

Firearms and Tool Mark Section	Section 3
Quality Assurance Program	August 23, 1996

SUBJECT:	Documentation
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3.1 Current Procedures Manual

A current copy of technical procedures will be maintained in the section library.

3.2 Operational Guidelines

3.2.1 Receipt, Identification, Storage and Handling of Evidence Submitted to the Crime Laboratory:

Bureau guidelines for the receipt, identification, storage, and handling of evidence submitted to the Crime Laboratory are documented in the S. B. I. Policy and Procedure Manual, Evidence Manual and the Sections Technical Procedures Manual.

3.2.2 Guidelines For The Proper Recording of All Analytical Data:

Refer to the Firearm and Tool Mark Section Technical Procedures Manual.

3.3 Material Safety Data Sheets

Material safety data sheets will be maintained on all chemicals and reagents used in the Firearm and Tool Mark Section. The section Safety Officer will file these sheets in the section library.

3.4 Schedules and Procedures for Maintenance, Inspection and Calibration of Pertinent Equipment

An inventory will be kept of all equipment used in the Firearm and Tool Mark Section. A file will be maintained which will contain a description of all service and maintenance performed on each piece of equipment. Calibration logs will also be maintained for each pertinent piece of equipment.

Refer to the Firearm and Tool Mark Section Technical Procedures Manual.

3.5 Historical File of All Past Analytical Testing Methods, Procedures and Guidelines

A file will be maintained in the section containing all out-dated analytical testing methods, procedures, and operating guidelines pertaining to the Firearm and Tool Mark Section. Items in this file will be maintained until their usefulness ceases to exist.

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3.6 Records of Methods Validation

All records of in-house methods validation testing will be maintained in the Firearm and Tool Mark Section.

3.7 Personnel Records

The Section SAC will maintain a personnel file on each employee which is subdivided into the following categories:

- a) Personnel History
- b) Miscellaneous
- c) Commendations
- d) Complaints/Disciplinary Action
- e) Equipment
- f) Training
- g) Job Description
- h) Evaluations

The section SAC will Maintain a separate file of proficiency test results from each agent.

3.8 Quality Assurance and Audit Reports

Copies of all audit reports and reports from the SBI Inspection Program will be maintain by the section SAC.

3.9 Safety Manuals

Copies of all safety manuals will be maintained in the Section Library.

3.10 Licenses and Certificates

Copies of all certificates awarded to the Firearm and Tool Mark Section or its employees will

be maintained in section files.

Firearms and Tool Mark Section	SECTION 3 APPENDIX
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SUBJECT:	Appendix A
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Examples of Forms Used in the Recording of Analytical Data -

REVISED: 04/03/98

Bullet/Projectile Examination

Item #:	Caliber/Gauge:	Weight:	grains
Description:			
Manufacturer:			
GRC's:			
LWD:	GWD:	±	
Trace Evidence:			
Container(s):			
Package entered through:			
Notes:			

REVISED: 04/03/98

Evidence Examination Worksheet

Παγε 2 οφ 12	
Laboratory #:	
Examiner's Initials:	

Report #:	Date:
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Centerfire Cartridge Case/Shotshell Examination

Item #:	
Caliber/Gauge:	
Description:	
Manufacturer:	
Firing Pin Shape:	
Extractor:	
Ejector:	
Trace Evidence:	
Container(s):	
Package entered through:	
Notes:	

Evidence Examination Worksheet

Παγε 2 οφ 12	
Laboratory #:	
Examiner's Initials:	

Report #:	Date:
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IBIS Entry

Item #:	Caliber/Gauge:
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Fired Bullet:	Fired Cartridge Case:
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Manufacturer (cases only):

Firing Pin Shape (cases only):

GRC's (bullets only):

Location of Identifying Marks:

Trace Evidence:

Container(s):

Package entered through:

Notes:

Evidence Examination Worksheet

Παγε 2 οφ 12

Laboratory #:

Examiner's Initials:

Report #:

Date:

Firearm Examination

Item #:

Make:

Caliber/Gauge:

Type:

Serial Number:

Model:

Finish:

Capacity:

Magazine:

Revolvers:

Direction of Cylinder:

Flares:

Firing Pin Shape:

Bore Condition:

Barrel Length ≈:

Overall Length ≈:

GRC's:

LWD:

GWD:

±

Safeties:

Operating Condition:

SA Trigger Pull:

Pounds

DA Trigger Pull:

Pounds

Location of Identifying Marks/Tag#'s:

Container(s):

Package
entered
through:

of Tests Fired:

Test Marked:

Manufacturer:

Type of Ammunition:

Date Fired:

Evidence Examination Worksheet

Παγε 2 οφ 12	
Laboratory #:	
Examiner's Initials:	

Report #:	Date:
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IBIS Firearm Examination

Item #:	Make:
Caliber/Gauge:	Type:
Serial Number:	Model:
GRC's:	
Location of Identifying Marks/Tags:	
Test Ammunition:	
Tests Marked:	
Container(s):	
Package entered through:	

Microscopic Notes

Observations and Conclusions:

Evidence Examination Worksheet

Παγε 2 οφ 12	
Laboratory #:	
Examiner's Initials:	

Report #:	Date:
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Gunshot Residue Analysis

Item #:	Description:
Container(s):	
Package entered through:	
Observations:	
Griess Test	QCC+/- Okay <input type="checkbox"/>
NaRho Test	QCC+/- Okay <input type="checkbox"/>

Evidence Examination Worksheet

Παγε 2 οφ 12	
Laboratory #:	
Examiner's Initials:	

Report #:

Date:

Microscopic Examination Observations and Conclusions

Evidence Examination Worksheet

Παγε 2 οφ 12	
Laboratory #:	
Examiner's Initials:	

Report #:	Date:
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Test Fire	
Firearm Item #:	Make/Serial #:
# of Tests Fired:	Test Marked:
Manufacturer:	
Type of Ammunition:	
Date Fired:	