

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

5. Validation of Technical Procedures

- A. Chemists in the Section will maintain a personal copy of the Section Technical Procedures Manual and will be responsible for updating their manual with new or modified procedures. The Section Supervisor will be responsible for distributing new or modified procedures to the chemists in the Section.
- B. New technical procedures or a modification of an existing technical procedure will be validated prior to use on evidence. Validation will always involve the testing and certification of the procedure by a Section chemist utilizing known standards or control samples. Validation of a technical procedure may also include the following:
 - 1. Published material from textbooks or scientific journals.
 - 2. Material presented at scientific seminars and conferences.
 - 3. Operator's manuals and documentation supplied by an instrument manufacturer.
 - 4. Documentation and specifications furnished by manufacturers of scientific supplies.
 - 5. Method development and research by Section chemists.
- C. Technical procedures will be written in a format consistent with the Section Technical Procedures Manual. This format will include the following:
 - 1. Name of procedure
 - 2. Suggested uses
 - 3. Apparatus needed to perform procedure including preparation of reagents
 - 4. Formula for preparing reagent
 - 5. Quality control check
 - 6. Expiration date of reagent

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7. Application of procedure on evidence
 8. Safety concerns
 9. Literature references
- D. Technical procedures will be reviewed by the Chemist IIIs in the Section and approved by the Section Supervisor.
1. Approved procedures will be initialed by the Section Supervisor.
 2. Approved procedures will be included in the Section Technical Procedures Manual.
 3. Any updates, modifications, additions or deletions to the Section Technical Procedures Manual (issued Sept. 1, 1996) will have the following information recorded on each page of the procedure:
 - a. Effective date
 - b. Prepared by
 - c. Approved by
 - d. Supersedes