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DAVID B. RAUSCH
Director

MEMORANDUM

TO: The Forensic Chemistry Unit
FROM: Brett Trotter SA FSS/TL
DATE: July 19th, 2024
SUBJECT: Internal Audit Forensic Chemistry Unit 2024

I want to thank everyone for their help with the audit. The audit went very well and only a few issues were identified, with one issue being significant. At all three laboratories, the labeling of bottles in the analyst's work areas and hoods was not being performed properly. Some of the issues were dates on the bottles did not match the reagent log book, no safety labels, no lot numbers for certain reagents, some labels had fallen off and were not attached to the intended bottle, and labels which were old or hard to read. Please take time to look at your reagents and solvents and make sure everything is labelled properly. Below are some of the topics that were discussed during the case file review and observations and might be addressed soon.

Other topics discussed:

- Paperless reviews
- Reporting weights in comments when no analysis was reported
- Zoomed in views of the chromatograph and not including full chromatograph
- Consistency in labeling peaks in the chromatograph
- Retention time range calculations being included in notes
- Reporting of weights for tablets which were not analyzed.
- Consistency with abbreviations – specifically whether blanks are required between abbreviations

If you have questions about the topics listed above, please ask your supervisors or reach out to me.

Brett Trotter

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