
Technical Procedure for Latent Evidence Refrigerator Monitoring

1.0 Purpose - This procedure specifies the required elements for the monitoring of the Latent Evidence refrigerators.

2.0 Scope - This procedure applies to refrigerators in the Latent Evidence Units of the State Crime Laboratory.

3.0 Definitions - N/A

4.0 Equipment, Materials and Reagents

4.1 Equipment

- Latent refrigerators

4.2 Materials and Reagents

- N/A

5.0 Procedure

5.1 Procedure for Latent Evidence Refrigerators

5.1.1 Standards and Controls

5.1.1.1 Each refrigerator in the Latent Evidence Unit shall have the temperature recorded and monitored by a Forensic Scientist Manager, Evidence Technician, or designee on a weekly basis.

5.1.1.2 Any refrigerator that is shown to not be properly functioning shall be reported to the Latent Evidence Technical Leader who will evaluate the nature of the problem and propose a solution.

5.1.1.3 Prior to use, new refrigerators shall be monitored for one day to ensure that it is functioning properly according to the user manual.

5.1.2 Calibrations - N/A

5.1.3 Sampling - N/A

5.1.4 Application of Procedure on Evidence

5.1.4.1 The acceptable temperature range of each refrigerator shall be 2 °C to 8 °C (36 °F to 45 °F).

5.1.4.2 Each refrigerator with a manual temperature chart shall have the chart initialed each week by a Forensic Scientist Manager, Evidence Technician, or designee to signify temperature verification.

5.1.4.3 All charts shall be labeled with the refrigerator serial number, if present.

5.1.4.4 Records of the temperature monitoring shall be maintained in the Latent Evidence Unit.

5.1.5 Calculations - N/A

5.1.6 Uncertainty of Measurement - N/A

6.0 Limitations - N/A

7.0 Safety – N/A

8.0 References - Manufacturer's information for each model of refrigerator.

9.0 Records

- Temperature control record for Latent Evidence refrigerator.

10.0 Attachments – N/A

Revision History		
Effective Date	Version Number	Reason
05/14/2013	1	Original Document
05/30/2013	2	5.1.1.2 – changed subject/verb agreement from singular to plural and the accepted temperature range; 5.1.1.3 - added requirement for new refrigerator; 5.1.4.1 – changed subject/verb agreement from plural to singular; 5.1.4.2 – changed subject/verb agreement from plural to singular and changed the frequency of temperature monitoring from daily to weekly; 5.1.4.5 – verification of thermometers using Certified NIST traceable thermometers
10/31/2013	3	Added issuing authority to header
03/30/2017	4	Header Update – Removed Digital reference.
01/19/2018	5	Updated the Title 5.1.1 - Defined “proper functioning” as functioning per the user manual of the equipment. 5.1.4.5 - Removed NIST traceable thermometer requirement.
02/01/2019	6	1.0: lowercase “refrigerator” 5.1.1.3: used numeral instead of spelling out number