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| Firearms and Tool Mark Section | Section 5 |
| Quality Assurance Program | August 23, 1996 |

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| SUBJECT: | Validation of Analytical Procedures |
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- 5.1 All analytical procedures used by the Firearm and Tool Mark Section in the forensic analysis of firearm and tool mark evidence will be supported by documentation which is accepted by the forensic science community.
- 5.2 Development and Validation of New Procedures
 - 5.2.1 Validation of all procedures and methodology will be supported by documentation. Articles that validate techniques and methodology used the Firearm and Tool Mark Section are kept in the Section's Training Manuals and a special binder in the Section Library.
 - 5.2.2 No new procedure(s) or methodology will be used in the analysis of firearm and tool mark evidence until it has been validated.
 - 5.2.3 A training module will be prepared by the Section Training Officer on any new procedure and/or methodology being considered for use by the Firearm and Tool Mark Section.
 - 5.2.4 Agent(s) will have to complete a formal training program and successfully complete a written and/or practical proficiency test before using any new procedure and/or methodology.