

1. Planning and Organization

A. Goals

It is the goal of this agency to:

1. Provide state and local law enforcement agencies laboratory services for the chemical analysis of evidence (controlled substances, blood alcohol, and blood drugs) and crime scene response associated with criminal investigations.
2. Ensure the quality, integrity, and scientific accuracy of the chemical analysis through the implementation of a detailed Quality Assurance/Quality Control (QA/QC) Program.

B. Scope

The QA/QC program described in this manual is intended to support the chemical analysis of evidence, ensure the chemists are operating within established performance criteria, and ensure the quality and integrity of the analyses are maintained and scientifically sound.

C. Program Objectives

The objectives of this quality assurance program are to:

1. Ensure uniformity and accountability in laboratory reports and technical procedures.
2. Measure quality performance with administrative and technical case review and act on any discrepancies.
3. Ensure the accuracy of the analysis.
4. Document corrective actions taken.
5. Terminate non-conforming technical procedures.
6. Monitor personnel and instrument performance.

7. Ensure the use of documented and valid procedures and the proper calibration of instruments.
8. Provide feedback to management on performance standards.
9. Ensure the results of analyses are technically sound and legally defensible.
10. Provide guidelines to employees so they will know what is expected of them.
11. Ensure the chemists performing analyses have the appropriate level of training and education.
12. Ensure the chemists are competent in performing their analyses and in interpreting their results through a series of proficiency tests.
13. Provide a safe workplace.
14. Provide for competent external audits to ensure that the operating policies and procedures are being followed and are acceptable.

D. Authority and Accountability

The Section Supervisor is ultimately responsible for the Quality Assurance Program. Chemists in the Drug Chemistry Section have responsibilities delegated by the Section Supervisor.

1. The Chemist IIIs have the responsibility to see that the quality control functions are being carried out in the Drug Chemistry Section on a daily basis.
2. The Chemist III who is designated as Safety Officer is responsible for overseeing the health and safety procedures of the Section as set forth in the Department of Justice Employee Safety and Health Manual and the Crime Laboratory Safety Manual.
3. The Chemist III who is designated Coordinator for Chemist Training is responsible for the chemist training program within the section and for

administering this program to all new chemists.

4. The Chemist III who is designated Section Training Coordinator is responsible for identifying and scheduling the necessary outside training activities for chemists; which include: scientific seminars and schools; forensic conferences and workshops; schools for the operation and maintenance of the Section's instruments; etc.
5. The Chemist IIIs who are designated as primary operators or coordinators for various instruments are responsible for the maintenance and calibration of those instruments and for maintaining a file on the instrument which includes appropriate calibration or certification of calibration reports as well as service and maintenance records for the instrument.
6. The Chemist III who is designated Coordinator for Toxicology is responsible for overseeing the operations of the Toxicology Unit. This duty includes assuring that all instrumentation used in the Toxicology Unit is properly maintained and calibrated and that all necessary records are maintained on the instruments.
7. The Chemist III who is designated Coordinator for the Section's utility vehicles is responsible for overseeing the operation, maintenance, and repair of these vehicles. This duty includes maintaining a file for each vehicle which includes the inspection, repair, service, and maintenance records of the vehicle.
8. The Chemist III who is designated Coordinator for the Clandestine Laboratory Investigating Team is responsible for overseeing the overall operations of the team. This duty includes assuring that the clandestine laboratory response kit is properly maintained, team members are kept up to date with any pertinent information related to clandestine laboratories, ensures consistency both in the working of laboratories and in the writing and review of reports and coordinates the review of each clandestine laboratory with members of the Section.
10. The Chemists who are assigned to the Clandestine Laboratory Investigating Team are responsible for assisting in the search and seizure of clandestine laboratories and the analysis of evidence seized from the clandestine laboratories.

E. Quality Assurance Manual

The Section Supervisor is responsible for the Drug Chemistry Section Quality Assurance Manual.

1. All procedures set forth in the Quality Assurance Manual will be approved by the Supervisor. Approved procedures will be initialed by the Supervisor.
2. All procedures in the Quality Assurance Manual will show an effective date.
3. All changes, modifications, additions or deletions to the Quality Assurance Manual (issued March 7, 1997) will be approved by the Supervisor and contain the following information:
 - a. Effective date
 - b. Approved by
 - c. Supersedes