

Reagents, Chemicals and Supplies

4.1 Equipment and Instruments

4.1.1 Procurement

All equipment and instruments will be ordered by the Special Agent In Charge.

4.1.2 Equipment Inventory Log

An inventory log will be maintained on each piece of equipment in the Latent Evidence Section by the Special Agent In Charge. An audit of the inventory log is completed each fiscal year by the Special Agent In Charge or his/her designee. This log will include the following information:

Physical Location	Asset Number
Asset Description	Manufacturer Name
Serial Number	Acquisition Date
Asset Cost	

See **Appendix B** for a copy of this form and a discussion of equipment requiring maintenance.

4.1.3 Operating Manuals

Operating manuals and warranty information provided by the manufacturer will be maintained in a file in the Latent Evidence Section.

4.1.4 Training

Operators of scientific instruments will be knowledgeable in their use. Operator training will occur during the in-house Latent Evidence training program or as needed and will cover the manufacturer's instructions, theory of application, procedures to be used and any calibration requirements. Newly introduced equipment or procedures will require a training session for all analyst of the section by the Special Agent In Charge (or designee). These training sessions will be documented in the section training file by the Special Agent In Charge.

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4.1.5 Equipment Maintenance Forms and Annual Inspection Reports

Anytime a piece of equipment requires service or maintenance - **outside of routine in-house maintenance** - it will be documented on a "Laboratory Instrument and Equipment Repair Record" form. See **Appendix B** for a copy of this form.

4.1.6 Inspection and Certification Logs

Each piece of equipment which needs to be inspected and/or certified, will be checked on an appropriate schedule. Certification will be done using appropriate certified standards and proper documentation will be maintained by the section Safety Officer.

Some instruments will be inspected and certified routinely by certified external agencies (e.g. Bio-Hood and Fume Hoods).

Examples of inspection and certification logs are found in **Appendix B**

attached to this document. Each certification log will clearly show the certification source to be used and

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4.2 Materials, Reagents, Chemicals, and Supplies

4.2.1 Sources of Materials, Reagents, Chemicals and Supplies

An assigned Latent Evidence analyst will maintain a listing of commercial sources for all materials, reagents, chemicals and supplies used in the Latent Evidence Section. This listing will show the catalog number, supplier, and required grade, if appropriate.

4.2.2 Procurement

All orders for materials, reagents, chemicals and supplies will be placed by an assigned Latent Evidence analyst and approved by the Special Agent In Charge. Copies of all orders will be maintained for a period of three years.

4.2.3 Receipt of Chemicals, Supplies, Reagents and Materials by the Latent Evidence Section

All chemicals, reagents, supplies and materials will be received into the Latent Evidence Section by an assigned analyst, so that they can be checked off against the orders placed. The chemicals, reagents and some appropriate materials are labeled with a "Date Received" sticker that lists the date opened and the initials of the analyst who opened the container.

All inventory will be stored under the conditions specified by the manufacturer. Any materials which require special handling will be handled appropriately and under conditions specified in the Section's Safety Manuals.

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4.2.4 Material Safety Data Sheets (MSDS)

Material Safety Data Sheets will be maintained in the LASER Room and on the Crime Lab file server on all chemicals and reagents used in the Latent Evidence Section.

4.2.5 Laboratory Prepared Reagents and Solutions

All lab-prepared reagents and solutions will be made with great care and using good lab practices. The LASER room will maintain a log book for each solution prepared with the following information recorded: chemicals used and their appropriate lot #, amount made, date prepared, expiration date, and initials of the preparing analyst.

Examples of these documents are contained in **Appendix B** attached to this document.

Reagents will be prepared using Type I water from the Lab's Millipore Milli-Q purification system.

All lab-prepared reagents and solutions will be clearly labeled as to the contents of the container, date of preparation, date of expiration, and initials of the preparer. All reagents will be stored under appropriate conditions.

Recipes for all approved lab-prepared reagents and solutions will be maintained in the Technical Procedures Manual. The Technical Procedures Manual will give an ingredient list, safety notes if applicable, preparation instructions and storage instructions.

4.2.6 Preparation of Glassware and Plasticware

All glassware and plasticware will be clean prior to use.

Disposable plasticware will be disposed of immediately after use.

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4.2.7 Disposal of Materials, Reagents, Chemicals and Supplies

Disposal of hazardous wastes will be handled as described in the Section's Chemical Hygiene Plan and adhere to any applicable procedures outlined in the SBI Policy and Procedure Manual, Procedure 37, pages 37-3 thru 37-5.

4.2.8 Calibration of Equipment

The balances are the only piece of equipment in the Latent Evidence Section that requires calibration. The balances are calibrated by an independent vendor annually. A certificate, provided by the independent vendor, will be maintained for each balance as a record of the procedure.

4.2.9 Chemical Storage Refrigerator

The performance and functionality of the chemical storage refrigerator is monitored through daily observation.

See Appendix B

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Issue Date: _____ Supersedes: _____

Prepared By: _____ Date: _____

Approved By: _____ Date: _____

Originating Unit: _____