

Technical Procedure for General Laboratory Equipment

- 1.0 Purpose** - This procedure specifies the required elements for the use of general laboratory equipment.
- 2.0 Scope** - This procedure applies to refrigerators in the Latent Evidence Units of the State Crime Laboratory.
- 3.0 Definitions** - N/A
- 4.0 Equipment, Materials and Reagents**
 - 4.1 Equipment**
 - Latent refrigerators
 - 4.2 Materials and Reagents**
 - N/A
- 5.0 Procedure**
 - 5.1 Procedure for Latent Evidence Refrigerators**
 - 5.1.1 Standards and Controls**
 - 5.1.1.1** Each refrigerator in the Latent Evidence Unit shall have the temperature recorded and monitored by a Forensic Scientist Manager, Evidence Technician, or designee.
 - 5.1.1.2** Any refrigerators that are out of tolerance or show any other refrigeration problems shall be reported to the Latent Evidence Technical Leader who will evaluate the nature of the problem and propose a solution.
 - 5.1.2 Calibrations** - N/A
 - 5.1.3 Sampling** - N/A
 - 5.1.4 Application of Procedure on Evidence**
 - 5.1.4.1** The acceptable temperature range of the refrigerators shall be 2°C to 7°C (36°F to 45°F).
 - 5.1.4.2** Refrigerators with a manual temperature chart shall have the chart initialed each day by a Forensic Scientist Manager, Evidence Technician, or designee to signify temperature verification.
 - 5.1.4.3** All charts shall be labeled with the refrigerator serial number, if present.
 - 5.1.4.4** Records of the temperature monitoring shall be maintained in the Latent Evidence Unit.

5.1.4.5 The temperature of the refrigerators shall be checked annually with a NIST traceable thermometer by a Forensic Scientist Manager, Evidence Technician, or designee. If a refrigerator is found to be out of compliance with the criteria established in **5.1.4.1**, the Latent Evidence Technical Leader shall be notified immediately.

5.1.5 Calculations - N/A

5.1.6 Uncertainty of Measurement - N/A

6.0 Limitations - N/A

7.0 Safety – N/A

8.0 References - Manufacturer's information for each model of refrigerator.

9.0 Records

- Temperature control record for Latent Evidence refrigerator

10.0 Attachments – N/A

Revision History		
Effective Date	Version Number	Reason
05/15/2013	1	Original Document