.5%	-	-		PPM	X			
CARBON DISULFIDE 0.5%	-	-		PPM	X			
CHLOROFORM 5%	-	-		PPM	X			
CYCLOHEXYLAMINE 5%	-	-		PPM	X			
DIETHYL FORMAMIDE 10%	-	-		PPM	X			
FORMIC ACID 1%	-	-		PPM	X			
HYDROCHLORIC ACID 1%	-	-		PPM	X			
HYDROGEN SULFIDE 0.5%	-	-		PPM	X			
HYDROCYANIC ACID 5%	-	-		PPM	X			
PERCHLOROETHYLENE 10%	-	-		PPM	X			
PHOSPHINE 0.5%	-	-		PPM	X			
TOLUENE 5%	-	-		PPM	X			
O-TOLUENE 1%	-	-		PPM	X			
TRIETHYLAMINE 5%	-	-		PPM	X			
	-	-		PPM	X			
	-	-		PPM	X			

J. COMMENTS:

SAFETY OFFICER (Signature & Date)	CASE AGENT (Signature & Date)	CLAN LAB CRIMINAL SPECIALIST (Signature & Date)
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SUBJECT: APPENDIX C

WARNING WARNING WARNING

A clandestine laboratory for the manufacture of illegal drugs and/or hazardous chemicals was seized at this location on . Known hazardous chemicals have been disposed of pursuant to law.

However, there still may be hazardous substances or waste products on this property, either in buildings or in the ground itself. Please exercise caution while on these premises.

NC State Bureau of Investigation

Phone:

WARNING WARNING WARNING

NORTH CAROLINA STATE BUREAU OF INVESTIGATION
CLANDESTINE LABORATORY PROCEDURE MANUAL

APPENDIX D
OCTOBER 1, 1994

SUBJECT: APPENDIX D



NORTH CAROLINA
STATE BUREAU OF INVESTIGATION
DEPARTMENT OF JUSTICE



MICHAEL F. EASLEY
ATTORNEY GENERAL

3320 GARNER ROAD
P.O. BOX 26500
RALEIGH, NC 27626-0500
(919) 662-4500

JAMES J. COMAN
DIRECTOR

(Date)

(Name)
(Address)

Dear Sir or Madam:

This letter is to advise you, as a legal owner of the property known as (legal mailing address) that on (day of week, date), as a result of a search of your property, a clandestine drug laboratory was seized, and/or hazardous chemicals were found at said property. Known hazardous chemicals and substances were seized by the government and have been disposed of pursuant to existing federal and/or state laws.

This letter also serves as a warning that there may still be hazardous substances or waste products at or on your property.

Sincerely,

(Authorized signature)
(Title of authorized person)
(Address)
(Telephone number)

cc: (Appropriate Health Officials as necessary)

