

8. Data Analysis and Statistics

A. Weekly Statistical Report

Weekly case statistics are to be transmitted to the Section Supervisor by each chemist in the Section using the Weekly Case Statistics Report Form (**Appendix A**). This form is due by 4:00 PM on Friday or the last working day of the week. The weekly case statistics are to include:

1. Number of cases the chemist received during the week.
2. Number of cases the chemist completed during the week. Completed means that all analysis has been completed, documented, and the draft copy of the laboratory report prepared by the chemist or either the chemist has submitted the case file to Clerical Services for preparation of the laboratory report.
3. Total number of cases the chemist has on hand (incomplete and/or unworked) at the end of the week.
4. The date that the oldest case the chemist has on hand was submitted to the laboratory.
5. The total number of hours spent in court.
6. The total number of hours spent in training involved activities.
7. The total number of hours of leave taken.
8. The total number of hours spent doing clandestine laboratory work.

The Section Supervisor will review this information and prepare a Weekly Statistical Report which lists the case statistics for the Section.

B. Quarterly Statistical Report

The Section Supervisor will prepare a quarterly statistical report which will summarize the case statistics and work activity for the Section during the quarter. The quarterly statistical report will include:

1. Total number of cases completed by each chemist and the Section's average.
2. Total number of casework hours (CL-400 and CL-410) worked by each chemist and the Section's average.
3. Average number of cases worked per casework hour by each chemist and the Section's average.

C. Monthly Drug Laboratory Report

Each drug chemist in the Section is to transmit to the Section Supervisor by the fifth of each month, the following case statistics for each county from which they received cases:

1. Total number of cocaine cases analyzed (cases containing more than one gram), total amount of cocaine analyzed, and the range in purity of the cocaine.
2. Total number of heroin cases analyzed, total amount of heroin analyzed, or the total number of dosage units, and the range in purity of the heroin.
3. Total number of LSD cases analyzed, total amount of LSD analyzed, and a description of the LSD dosage forms.
4. Total number of methamphetamine cases analyzed and the total amount of methamphetamine analyzed.
5. Total number of MDMA cases analyzed and the total amount of MDMA in dosage units.
6. Total number of oxycodone cases analyzed and the total amount of oxycodone in dosage units.
7. Any new or unusual drugs or drug forms analyzed, including but not limited to GHB, GBL, MDA, ketamine, psilocin, amphetamine, clandestine labs and steroids.

**DRUG CHEMISTRY SECTION
QUALITY ASSURANCE MANUAL
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**APPROVED BY: SAC DEENA J. KOONTZ
SUPERSEDES: NOVEMBER 26, 2001**

The Section Supervisor will review these reports and issue a monthly Drug Laboratory Report, listing the case statistics for each county. This report will be disseminated to each chemist in the Section and to the appropriate personnel in the SBI by the Supervisor.