

DRUG CHEMISTRY SECTION POLICY AND PROCEDURE MANUAL		
2008-DCS-03	Statistical Reporting	
Effective Date:	August 18, 2008	Page 1 of 1

## Statistical Reporting

### Weekly Statistical Report

Weekly case statistics are to be transmitted to the Section Supervisor by each chemist in the Section using the Weekly Case Statistics Report Form. This form is due by the end of work on Friday or the last working day of the week. The weekly case statistics are to include:

1. Number of cases the chemist received during the week.
2. Number of cases the chemist completed during the week. Completed means that all analysis has been completed, documented, the draft copy of the laboratory report prepared by the chemist, and the case file has been submitted for review.
3. Total number of cases the chemist has on hand (incomplete and/or un-worked) at the end of the week.
4. The date that the oldest case the chemist has on hand was submitted to the laboratory.
5. The total number of hours spent in court.
6. The total number of hours spent in training involved activities.
7. The total number of hours of leave taken.
8. The total number of hours spent doing clandestine laboratory work.

The Section Supervisor will review this information and have a Weekly Statistical Report prepared which lists the case statistics for the Section.