

**TENNESSEE BUREAU OF INVESTIGATION**  
*Forensic Services Division*

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Quality Assurance Manual  
Process Requirements-Sampling Plans

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## **7 Process Requirements**

### **7.3 Sampling**

**7.3.1** Sampling may be incorporated into the workflow of laboratory activities. Applicable unit(s) will address the sampling method and/or sampling plan in Unit SOPs.

**7.3.2** The sampling method in place for applicable units shall describe:

- a) the process used for selecting samples or sites;
- b) the sampling plan utilized; and
- c) the preparation and treatment of samples prior to testing.

**7.3.2.1** If a unit utilizes a sampling plan, the SOPs will address the following requirements:

- a) evaluation of the substance for homogeneity;
- b) have a reasonable expectation the substance is homogenous;
- c) make use of probability, and result in a conclusion which has a confidence level that at least a certain percentage of the population is the item in question (e.g., X% confidence that at least Y% of the baggies contain cocaine). The confidence level must be at least 95%;
- d) selected items will meet the sampling plan level of confidence;
- e) the course of action to take if homogeneity is not demonstrated.

**7.3.3** Records of sampling will be maintained in the TBI Laboratory case file and will include the following, if applicable:

- a) sampling procedure used;
- b) when the sampling occurred;
- c) sample description;
- d) the identification of the individual performing the sampling;
- e) equipment used for sampling;
- f) any relevant environmental conditions;
- g) diagrams of the sampling location; and
- h) If the customer or the nature of the evidence requires deviation or exclusion from the sampling method it will be documented by the examiner and recorded in detail in the examination documentation.