

April 3, 2003

DRUG CHEMISTRY SECTION POLICY/PROCEDURE 95-DCS-5
EFFECTIVE DATE: April 3, 2003

TO: All Drug Chemistry Staff
FROM: SAC Deena J. Koontz
SUBJECT: Laboratory Case Review/Approval

All laboratory case files will be reviewed and approved by the Supervisor or a designated Chemist III before the Laboratory Report is issued. The laboratory case file must conform to the standards set forth in the **SBI Policy and Procedure Manual** and the laboratory case file must contain sufficient data to support the conclusions of the chemist.

