

NATIONAL CLANDESTINE LABORATORY SEIZURE REPORT INSTRUCTIONS

PURPOSE: The National Clandestine Laboratory Seizure Report (*EPIC Form 143*) (OMB No. 1117-0042) and the National Seizure System (NSS) include data pertaining to clandestine laboratories seized in the United States by Federal, State, and local law enforcement agencies. (*The entered data must meet Department of Justice 28 CFR Part 23 guidelines.*) The NSS is a Privacy Act System of Records. The records contained in the system are under the control and custody of the Drug Enforcement Administration (DEA), and are maintained in accordance of Federal laws and regulations. Use of the information is limited to law enforcement agencies in connection with activities pertaining to the enforcement of criminal laws. Accordingly, disclosure, release or dissemination of information obtained through accessing the NSS is strictly prohibited without the express written consent of the DEA. The El Paso Intelligence Center (EPIC) is the central repository for these data. The data will be useful in determining, among other criteria, the types, numbers, and locations of laboratories seized; manufacturing trends; precursor and chemical sources; the number of children and law enforcement officers affected; and investigative leads. The data may also be useful to agencies in justifying and allocating current or future resources. Further information can be obtained on <https://www.esp.gov>.

TYPE OF REPORT: (top right corner) Check only one box to indicate the type of seizure being reported.

LAB SEIZURE: CLANDESTINE LABORATORY DEFINED: “An illicit operation consisting of a sufficient combination of apparatus and chemicals that either has been or could be used in the manufacture or synthesis of controlled substances.” Check this box only if the seizure meets this definition.

CHEM/GLASSWARE/EQUIPMENT SEIZURE: A seizure of only chemicals, glassware, and/or equipment normally associated with the manufacturing of a controlled/illicit substance, but there is insufficient evidence that the items were used in the manufacture of a controlled/illicit substance.

DUMPSITE SEIZURE: A location where discarded laboratory equipment, empty chemical containers, waste by products, pseudoephedrine containers, etc., were abandoned/dumped. There was no lab found with this seizure.

- I. **REPORTING OFFICE:** Indicate the date of seizure (MMDDYYYY). Identify the seizing agency, ORI number, agency location (city and state), case or file number, reporting officer (first and last name) and telephone number. These are **mandatory** fields. The file title is not a mandatory field, but it can be queried. The primary subject’s name is often times used as the file title. Under “Reporting Officer/Agent” provide the full name and telephone number of the person submitting the information and any other person that can be contacted for further information or investigative referrals. Place additional phone numbers in the Remarks Section. The COPS number (‘S’ number) is assigned by DEA to agencies requesting DEA funding for lab clean up and is a **mandatory** field. If more than one agency was involved in the seizure, the same identifying information can be placed in the database with each participating agency. Place additional agency information in the Remarks Section.
- II. **SEIZURE LOCATION:** Check the box that most closely describes the location of the seizure. Vehicle is used for anything on wheels, to include cars, trucks, tractor-trailer, recreational vehicles, etc. Family dwelling includes residences or mobile homes. Use Remarks Section for additional information.
- III. **SEIZURE NEIGHBORHOOD:** Check the box that most closely describes the surrounding area. An urban area is a city or town, suburban is the outskirts of a city or town, and rural is the countryside or an agricultural area. If the seizure occurs on public land, indicate the official name of the land.
- IV. **ESTIMATED LAB CAPACITY:** Estimate the amount the seized lab could have produced, per cooking cycle, based on the amount of precursors, chemicals, and equipment at the lab site. This should be a best estimate, based on on-site observations or intelligence. This field is **mandatory** if the Type of Report has been checked as a Lab Seizure.
- V. **LABORATORY STATUS:** A laboratory is considered operational if all the necessary chemicals and apparatus are present, and it is set up so that a chemical synthesis can begin within a short period of time. Anything not considered an operational laboratory should be reported as non-operational. Other choices include Abandoned, Boxed/Dismantled, or Explosion/Fire. Check all that apply. This field is **mandatory** if the Type of Report has been checked as a Lab Seizure.
- VI. **LAB MANUFACTURING PROCESS:** Check one. Choose the primary manufacturing process. Check Hydriodic Acid manufacturing or Ephedrine or Pseudoephedrine tablet extraction **ONLY** if the lab was operated solely for this purpose (i.e., the lab being reported was NOT manufacturing methamphetamine). In the OTHER block, indicate any substitute chemicals used.

- VII. LABORATORY EQUIPMENT:** Check the box that most closely describes the type of glassware and apparatus seized. Professional/retail indicates chemistry/research-type equipment. If available, provide information on the manufacturer, seller, etc. Remember, purchaser information is available on some equipment; therefore, the recording of brand name, model number, and serial number is encouraged for possible investigative follow-up.
- VIII. LABORATORY TYPE:** Check the type of drug being manufactured or produced. The **tablet extraction** box indicates the seizure of an extraction-type laboratory only (e.g. pseudoephedrine tablets). Check all boxes that apply.
- IX. SEIZURE/LABORATORY ADDRESS:** List the laboratory's complete address, including county, state, and zip code. (County and state are **mandatory** fields.) In the case of a traffic stop, indicate the location of the stop. If a seizure takes place in a rural area where there are no numbered addresses, put in the closest reference point i.e., 2 miles West of County Road 220. Latitude/longitude for rural labs with no address is the best alternative.
- X. CHEMIST AND CLEAN-UP PERSONNEL:** This is a **mandatory** field. Check the appropriate box and provide the name of the HAZMAT contractor. Evaluation of Hazmat Contractor is **mandatory** for all DEA reported seizures.
- XI. PERSONS AFFECTED:** Check all boxes that apply. The number of children affected is a **mandatory** field. Total children affected would include children residing (not necessarily present) and any children visiting. *(If anyone was injured or killed at the lab site, provide additional details in the Remarks Section.)*
- XII. WEAPONS/EXPLOSIVES SEIZED:** Type of weapon is considered a handgun, shotgun, rifle, assault rifle, etc. The number indicates how many of the same make and model were seized. Under Description, indicate Make, Model and Caliber of the weapon. If a Booby Trap was encountered, indicate whether it was explosive, chemical or mechanical and any other identifying information.
- XIII. QUANTITY OF ALL DRUGS SEIZED AT LAB SITE:** Check all boxes that apply and provide quantity and unit of measurement. This category includes finished drugs, unfinished drugs, as well as manufactured drugs in solution (e.g. 22 grams of meth; 200 milliliters of meth in solution) and other types of drugs found, but not necessarily manufactured, at the lab site.
- XIV. PRECURSOR/CHEMICAL SOURCE:** Specify precursor and check the box that indicates the source. Manufacturer and distributor information, including lot or identification numbers, should be reported. Additional precursor information should be continued in the Remarks Section.
- XV. PRECURSOR AGENTS/ CATALYSTS/ SOLVENTS/ REAGENTS SEIZED:** Check all known precursors/chemicals used and provide applicable amounts (as indicated by seized containers and chemical analysis). If ephedrine or pseudoephedrine is seized, 'packaging' is a mandatory field. For bulk amounts, use weight amount; for tablets, use pill counts and dosage units (i.e., Pseudoephedrine – "250 Tablets/60 mg"); for blister packs, indicate number of blister packs, tablet count per pack, dosage unit size, and any brand name and lot number information (i.e., "Pseudoephedrine – 20 blister packs, 48 tabs each, 120 mg"). If known, select the source of the ephedrine or pseudoephedrine. Provide manufacturer, brand and lot number information where available. Include amounts of empty containers that are found (e.g., 2 ea empty 11oz Ether cans, etc.); when reporting cans or containers of an item, indicate the capacity/size of the containers. (Use Remarks Section for additional information.)
- XVI. CRIMINAL AFFILIATION:** Check the box for any known affiliation that applies to the subjects of the investigation; if the name of the organization is not known, put 'unknown' in the Organizational Name field.
- XVII. SUSPECT/CRIMINAL BUSINESS/CRIMINAL VEHICLE INFORMATION:** Provide the suspect's full name, DOB and address, including county and zip code. Include any other available identifying information. Provide business name and address and vehicle information if criminally associated. (Use additional sheets as necessary.)
- XVIII. DEA REPORTING ONLY:** Provide the GDEP Identifier, DEA office and case number (if other than reporting office), Special Agent's name and telephone number.
- XIX. REMARKS SECTION:** Please use this section to expand on any answers or for any additional relevant information.

To enter clandestine laboratory information directly into the NSS, go to: <https://www.esp.gov> and request portal access. Once issued a user name and password, log on to the EPIC System Portal (ESP), go to the NSS (Report a Seizure Incident or Laboratory), conduct a duplicate search, if not a duplicate, create an incident, go to "Laboratory" tab and enter required information. For technical assistance contact the EPIC Help Desk 1-915-760-2135; Completed National Clandestine Laboratory Seizure Reports can be e-mailed to CLSS@EPIC.gov or faxed to UNCLASSIFIED (915) 760-2359 or mail to: El Paso Intelligence Center, ATTN: DMU/CLS, 11339 SSG Sims Street, El Paso, Texas 79908-8098.

XX. PAPERWORK REDUCTION ACT NOTICE: See Title 44 United States Code, Chapter 35. This form enables law enforcement agencies to report information concerning the seizure of clandestine laboratories that manufacture illicit substances. This information will be used by law enforcement agencies to assist in developing effective interdiction strategies and to allocate resources, and to provide valuable information to policy makers concerning the scope and breadth of illicit drug manufacturing operations. Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The specific circumstances surrounding the seizure of a clandestine laboratory may make this a bit more difficult at times. The estimated average time to complete and file this form is as follows: (1) 15 minutes for the user to become familiar with the form; (2) 30 minutes to complete the form; and (3) 15 minutes to file the form electronically or to prepare the form for mailing, for a total estimated time of 60 minutes per form. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to: Drug Enforcement Administration, El Paso Intelligence Center, 11339 SSG Sims Street, El Paso, TX 79908-8098. Any agency of the United States government may not conduct or sponsor, and a person is not required to respond to, a request for collection of information unless it contains a currently valid OMB control number. Form EPIC 143 has been assigned OMB No. 1117-0042.