Guidelines for the Proper Recording of Analytical Data

The following information are guidelines to be adhered to while performing analysis and preparing laboratory reports and selecting evidence for analysis.

1. Instrumental data generated during analysis from Fourier Transform Infrared (FTIR) spectroscopy, Gas Chromatography (GC), Gas Chromatography Mass Spectroscopy (GC-MS), and/or Ultra-Violet (UV) spectroscopy, etc., shall be generated with the serial number on them. If the instrument does not have the capability to add this information, pre-printed paper or handwritten serial numbers may be used. Not only shall these spectra include the serial number of the instrument but also the chemist's initials and the date.

2. Spectra of known standards are to be included in the notes whenever an identification of a controlled substance is made using spectroscopic analysis.

3. Solids and powders containing controlled substances shall be reported to a tenth of a gram or noted as "less than 0.1 gram". An amount of material which cannot be readily removed from the container in which it was submitted may be reported as a residue. The returned weight to the tenth of a gram of solids and powders will be recorded in the case file notes.

4. Amounts of vegetable material, extracts of vegetable material, and resins of vegetable material containing controlled substances shall be reported to a tenth of a gram.

5. The number of tablets, capsules, or other dosage units containing controlled substances shall be reported. The number returned shall be included in the case file notes.

6. Liquids containing controlled substances shall be measured by weights or volumes. Amounts greater than 1.0 gram or 1.0 milliliter of liquids containing controlled substances shall be reported and the amounts of the returned liquids shall be recorded in the case file notes. This item is not applicable to the Toxicology section.

7. Chemists generally will not analyze more than one misdemeanor item in misdemeanor cases nor more than two felony items in felony cases unless the analysis of additional items will shift the charge from misdemeanor to a felony or to a trafficking charge. Residues generally will not be analyzed if another item has been analyzed in the case.

8. Chemists will evaluate which items to analyze in a case based on several factors. These factors include type of charge, location of item, combinations with other items resulting in elevated charges, the nature of the item (i.e. biohazard, insufficient sample, etc.). Chemists will analyze items requested by a District Attorney for the prosecution of the case.

9. Chemists generally will identify pharmaceutical preparations by the physical characteristics and markings in misdemeanor cases. The chemist will make these identifications by using creditable reference materials; such as Micromedex, The Physician's Desk Reference, The Logo for Tablets and Capsules, the manufacturer's published data, and/or internet pharmacies.

10. Chemists will analyze pharmaceutical preparations in felony cases, generally not more than two felony items in a case. A District Attorney's request is required for the analysis of pharmaceutical preparations in cases when "trafficking in opium" charges are to be prosecuted.

11. When a sample's infrared spectrum or gas chromatogram indicates a mixture of a controlled substance(s) and non-controlled substance(s), their ratio will be evaluated. If the overwhelming majority of the sample is indicated to be non-controlled, then the reported results shall indicate that the material contains the controlled substance(s).

    Suggested Examples: Material containing cocaine – schedule II
    Weight of material – 2.5 grams

    2.5 grams of material containing cocaine - Schedule II