

**TRACE EVIDENCE POLICY/PROCEDURE 01-TES-19**

**TO:** Trace Evidence Staff

**FROM:** SAC Troy Hamlin

**SUBJECT:** Verification of Transcribed Data for Gunshot Residue Analysis

**EFFECTIVE DATE:** May 23, 2001

To ensure that data from the Atomic Absorption generated data sheets are accurately transcribed, analysts performing technical reviews should adhere to the following procedures: Reviewing analysts shall examine the data from the Atomic Absorption readouts to confirm that it has been accurately transcribed onto the analysts case file worksheets. Upon confirmation that the correct data has been transcribed, the reviewing analyst will place their initials beside each set of transcribed data.