

	Quality Management System Procedure Pitt County Sheriff's Office Forensics Services Unit <i>Issued by the Quality Manager</i>	Effective Date: 2018/12/03	Ver.: 5
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Purpose

To define the process for preparing and issuing Laboratory Reports and ensuring that the case record relating to a specific investigation contain all the relevant information required by ISO/IEC 17025

Scope / Field of Application

This procedure applies to all employees who issue Laboratory Reports.

Definitions and Acronyms

Amended Report – A Laboratory Report which has been revised, corrected, or remediated after the original Laboratory Report has been issued.

Original Report – The Laboratory Report resulting from the initial forensic analysis conducted on evidence, signed by the author and attached to RMS.

Master Case File(Test Record) – All-encompassing documentation stored in RMS, image/data drives and hard case file for case documents, Images, charts and supportive data cross referenced by master case number.

Procedure

Overview

The Laboratory Report is the official document used to report results of analysis, amendment of analysis or termination of analysis.

RMS shall be used as a repository for all Laboratory Reports and appropriate case documents.

The “ID-Lab” shared drive shall be used as a repository for all Drug Chemistry technical data.

As provided by statute, the format of DWI case reports shall be regulated by the NC General Statute.

Administrative Information

Each Laboratory Report shall reflect the date generated and the Laboratory case number. When multiple original Laboratory Reports are issued for the same case by the same Analyst, each Report shall specifically list the case number and the Item number of the test item. Report number shall be included in the report header.

Each page of the Laboratory Report shall be numbered beginning with page 1.

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Cross referenced case numbers shall appear on the first page of the report.

Authorized recipients of Reports (other than the submitting officer) shall be listed on the Report. In addition, the following statement shall be included: “This Report contains the opinions/interpretations of the examiner(s) who issued the Report.”

Each Laboratory Report shall contain the following statement:

For forensic examinations:

I Paula S. Dance, Sheriff of Pitt County hereby certify that the form identified as: Pitt County Forensic Services Laboratory, Greenville, North Carolina is a form approved by me for the purpose stated in G.S. 90-959(g) and G.S. 8-58-20 and approved by me in compliance with the said statutes.

Listing and Description of Evidence

The Laboratory Report shall include a description of the evidence received and/or analyzed by the Analyst or Laboratory employee and any items sub-divided during analysis. If additional pieces of evidence requiring examination, other than those described on the submission form, are noted upon opening the evidence packaging, the analyst shall describe in the report additional evidence that was analyzed.

The Laboratory Report shall also reflect the date of analysis, date of offense, submitting person, subject(s) charged or suspected if available and analyst performing analysis.

When two or more Analysts analyze evidence from a submission, each Analyst shall list only those items analyzed, used for comparison, or received into his/her custody.

Type of Analysis

The Laboratory Report shall identify the type of analysis performed.

Results and Conclusions of Analysis

The evidence to which the results, opinions, interpretations and /or conclusions apply shall be stated in the Laboratory Report.

If any items are not examined, the Analyst or Laboratory employee shall state that they were not examined in the Laboratory Report.

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The wording of the results and conclusions shall be consistent with that approved by the Technical Leader or Quality Manager.

All quantitative results shall be reported in accordance with Section technical procedures.

All quantitative numerical measurements shall be included in a Laboratory Report with the associated uncertainty of measurement.

The reported uncertainty of measurement statement shall include the measured quantity value, y , along with the associated expanded uncertainty, U , and the coverage probability.

Final expanded uncertainty is to be rounded to at most two significant digits.

The expanded uncertainty shall be reported to the same level of significance as the measurement result.

The following supporting information regarding sampling shall be included in the case record and noted in the Laboratory Report, as necessary:

- Identification of any item sampled.
- Date of sampling.
- Reference to the sampling plan and procedures used.
- Location of sampling, including any diagrams, sketches or photographs.
- Details of any environmental conditions during sampling that may affect the interpretation of the test.
- Any standard or other specification for the sampling method or procedure, and deviations, additions to or exclusions from the specification concerned.

Disposition - The disposition of each item received for analysis shall be described. Instructions for special evidence handling and storage may be included.

Approval and Release

Once the Report and master case file have undergone the appropriate reviews, the Report may be released. The signature of the Analyst shall be attached to the Laboratory Report. Reports shall be released within 20 business days after all reviews have been completed. The Quality Manager

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or Technical Leader may grant a time extension for the release of reports for extenuating circumstances. This extension shall be documented in the Master Case File.

Official Laboratory Reports shall be issued or published electronically to submitting person/agency, relevant Attorney for prosecutorial district or other legally authorized party.

A duplicate copy of the Laboratory Report may be issued with authorization from authorized persons or entities listed above. Written documentation of the authorization shall be placed into each Case Record. If written authorization is not available, an entry shall be made in the master case file.

Stop Work Orders

When a request for termination of analysis is received and work on that case has started, all technical analysis conducted on evidence shall end. If all analysis has been completed and the analyst has not completed his/her report at the time of the request for termination, the analyst shall attach the Stop Work Order to the case in RMS, place a copy in the hard case file, and add a supplement communicating the reason for the analysis being stopped and the authorizing party.

If the report has been generated but not reviewed, then a copy of the stop work order shall be attached to the analytical report in the hard case file and the stop work order shall be attached in RMS with a supplement communicating the reason and the authorizing party.

If the analytical report has been reviewed and released then the stop work order shall be attached to RMS, placed in the hard case file, and a supplement added to indicate reason and the authorizing party.

Amended Reports

The term 'amended' shall be applied to Reports that are issued to make a change in a previously issued Report. The words 'Amended Report' in bold type shall appear automatically through the report-writing function in RMS. A statement describing the amendment shall be noted by the Analyst or Laboratory employee after the 'Disposition

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of Evidence' section. This statement shall be written using complete sentences and shall detail the change(s).

If a report needs to be amended and the analyst is no longer employed by Pitt County Forensics Services Unit, the Quality Manager or Technical Leader shall prepare a memo detailing the change(s). The memo shall be attached to the original report and placed into the case files.

Administrative and technical reviews shall be conducted prior to issuing an amended Report in RMS.

Notarized Copies

Cases that may be charged as impaired driving shall be written on revocation report forms which require notarization.

Records

- Laboratory Reports
- Master Case file
- Amended Reports

Attachments – N/A



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REVISION HISTORY		
CURRENT VERSION	EFFECTIVE DATE	SUMMARY OF CHANGES
1	2016/07/01	Original version saved in DM
2	2018/01/29	Change authorized report issuance parties to match quality manual. Change issue date to Effective Date. Change rev to ver. Change revision history table format.
3	2018/04/01	Add and define Master Case file /change effective date.
4	2018/10/19	Clarified reporting requirements for uncertainty of measurement. Added requirement to document extensions for final release of report. Clarified what documents will be attached to RMS. Corrected typographical errors. Changed Stop Work Order documentation requirements.
5	2018/12/03	Add text to Master Case File definition to associate or be synonymous with test record as defined by ANAB. Change agency head name in require reporting statement

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