

DRUG CHEMISTRY SECTION POLICY AND PROCEDURE MANUAL		
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Special Duty Assignments:

To increase the efficiency and effectiveness of the Drug Chemistry Section, chemists will be assigned the following Special Duty Assignments in addition to their assigned casework: Any Special Duties not specifically listed here will be the responsibility of the Special Agent in Charge or their designee when appropriate.

Coordinator for the Chemist Training Program

This position is responsible for the Section's Chemist Training Program and for updating and modifying the program to ensure that it provides the training and knowledge that is needed for a forensic drug chemist. This position is responsible for ensuring that new chemists successfully complete the Chemist Training Program, thereby receiving the training and the knowledge necessary to perform the job of a forensic drug chemist. This process includes testing, evaluating, and documenting the chemists' performance in the Chemist Training Program.

This position is responsible for overseeing and coordinating training assignments with other Section chemists who have been assigned to assist with the training of new chemists in the Chemist Training Program.

Safety Officer

This position is responsible for overseeing the health and safety procedures for the Section as set forth in the **Department of Justice Safety and Health Manual** and the **Crime Laboratory Safety Manual**. This position is responsible for conducting safety and health inspections in the Section and for overseeing accident investigations and reporting for Section personnel.

This position is responsible for overseeing and coordinating the duties of other Section chemists who have been assigned to assist with safety and health issues in the Section.

Coordinator for the Toxicology Unit

This position is responsible for overseeing the operations of the Toxicology Unit. This position ensures that the instruments are properly maintained, calibrated, and that a file containing calibration reports and service and repair work is kept on each instrument. This position ensures that quality control procedures are followed and proper records are maintained for reagents, calibration standards, and evidence present in the Toxicology Unit.

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This position is also responsible for overseeing the work of other chemists assigned to the Toxicology Unit. This includes ensuring that correct analysis procedures, quality control procedures, and documentation procedures are being followed.

GC/MS Instrument Coordinator

This position is responsible for overseeing the operation, maintenance, and repair of all of the Section's GC/MS instruments and for ensuring that each of the instruments is regularly and properly calibrated by the Key Operators. This position ensures that the Key Operators keep the instruments properly maintained, calibrated and that a file containing calibration reports and service and repair work is kept on each instrument.

Coordinator for the Clandestine Laboratory Investigating Team

This position is responsible for overseeing the overall operations of the clandestine laboratory investigating team. Duties include the following: instituting and maintaining an on-call rotation for response to clandestine laboratories, coordinating requests for responses to clandestine labs, assuring that the clandestine laboratory response kit is properly maintained, keeping team members are up to date with any pertinent information and equipment, ensuring consistency in writing and reviewing of reports.

Clandestine Laboratory Investigating Team

These positions are responsible for assisting in the investigations of clandestine laboratories, including the search and seizure of the laboratories and the analysis of evidence from the laboratories. These positions require the successful completion of the Clandestine Laboratory Safety Training and Certification and the annual re-certification training. These positions also assist with environmental investigations, chemical spills and incidents, and hazardous waste handling and control.

Section Drug Standards Coordinator

Overseeing the receipt, assigning of unique identifiers, and collection of in-house analytical data (IR, GC/MS) of all new primary and secondary standards for the section; ensuring all data is maintained for the section.

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To increase the efficiency and effectiveness of the Drug Chemistry Section the Chemistry Technician III positions will have the following responsibilities:

Infrared Instrument Coordination

Overseeing the operation, maintenance, and repair of all of the Section's infrared spectrophotometers and ensuring that each of the instruments is regularly and properly calibrated; ensuring that the instruments are properly maintained, calibrated and that a file containing calibration reports and service and repair work is kept on each instrument.

Ultraviolet Instrument Coordination

Overseeing the operation, maintenance, and repair of all of the Section's ultraviolet spectrophotometers and ensuring that each of the instruments is regularly and properly calibrated; ensuring that the instruments are properly maintained, calibrated and that a file containing calibration reports and service and repair work is kept on each instrument.

Utility Vehicles Coordination

Overseeing the operation, maintenance, and repair of all of the Section's utility vehicles; maintaining a file for each of the vehicles which includes the inspection, repair, service, and maintenance records for the vehicle.

Bulk Balance(s) Coordination

Overseeing the operation, maintenance, and repair of all of the Section's bulk balances and ensuring that each balance(s) is regularly and properly calibrated; ensuring that the balances are properly maintained, calibrated and that a file containing calibration reports and service and repair work is kept on each balance. (For balances assigned to section personnel, the individual chemists will be responsible for these duties.)