

3. Documentation

A. Technical Procedures Manual

A copy of the technical procedures used for the chemical analysis of evidence will be maintained by each chemist.

B. Operational Guidelines

1. Receipt, Identification, Storage, and Handling of Evidence Submitted to the Section.

The guidelines set forth in Section 6 of this manual will be followed to ensure the accountability and chain-of-custody of evidence.

2. Guidelines For The Proper Recording of Analytical Data

The following information will be included in the laboratory file of every case analyzed within the Section.

- a. An SBI Physical Evidence Examination Request Form (SBI-5).
- b. Chemist's notes, which include instrumental data, charts, graphs, sketches, photographs, etc. produced by the chemist during the analysis, must meet the criteria set forth in the Crime Laboratory Procedure Manual.

In addition: the notes that record the results of the analysis procedures used by the chemists are to be made on pre-printed or computer generated forms; spectra of known standards are to be included in the notes whenever an identification is made using spectroscopic analysis; the Section's case notes cover sheet form (**Appendix A**) is to be included as page one of the chemist's notes with the following pages of notes consecutively numbered; and the following pages of notes are to include the page number, the SBI Laboratory file number, the chemist's initials and the date in the top right hand corner of the page of notes. For clandestine laboratories, field notes and laboratory analysis notes will be compiled into two different packets. A Field Notes Cover Sheet (**Appendix A**) will be used for field notes, which will include the

Clandestine Laboratory Response Form (**Appendix A**), all notes taken at the scene, the crime scene sketch, the short form TFA, and the long form TFA. Both packets will be kept in the laboratory case file folder.

c. Laboratory Report

The laboratory report must meet the criteria set forth in the Crime Laboratory Procedure Manual. In addition, a laboratory report for a controlled substance shall include a measure of the controlled substance using the following guidelines:

- (1) Solids and powders containing controlled substances shall be reported to the tenth of a gram or noted as "less than 0.1 gram." An amount of material which cannot be readily removed from the container in which it is submitted may be reported as a residue. The returned weight to the tenth of a gram of solids and powders will be recorded in the case file notes.
- (2) Amounts of vegetable material, extracts of vegetable material and resins of vegetable material containing controlled substances shall be reported to the tenth of a gram. Unless a significant quantity is consumed during the analysis, listing the amount of the returned material is not required in the case file notes.
- (3) The number of tablets, capsules, or other dosage units containing controlled substances shall be reported. The number returned shall be included in the case file notes.
- (4) Liquids containing controlled substances shall be measured by weights or volumes. Amounts greater than 1.0 gram or 1.0 milliliter of liquids containing controlled substances shall be reported and the amounts of the returned liquids shall be recorded in the case file notes.

A record will be maintained whenever information concerning a case file is disseminated or received. The record will be maintained on the Section's telephone log form (**Appendix A**) by the person disseminating/receiving the information. The telephone log form containing this record is to be stapled to the inside-front cover of the case

file folder and is not to be page numbered.

3. Material Safety Data Sheets

Material Safety Data Sheets (MSDS) will be maintained on all chemicals used in the Section. The Section Safety Officer will maintain the MSDS in a common area in the Section that is accessible to all Section personnel.

4. Records of Technical Procedures Validation

All records of in-house technical procedures validation testing will be maintained in the Section.

5. Personnel Records

A personnel file will be maintained on each chemist and this file will be subdivided into the following categories:

- a. Commendations
- b. Job Description
- c. Complaints
- d. Equipment
- e. Evaluations
- f. Personal History
- g. Training

Job Descriptions will be reviewed by the Supervisor on an annual basis to ensure that the job descriptions are accurate.

6. Quality Assurance and Audit Reports

Reports generated by the SBI Inspections Program, Crime Laboratory Internal QA Audits, and ASCLD Accreditation Inspections will be maintained in the Section files by the Supervisor.

7. Safety Manuals

Copies of the Department of Justice Employee Safety and Health Manual will be maintained by the Section Supervisor and this manual will be kept in the Section's Library so that all personnel will have access to the manual. The Section's first aid log and the Section's file of accident investigations will be maintained by the Section Supervisor.

8. Licenses, Certificates, and Permits

Copies of all licenses, certificates and permits required by SBI policy and procedure, State regulations, or Federal regulations will be maintained in the Section files by the Section Supervisor.

a. Permit to Perform Chemical Analyses of Blood

State law G.S. 20-139.1 requires the North Carolina Department of Health and Human Services (DHHS) to approve the technical procedures used in the chemical analyses of blood and to issue a permit to the chemist conducting the analyses before the results are admissible into evidence.

(1) Chemists assigned to the Section's Toxicology Unit are required to obtain this permit from DHHS.

b. Hazardous Material/Clandestine Laboratory Safety Training And Certification

SBI policy in the SBI Clandestine Laboratory Procedure Manual requires that agents working at the scene of a clandestine laboratory be certified through the Hazardous Material/Clandestine Laboratory Safety Training Program. This program requires the successful completion of the forty hour Hazardous Materials/Clandestine Laboratory Safety Training course and the successful completion of annual re-certification training.

(1) Chemists assigned to work at clandestine laboratory crime scenes are required to have current certification in the Hazardous Materials/Clandestine Laboratory Safety Training Program.

- (2) The Section Safety Officer should have current certification in the Hazardous Materials/Clandestine Laboratory Safety Training Program.

c. Drug Enforcement Administration Registration for Controlled Substances

Federal law requires that the Section maintain a Drug Enforcement Administration (DEA) registration in order to possess controlled substances. The Section Supervisor will update the DEA registration as required by Federal law and will maintain a valid DEA registration certificate in the Section's files.

9. Historical Files

Copies of procedures that are removed from the Section's manuals (Drug Chemistry Section Policy/Procedure Manual, Technical Procedures Manual, and Drug Chemistry Section Quality Assurance Manual) will be maintained in a file by the Supervisor.