

DRUG CHEMISTRY SECTION POLICY AND PROCEDURE MANUAL		
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Standards Inventory Management

Reference: **Crime Laboratory Quality Assurance Manual 5.3.3**

Definitions: **Primary Reference Standard** is a commercial controlled or non-controlled standard that is traceable to certified reference material, and is used in casework for identification and the quality control checks.

Secondary Reference Standard is any other controlled or non-controlled standard that is traceable to standard reference materials, and is used in casework for identification and quality control checks.

Personal Standard is a standard used for comparison and or interpretation which aids in developing the analytical steps necessary to complete an analysis, but not in the identification of a reported substance.

Maintenance of Standards

Chemists may keep controlled and non-controlled substance standards. A controlled substance standard may be a controlled substance or it may consist of a mixture of a controlled substance and non-controlled substance(s). The chemist's standards may include multiple standards, each comprised of different mixtures of the same substance.

The maximum amount of a controlled substance standard that a chemist may possess should not exceed the following:

- (1) five (5) dosage units if the standard consists of tablets, capsules, blotter papers, gelatin flakes, or any other form that is intended as a dosage unit
- (2) five hundred (500) milligrams of solid material, powder, vegetable material, extract of vegetable material, or resin of vegetable material
- (3) three milliliters of a liquid

Section chemists shall maintain a current inventory list of all controlled substance standards that they possess. The inventory must classify each standard as a Primary Reference Standard, a Secondary Reference Standard, or a Personal Standard.

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If a controlled substance standard is obtained from evidence in a case, the chemist must document this acquisition in the laboratory case file notes. In addition, chemists are to complete a "Drug Acquisition Form" (see attachment) whenever they obtain a controlled substance standard. The "Drug Acquisition Form" must be approved and signed by the Supervisor. The "Drug Acquisition Form" will be maintained in the Section's files.

An annual inspection of the controlled substance standards maintained by the Section chemists will be conducted in the first quarter of each year by the Supervisor or ASAC. The Supervisor or ASAC who inspects a chemist's controlled substance standards will sign and date the inventory list to signify that the inventory list is correct. This inventory list will be maintained in the Section's files.

Quality Control of Standards

The quality control of the Primary and Secondary Reference Standards will be established and maintained by the Section Supervisor or their designee in accordance to Technical Procedure M-01, Quality Assurance of Reference Standards. All certifying documents will be maintained in the section's library.