
Training Procedure for Standards

- 1.0 Purpose** – In this section, the trainee will review all required elements for the preparation, use, and storage of primary and secondary references standards. This procedure is for informational purposes and does not include any study questions or practical exercises for the trainee to complete.
- 2.0 Scope** - This procedure applies to trainees in the Drug Chemistry Sections of the State Crime Laboratory.
- 3.0 Definitions** – N/A
- 4.0 Procedure**
- 4.1 Objectives**
- 4.1.1** Review the [Drug Chemistry Technical Procedure for Quality Assurance](#) as it pertains to the use of primary and secondary reference standards, QC checks, and verification/authentication of purchased standards.
- 4.1.2** Discuss the following items with the standards coordinator or their designee in detail:
- 4.1.2.1** Process regarding purchasing and validation/re-verification of reference standards, including the documentation process and where that information is stored.
- 4.1.2.2** Storage protocols for reference standards.
- 4.1.2.3** QC checks, including when they are to be performed, the materials used, and the necessary documentation after completion.
- 4.1.2.4** Determination of which standard is needed and where the information can be found.
- 4.1.2.5** Protocol for when a standard is not available.
- 4.1.2.6** Protocol for obtaining and documenting a standard being analyzed for casework.
- 4.2 Study Questions** – N/A
- 4.3 Practical/Laboratory Exercises** – N/A
- 5.0 Required Reading** – N/A
- 6.0 References** – N/A
- 7.0 Records**
- Drug Chemistry Training Checklist
 - Section Completion Summary

8.0 Attachments - N/A

Revision History		
Effective Date	Version Number	Reason
07/24/2018	1	Original Document