

February 21, 2002

DRUG CHEMISTRY SECTION POLICY/PROCEDURE 02-DCS-1
EFFECTIVE DATE: February 21, 2002

TO: Drug Chemistry Section

FROM: SAC Deena J. Koontz

SUBJECT: Clandestine Laboratory Response

1. Two certified Chemists will respond to each clandestine laboratory request. A minimum of one Chemist III will be on the response team. The responding Chemists will be determined from a rotation list based on availability. The senior Chemist at the scene has the primary responsibility for overall processing of the scene and assignment of responsibilities.
2. The Chemists will use the Clandestine Laboratory Response Form to record pertinent information. This information will include documentation of the results of the quality control check performed on the color test reagent used at the scene. A guaifenesin standard is provided in the Clandestine Laboratory Response Kit.
3. Field notes and laboratory analysis notes will be compiled into two different packets. A field notes cover sheet will be used for field notes, which will include the Clandestine Laboratory Response Form, all notes taken at the scene, the crime scene sketch, the short form TFA and the long form TFA. When compiling field notes, begin laboratory items with Item #2. Item #1 will always be the long form TFA. The TFA will include an excerpt relating information gathered by other sections (i.e. Latent Evidence). A laboratory case notes cover sheet will be used for laboratory analysis case notes. Both packets will be kept in the laboratory cases file folder. The contact sheet(s) of pictures taken at the scene should be placed in a manila envelope, sealed with clasp, and securely attached to the back of the file folder. The Chemist may choose to place all pictures into this manila envelope. The manila envelope, contact sheet(s) and pictures should be labeled with the Chemist=s initials and the laboratory file number.

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4. Clandestine laboratories will be worked as priority cases.
5. The Drug Chemistry Section will keep a reference notebook of all clandestine laboratory responses. Upon completion of the clandestine laboratory work, the chemist will insert copies of the SBI-5, short form TFA, long form TFA and the laboratory report into this notebook.
6. Upon return to the laboratory, the Chemist should check and restock the Clandestine Laboratory Response Kit.
7. The Chemists responding to a clandestine laboratory will be responsible for giving a presentation to the Drug Chemistry Section in order to keep all Chemists up to date on what is being encountered.