



Wilmington Police Department Crime Laboratory
Quality Management System Procedure
Weighing

1.0 Purpose

This procedure describes the weighing practices for the laboratory.

2.0 Discussion

Laboratory personnel report the weight of controlled substances analyzed in the laboratory. Adherence to these practices ensures accuracy and reliability in the reported weight issued.

3.0 Definitions

There are no terms that need to be defined for this procedure.

4.0 Procedure

4.1 General Practices

4.1.1 Weights for powders, marijuana and other plant materials are taken prior to sampling.

4.1.2 Dosage units (e.g., cigarettes, cigarette butts, blotter papers) are routinely weighed.

4.1.3 Analytical, top-loading or high-capacity electronic balances are acceptable for routine casework. The balance used is recorded in the case notes.

4.1.4 Weights will be recorded in the case notes as they are displayed on the balance.

4.1.5 Weights are reported by truncating the last digit. When the measured weight involves no decimal places, it need not be truncated.

4.2 Weighing Practices for Administrative Sampling Plan

4.2.1 Simple Possession, Possession with Intent (PWISMD)

4.2.1.1 In cases where there is a single item and/or the container weight is clearly much greater than the sample weight, obtain the net weight (without packaging) of the material and report appropriately.

4.2.1.2 In cases where there are subitems, obtain the gross weight of the material including innermost packaging and designate as a gross weight (GW) in the case notes.

4.2.1.2.1 The net weight of the specimen(s) analyzed is obtained and designated as a net weight (NW) in the case notes.

4.2.1.2.2 The gross weight of the remaining specimens including innermost packaging will be obtained and designated as such in the case notes.



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4.2.1.2.2.1 Both the net weight of the analyzed specimens and the gross weight of the remaining specimens are reported.

4.2.2 Cases with Weight Thresholds

4.2.2.1 In instances where statutory requirements or state sentencing guidelines designate weight thresholds, sufficient specimens are weighed and analyzed to exceed the threshold.

4.2.2.1.1 The gross weight of all specimens is obtained and designated as such in the case notes.

4.2.2.1.2 The net weight of the specimens required to exceed the threshold is obtained and designated as such in the case notes.

4.2.2.1.3 The gross weight of the remaining specimens including innermost packaging is obtained and designated as such in the case notes.

4.2.2.1.4 The net weight of the analyzed specimens, net weight of the unanalyzed samples weighed to exceed threshold are reported and when applicable, the gross weight of any remaining unanalyzed, unweighed specimens are reported.

4.3 Weighing Practices for Hypergeometric Sampling Plan

4.3.1 Resubmissions

The hypergeometric sampling model is used most often for cases being resubmitted at the request of a District Attorney's office.

4.3.1.1 Only the net weight of the additional samples is obtained and reported on a Supplemental Report.

4.3.2 Initial Submissions

4.3.2.1 The gross weight of all specimens is obtained and designated as such in the case notes.

4.3.2.2 The net weight of each specimen requiring analysis is obtained and designated as such in the case notes.

4.3.2.3 The gross weight of the remaining specimens including innermost packaging is obtained and designated as such in the case notes.

4.3.2.4 The net weight of the analyzed specimens, net weight of the unanalyzed samples weighed to exceed threshold are reported and when applicable, the



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gross weight of any remaining unanalyzed, unweighed specimens are reported.

5.0 Health and Safety

Personnel should follow health and safety practices when when controlled substance samples. Personal protective equipment such as lab coat, gloves, safety glasses and N-95 masks are used, as needed.

6.0 Records Management

The analyst or technician performing the weighing procedure is responsible to record the weight in the case record. The Quality Manager is responsible to ensure the proper storage, backup and retention of laboratory records.

7.0 References

7.1 Virginia Division of Forensic Sciences, Controlled Substances Procedures Manual, Revision 9, Issue Date, 5-NOV-2012

8.0 Appendices

There are no appendices for this procedure.

9.0 Revision Table

Revision #	Effective date	Revised by	Description of Revisions
Original Issue	11/19/2012	B. Pridgen	
#1	06/05/2014	B. Pridgen	Combined simple possession and PWI criteria. Added requirement for GW for subitems
#2	12/17/2014	B. Pridgen	Inclusion of reporting requirement for net weight of unanalyzed samples in 4.2.2.1.4 and 4.3.2.4



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Authorization

This Standard Operating Procedure, Revision Issue #2, has been approved and authorized by:

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