

## Administrative Policies of the Drug Chemistry Section

### 1.0 Planning and Organization

**1.1 Purpose** - To establish the policy and procedure system for the Raleigh Drug Chemistry Section.

**1.2 Scope** – The following policies and procedures shall provide standard operating guidelines for all employees assigned to the Raleigh Drug Chemistry Section of the State Crime Laboratory (Laboratory). The primary duties of this section include the analysis of evidence for the identification of controlled substances.

### 1.3 Objectives

**1.3.1** Ensure uniformity and accountability in Section operations.

**1.3.2** Monitor personnel, operations and performance to ensure compliance with Department of Justice, and Laboratory Policy and Procedures.

**1.3.3** Provide administrative and operational guidelines to personnel assigned to the Drug Chemistry Section.

**1.3.4** Ensure that personnel performing case analyses have the required level of training and education.

**1.3.5** Provide a safe workplace and ensure all operations shall be conducted in a safe manner.

**1.3.6** Provide for competent internal and external audits to ensure that operating policies shall be adequate and observed.

### 1.4 Authority and Accountability

**1.4.1 Forensic Scientist Manager** is responsible for all operations within the Raleigh Drug Chemistry Section and any delegated responsibilities.

#### 1.4.2 Forensic Scientist Supervisors

**1.4.2.1** Assume leadership of the Section in the absence of the Forensic Scientist Manager.

**1.4.2.2** Ensure the security of the Section following the appropriate guidelines stated in the [Laboratory Procedure for Security](#).

**1.4.3 Special Duty Assignments** - To increase the efficiency and effectiveness of the Drug Chemistry Section, Forensic Scientists or the section Office Assistant shall be assigned Special Duties in addition to their regular duties. Any Special Duties not specifically listed here shall be the responsibility of the Forensic Scientist Manager or designee.

**1.4.3.1** A current list of Special Duty Assignments shall be maintained by the Forensic Scientist Manager or his/her designee in the [Work Authorization Record](#).

**1.4.3.2 Technical Leader for Drug Chemistry**

**1.4.3.2.1** Responsible for overseeing technical operations of the Drug Chemistry discipline.

**1.4.3.2.2** Ensure technical procedures are updated as needed.

**1.4.3.2.3** Ensure that unit instrument coordinators are overseeing maintenance, calibration, and repair work for all instruments assigned to the unit.

**1.4.3.2.4** Ensure that quality control procedures are followed and proper records are maintained.

**1.4.3.2.5** Oversee the work of other Forensic Scientists assigned to the unit and ensure that correct technical procedures and documentation procedures are being followed.

**1.4.3.2.6** Designate case record reviewers.

**1.4.3.2.7** Authorize equipment use.

**1.4.3.2.8** Authorize deviations from casework when required.

**1.4.3.2.9** Coordinate Proficiency tests for the Raleigh Drug Chemistry Section.

- Receive documents and issue all required proficiency tests within the Raleigh Drug Chemistry Section.
- Record results of completed proficiencies and issue Proficiency Test Review Forms to Drug Chemistry Proficiency files and the Quality Manager of the Crime Laboratory in accordance with the [Laboratory Procedure for Ensuring the Quality of Test Results](#).

**1.4.3.2.10** Suspend Drug Chemistry operations if a technical or quality problem arises.

**1.4.3.3 Balances Coordinator**

**1.4.3.3.1** Oversee the operation, maintenance, calibration and repair of all Section common use balances.

**1.4.3.3.2** Ensure that calibration, service and repair records are maintained on each balance. (For balances assigned to Section personnel,

individual Forensic Scientists/assignees shall be responsible for these duties.)

- 1.4.3.3.3 Maintain custody of the primary reference standard weights (if not used for general casework purposes) and ensure they are calibrated according to the schedule listed in the [Technical Procedure for Balances](#).
- 1.4.3.3.4 Perform and document yearly rechecks of all Section secondary reference standard weights.
- 1.4.3.3.5 Assist the Drug Chemistry Training Coordinator with the training of new personnel on the use of Section balances.

#### **1.4.3.4 Clandestine Laboratory Investigating Team Coordinator**

- 1.4.3.4.1 Oversee the overall operations of the Clandestine Laboratory Response Team.
- 1.4.3.4.2 Institute and maintain an on-call rotation for response to clandestine laboratories.
- 1.4.3.4.3 Coordinate requests for responses to clandestine laboratories.
- 1.4.3.4.4 Ensure that the clandestine laboratory response kit is properly maintained.
- 1.4.3.4.5 Keep team members up to date with any pertinent information and equipment.
- 1.4.3.4.6 Ensure accuracy in writing and reviewing of reports.

#### **1.4.3.5 Clandestine Laboratory Response Team Members**

- 1.4.3.5.1 Successfully complete the Clandestine Laboratory Safety Training and Certification.
- 1.4.3.5.2 Attend annual re-certification training.
- 1.4.3.5.3 Assist in investigations of clandestine laboratories, including the search and seizure and analysis of evidence seized from the laboratories.
- 1.4.3.5.4 Assist with environmental investigations, chemical spills and incidents, and hazardous waste handling and control.

#### **1.4.3.6 Document Control Custodian**

- 1.4.3.6.1 Comply with duties and responsibilities as outlined in the [Laboratory Document Control and Management Procedure](#).

#### **1.4.3.7 Drug Chemistry Training Program Coordinator**

- 1.4.3.7.1** Administer training, tests, and practical exams in the Drug Chemistry Training Program.
- 1.4.3.7.2** Document the Forensic Scientist Trainee's progress.
- 1.4.3.7.3** Update and modify training program to ensure that it remains current.
- 1.4.3.7.4** Coordinate training assignments with Section Forensic Scientists.
- 1.4.3.7.5** Coordinate Drug Chemistry Section Intern(s).
  - Interview and select the intern(s).
  - Coordinate intern projects.
  - Oversee the day to day activities of the interns and ensure that they complete assigned projects.
  - Ensure Drug Chemistry Section interns receive exposure to other Sections of the Laboratory.

#### **1.4.3.8 Chemical Supplies Coordinator**

- 1.4.3.8.1** Ensure that the Drug Chemistry Unit has the appropriate quality and quantity of supplies at all times to complete requested analyses.
- 1.4.3.8.2** Obtain quotes from vendors and prepare order forms for supplies.
- 1.4.3.8.3** Ensure that ordered supplies are received and accounted for as outlined in the Section [Administrative Policy for Drug Chemistry Quality Assurance](#).

#### **1.4.3.9 Equipment Inventory Coordinator**

- 1.4.3.9.1** Maintain current inventory of all equipment assigned to the Drug Chemistry Section.
- 1.4.3.9.2** Coordinate with the Logistics Section to confirm all records of equipment transfer.

#### **1.4.3.10 Forensic Advantage (FA) Administrators**

- 1.4.3.10.1** Update and manage Drug Chemistry Worksheets and communicate any changes to the Section.

**1.4.3.10.2** Assist Section personnel with the FA system including, but not limited to, the following:

- Case/case record detail information changes.
- New/updated employee information.
- Chain of custody and header information corrections.
- Training on the use and application of the worksheet and the core system.

**1.4.3.11 GC-MS Instruments Coordinator**

**1.4.3.11.1** Oversee the calibration, operation, maintenance, and repair of all of the Section's GC-MS instruments.

**1.4.3.11.2** Ensure calibration, service, and repair records are maintained on each instrument.

**1.4.3.11.3** Maintain custody of the Perfluorotributylamine (PFTBA) tuning compound.

**1.4.3.11.4** Assist the Drug Chemistry Training Coordinator with the training of new personnel on the use of Section mass spectrometers.

**1.4.3.12 Infrared Instruments Coordinator**

**1.4.3.12.1** Oversee monthly QC checks, operation, maintenance, and repair of all the Section's Infrared instruments.

**1.4.3.12.2** Ensure monthly QC checks, service, and repair records are maintained on each instrument.

**1.4.3.12.3** Maintain custody of the Polystyrene Traceable Reference Material.

**1.4.3.12.4** Assist the Drug Chemistry Training Coordinator with the training of new personnel on the use of Section infrared instruments.

**1.4.3.13 Microscopes Coordinator**

**1.4.3.13.1** Oversee operation, maintenance, and repair of all the Section's stereomicroscopes and polarizing microscopes.

**1.4.3.13.2** Assist the Drug Chemistry Training Coordinator with the training of new personnel on Section microscopes.

**1.4.3.14 Safety & Chemical Hygiene Officer**

**1.4.3.14.1** Oversee health and safety procedures for the Section as outlined in the [Department of Justice Safety and Health Manual](#) and the [State Crime Laboratory Safety Manual](#).

**1.4.3.14.2** Conduct safety and health inspections in the Section.

**1.4.3.14.3** Conduct safety training for new employees in the Section.

**1.4.3.14.4** Oversee accident investigations and reporting for Section personnel.

**1.4.3.15 Section Drug Standards Coordinator**

**1.4.3.15.1** Ensure primary and secondary standards are received and processed as outlined in the Section [Administrative Policy for Drug Chemistry Quality Assurance](#).

**1.4.3.15.2** Assist the Drug Chemistry Training Coordinator with the training of new personnel on the acquisition and processing of primary and secondary drug standards.

**1.4.3.16 Ultraviolet Coordinator**

**1.4.3.16.1** Oversee the monthly QC check, operation, maintenance, and repair of the Section's UV instruments.

**1.4.3.16.2** Ensure monthly QC Check, service, and repair records are maintained for each instrument.

**1.4.3.16.3** Maintain the Holmium Oxide Standard Reference Material.

**1.4.3.16.4** Assist the Drug Chemistry Training Coordinator with the training of new personnel on the Section's UV instruments.

**1.4.3.17 Organizational Structure**

**1.4.3.17.1** The organizational structure of the Drug Chemistry Section is found on the organizational charts located on the Laboratory internal network.

**2.0 Personnel**

**2.1 Qualifications and Training of Personnel**

**2.1.1** All employees involved in the analysis and interpretation of evidence submitted to the Drug Chemistry Section shall successfully complete the appropriate training program.

**2.1.2** Employees may be hired who are already trained in their respective discipline. The Forensic Scientist Manager shall obtain a copy of all available training records for the employee. The Forensic Scientist Manager, in consultation with the Drug Chemistry

Training Coordinator, shall assess the competency of an employee by 1) reviewing training records and 2) administering a written test, a practical test (mock case) and moot court. A training checklist shall be completed for the employee. Successful completion will result in a release to perform independent casework.

## **2.2 Education, Training and Qualifications of Employees Engaged in Drug Chemistry Analysis**

**2.2.1** General requirements are detailed in the job specifications for each position. The Statement of Qualifications contains details specific to each employee.

## **2.3 Clandestine Laboratory Response**

**2.3.1** One certified Forensic Scientist shall respond to each clandestine laboratory request.

**2.3.2** The responding Forensic Scientist shall be determined from an on-call list.

**2.3.3** Adjustments to the on-call list may be necessary and shall be scheduled through the Clandestine Laboratory Coordinator.

**2.3.4** An exception to the one Forensic Scientist response policy shall exist to allow for the response to include an employee receiving training in clandestine laboratory response or when there is a request for more than one responder.

**2.3.5** When paired with a Forensic Scientist who is being trained, the experienced Forensic Scientist shall be deemed the "lead." The Forensic Scientist in training shall coordinate his/her schedule with the lead in order to be available for timely response.

**2.3.6** The Forensic Scientist shall use the Clandestine Laboratory Response Form to record pertinent information.

**2.3.7** Field notes and laboratory analysis notes shall be compiled into two different case records.

**2.3.7.1** Field notes shall include the Clandestine Laboratory Response Form and all notes taken at the scene.

**2.3.7.2** Laboratory notes shall be all notes that pertain to the analysis of the evidence brought back to the Raleigh Drug Section of the State Crime Lab.

**2.3.8** While processing the scene of a clandestine lab, NCSBI Procedure 10 (Field Physical Evidence) shall be followed.

**2.3.9** Although there shall be no Laboratory Case Number assigned to the evidence at the time of the seizure, the Forensic Scientist shall add the Laboratory Case Number to the items as soon as it is assigned.

**2.3.10** Upon return to the Laboratory, the Forensic Scientist shall check and re-stock the Clandestine Laboratory Response Kit and ensure that the response vehicle is in proper condition for the next Forensic Scientist on call.

### **3.0 Documentation**

#### **3.1 Current Procedures**

- 3.1.1** A copy of current technical procedures used for analysis of all evidence received by the Drug Chemistry Section shall be accessible to each Forensic Scientist in the Drug Chemistry Section. The controlled version of these documents is stored in the State Crime Laboratory internal network. These documents are uncontrolled if printed.
- 3.1.2** When a Section employee is absent from the Laboratory, he/she shall review all changes to Section technical procedures and Lab wide procedures that became effective during his/her absence.
- 3.1.3** If the Section acknowledgement form has been completed and placed on the shared drive, an acknowledgement memo shall be sent to the Forensic Scientist Manager by the Section employee before his/her return to casework duties. The memo shall be placed on the Section shared drive.
- 3.1.3.1** The memo shall include a list of all Section technical procedures and/or Lab wide procedures that became effective during the employee's absence and a statement that he/she has read and understands the procedures.

#### **3.2 Operational Guidelines**

- 3.2.1** Receipt, identification, storage, and handling of evidence submitted to the Laboratory. See [Laboratory Quality Manual](#) and [Laboratory Procedure for Evidence Management](#).

##### **3.2.1.1 Disposition of Evidence**

###### **3.2.1.1.1 Clandestine Laboratory Evidence**

- Unless otherwise requested, it shall be destroyed (with lawful authority) no earlier than 60 days after the report of the analysis has been issued.
- After the 60 day holding period, the Forensic Scientist in possession of the evidence shall package the items in the appropriate designated hazardous material containers. This shall be done in the presence of a second Forensic Scientist.
- A Destruction Verification Form, listing all items destroyed, must be completed for each case and saved to the case record according to FA procedures.
- A hazardous waste contractor shall be contacted as needed to dispose of the hazardous material containers.

###### **3.2.1.1.2 Drug Chemistry Evidence**

- Drug Chemistry evidence disposition shall be according to the Request for Examination Form that accompanies the evidence.

###### **3.2.1.1.3 Destruction of Drug Chemistry Proficiency Samples**



- All proficiency samples shall be destroyed after the proficiency testing process has been completed. The completion of this process shall include the confirmation of passing results during a review by the Forensic Scientist Supervisor or Forensic Scientist Manager and the Forensic Scientist.
- A Destruction Verification Form must be completed for the destruction of each proficiency sample. The appropriate proficiency sample number must be indicated on the form. The completed form shall be included in the FA Case record.
- An exception to this policy shall be if a sample of the proficiency sample is requested to be retained in a Forensic Scientist's standards. If so, the Forensic Scientist shall complete a Drug Acquisition Form. The remaining amount of substance shall be destroyed per policy.

#### **3.2.1.1.4 Request for Return of Evidence for Training Purposes**

- When evidence is identified as being useful for training purposes, the Drug Acquisition Form shall be completed and sent to Laboratory legal counsel.
- Unissued proficiency tests may also be requested for training purposes using the Drug Acquisition Form.

### **3.3 Personnel Records**

**3.3.1** The Forensic Scientist Manager of the Drug Chemistry Section shall maintain personnel files.

**3.3.2** The Forensic Scientist Manager or a designated Forensic Scientist shall maintain a separate file of competency test results from each trainee and proficiency test results from each trained analyst.

### **3.4 Quality Assurance and Audit Reports**

**3.4.1** The Drug Chemistry Section shall adhere to the [Laboratory Quality Manual](#) maintained on the Laboratory internal network.

### **3.5 Safety Manual**

**3.5.1** The Drug Chemistry Section shall adhere to the [Laboratory Safety Manual](#) maintained on the Laboratory internal network.

Revision History		
Effective Date	Version Number	Reason
09/17/2012	1	1995-DCS-01,-02,-03,-04,-07,-09,-10,-11,-12,-13, 1999-DCS-01, 2002-DCS-01, 2005-DCS-01, 2008-DCS-03, 2009-DCS-01, -02 were combined and edited for conversion to ISO Standards.
02/15/2013	2	<b>1.4.3.8.3, 1.4.3.17.1, and 1.4.3.21.3</b> Updated reference to Section <a href="#">Administrative Policy for Drug Chemistry Quality Assurance</a> . <b>2.1.2</b> – Section added to accommodate new employees with prior experience in the discipline. <b>3.2.1.1.2</b> - Added statement reference “unless otherwise instructed...” and removed “Office of”
05/03/2013	3	<b>3.7.1-3.7.2</b> – Removed requirement of specific form for weekly case statistics.
07/31/2013	4	<b>2.3.7.2</b> - Corrected typo <b>3.2.1.1.1</b> – Revised bullet points to reflect current procedures <b>3.2.1.1.4</b> – Updated name of form used to document destruction of proficiency samples
11/15/2013	5	Added issuing authority to header; removed reference to SBI-5.
04/18/2014	6	<b>1.4.3.3.3 and 1.4.3.3.4</b> – Added duty to Balance Coordinator reference primary reference weights and annual recheck of secondary reference weights <b>1.4.3.11.3</b> – Added duty to GC-MS Coordinator reference PFTBA <b>1.4.3.13.3</b> – Added duty to FTIR Coordinator reference polystyrene <b>Original 1.4.3.12</b> – Remove reference to HPLC Coordinator. This instrument was removed from service <b>3.7</b> – Removed; available through FA
08/29/2014	7	<b>Revision History Version 6</b> – “Key Operators” did not change to “Coordinators” – remove reference to this change <b>Revision History Version 6 Line 1.4.3.13.3</b> - should be 1.4.3.12.3 for FTIR duty <b>Revision History Version 6</b> - Correct “Coordinator” to “Key Operator” for Balance, GC-MS, FTIR and HPLC <b>1.3.2</b> – Removed “SBI” <b>1.4.3.3, 1.4.3.11</b> – Changed “Key Operator” to “Coordinator” <b>1.4.3.3.3</b> – Clarified duty of Balance Key Operator associated with primary reference standard weights <b>1.4.3.3.5, 1.4.3.11.4, 1.4.3.12.4, 1.4.3.23.3</b> - Added assist with

		<p>training as duty of instrument key operator/coordinators.</p> <p><b>1.4.3.7.3, 1.4.3.22.3</b> – Removed</p> <p><b>1.4.3.9.2</b> - Removed SBI</p> <p><b>1.4.3.13</b> – Added Microscopes Coordinator</p> <p><b>3.2.1.1.2</b> -Added “or in the case of stop work orders returned to the submitting agency”</p> <p><b>3.3</b> – Removed section on Activity Codes for Weekly Activity Report. Weekly Activity Reports have been revised</p> <p><b>4.2.1</b> – Edit where receipts are submitted for vehicle repairs</p>
07/01/2016	8	<p>Due to the separation of the Drug Chemistry and Toxicology Units, changes were made to update this procedure to apply to the Drug Chemistry Section only.</p> <p><b>1.1, 1.2-</b> Clarify Raleigh Drug Chemistry Section only.</p> <p><b>Entire document</b> – Removed all references to Toxicology.</p> <p><b>1.4.2.3</b> – Removed section.</p> <p><b>1.4.3</b> – Changed Chemistry Technicians to section Office Assistant.</p> <p>1.4.3.12 &amp; 1.4.3.16 – changed key operator to coordinator</p> <p><b>1.4.3.2.2</b> – Added procedure updates as additional Technical Leader responsibility.</p> <p><b>1.4.3.2.9</b> – Moved Proficiency Test Coordinator duties to Technical Leader responsibilities. Change “appropriate memos” to “Proficiency Test Review Forms.”</p> <p><b>1.4.3.7.5</b> - Moved Intern Coordinator duties to Training Coordinator responsibilities. (<b>Original 1.4.3.14</b>)</p> <p><b>1.4.3.14</b> – Edited name of position.</p> <p><b>1.4.3.15.2</b> – Added additional training responsibility.</p> <p><b>1.4.3.17.2</b> – Added training of new personnel to Section Drug Standards Coordinator duties. (<b>Original 1.4.3.14.1 and 1.4.3.14.2</b>)</p> <p><b>1.4.3.2.9, Original 1.4.3.18 thru 1.4.3.22, Original 3.2.1.1.2</b> Removed sections related to Toxicology</p> <p><b>Original 1.4.3.20, Original 4.0</b> -Remove Section Utility Vehicles section since vehicles have been transferred to a lab-wide system.</p> <p><b>3.1 and 3.1.1</b>– Removed reference to “Manual” and made appropriate grammar corrections.</p>