

TENNESSEE BUREAU OF INVESTIGATION
Forensic Services Division

Breath Alcohol Unit Standard Operating Procedures Manual
Administrative and Certification Documentation



9. ADMINISRATIVE AND CERTIFICATION DOCUMENTATION

9.1. Introduction

The purpose of this document is to provide uniform handling of administrative and certification records for the Breath Alcohol Unit of the Tennessee Bureau of Investigation Crime Laboratory.

9.2. Storage and Documentation

Technical and Unit records will be stored on the TBI share drive, currently G, under "Breath Alcohol". Access to this location is restricted to Breath Alcohol personnel and the Quality Assurance Manager.

9.3. Maintenance of Documentation

Documentation will be maintained in the TBI share drive by Breath Alcohol Unit staff to ensure the security, access, and completeness of documentation.

9.4. Disposal of Documentation

Documentation and maintenance records from the Breath Alcohol Unit will be stored for at least five (5) years, as per State of Tennessee Records Disposition Authorization Report #0000000905.

9.5. Instrument Records

- It is the policy of the TBI Breath Alcohol Unit to treat all instrument records as confidential. Compliance of this policy is mandatory. Only training activity records can deviate from this policy
- Scientists in the TBI Breath Alcohol Unit will not release the content of instrument folders to anyone other than the customer or designee. Essentially, this is limited to other Breath Alcohol scientists, the officer or superiors who conducted testing on the instrument, and the District Attorney prosecuting a case where an instrument was used. If a legal obligation requires the release of calibration information corresponding District Attorney's office should be informed prior to the release.

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- When information from an instrument file must be removed from the laboratory for purposes of a legal proceeding, every effort must be made to avoid loss of the original documentation. This may require photocopying portions of the file.

- An instrument file should contain:
 - Initial certification sheet for the instrument
 - All instrument certification documents
 - Any instrument repair documents from the manufacturer