

**DRUG CHEMISTRY SECTION  
QUALITY ASSURANCE MANUAL  
EFFECTIVE DATE: MARCH 7, 1997**

**10. Audits**

Audits are an important aspect of the quality assurance program. They are independent reviews conducted to compare the Section's performance with a standard for that performance. These audits are designed to provide management with an evaluation of the Section's performance in meeting its quality assurance policies and objectives. These audits will occur as part of a three-tiered inspection program. The three tiers consist of the following: ASCLD Accreditation Inspection, SBI Inspections Program, and the Crime Laboratory Internal QA Audit.

**A. ASCLD Accreditation Inspection**

The Section will be audited every five years by an ASCLD (American Society of Crime Laboratory Directors) Inspection Team as part of the Crime Laboratory Accreditation Program. The Inspection Team is composed of persons who are knowledgeable in the forensic sciences and who are trained and certified by ASCLD's Laboratory Accreditation Board. The Inspection Team will evaluate the Section and the Crime Laboratory to determine if the standards and criteria set forth in ASCLD's Laboratory Accreditation Board Manual are being met.

**B. SBI Inspections Program**

The Section is routinely audited by an SBI Inspection Team. This team is composed of Supervisors from various Sections within the SBI and is headed by the Special Agent in Charge of Inspections. A typical inspection will last one week. During this time, all phases of the operation of the Section are scrutinized, including: evidence handling and accountability, case turn around time, report writing, note taking, management practices, leave and time management policies, overtime, security, records security, inventory of equipment and supplies, and personnel records.

**C. Crime Laboratory Internal QA Audit**

There will be an annual quality assurance audit of the Section by an inspection team composed of Supervisors from within the Crime Laboratory Sections.

The audit team will evaluate the Section's QA/QC Program by following the standards and criteria set forth in "A Guide for Conducting a Quality Assurance Audit of the Drug Chemistry Section" (**Appendix B**).

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