

Crime Laboratory Directive No. 99-01
Effective Date: January 25, 1999

TO: Laboratory SAC=s and Supervisors

FROM: Assistant Director Jerry Richardson

SUBJECT: PROFICIENCY TEST RECORDS - REVISED

All (external, internal, blind, initial competency, and re-analysis) proficiency test records are to be routed through the laboratory Quality Manager for review and entry into the laboratory proficiency/competency test database after these tests have been graded, and feedback is documented to the analyst taking the test. After the Quality Manager=s review, the records will be returned to the section for permanent filing.

Effective this date, each section will retain proficiency test files for a period of five years, although the section may retain logs of proficiency tests taken for as long as these records are useful. Sections will maintain five (5) complete calendar year files for proficiency test records. Effective this date, all proficiency tests completed prior to 1997 will be destroyed.

Initial competency test(s) will be retained in each section for as long as the individual completing the test(s) is employed in the Laboratory Division.

Also, effective this date the laboratory proficiency test cycle will be standardized on a calendar year basis.

The one exception to the laboratory=s proficiency test record retention cycle will be for proficiency test files which have corrective action files included. Proficiency test records where corrective action files are included are to be transferred to the Quality Manager for permanent retention after the five years they have been held in the section (i.e., they will not be destroyed after five years.) . These files will be maintained by the Quality Manager for as long as the employee works for the SBI, and will be destroyed 10 years after that employee leaves SBI employment. If the corrective action files are germane to an employee work performance issue, they will be retained by the Quality Manager until released for destruction by the Assistant Director of Laboratory Services.

SAC=s are reminded that any problem detected in a proficiency test, whether it is clerical, transpositional, systemic, or interpretative, is to be documented in a memorandum and copied to the analyst performing the test, the proficiency test file, the Quality Manager, and the Assistant Director for Laboratory Services. This includes both problems noted in the internal review before the test results are returned to the proficiency test provider, or after the final report is received from the proficiency test provider.

cc: Director Robin Pendergraft