

TENNESSEE BUREAU OF INVESTIGATION

Forensic Services Division

Toxicology Quality Assurance and Procedures Manual

6.23 Control of Records



6.23 Control of Records

The following section ensures that activities affecting quality are documented, reliable, and complete.

6.23.1 The examination record shall include a unique case identifier and technician's/examiner's handwritten initials on each page. The unique identifier used for the quality control (QC) packet shall include, at a minimum, the technician's/examiner's initials and date and must be consistent on every page. When examination documentation records consist of multiple pages, a page numbering system indicating the total number of pages must be used (e.g., page_of_).

6.23.2 The time period for active examination shall not exceed 120 days. Active examination begins when the evidence is transferred in the chain of custody to a forensic technician/scientist to begin their analysis. This time period ends when the evidence is transferred in the chain of custody to a long term storage location or another individual for additional testing.

6.23.3 The "start" and "end" dates of the testing shall be documented in the case file. The "start" date for each test will be the date of description/verification of description. The "end" date shall be the date the technician/analyst interprets the data from his/her analysis and documents the results.

6.23.4 The case file shall include:

Administrative Records:

- Official Alcohol and/or Toxicology Report(s)
- Alcohol/Toxicology Request form(s) and/or other TBI request for examination form(s)
- Administrative documents including communications, requests, and correspondence regarding the case (the TBI laboratory number shall be written on each page)
- Chain of custody

Examination Records:

- Cover Sheet (if applicable)
- Instrumental analysis report and/or supporting data
- QC packet:
 - Cover sheet (if applicable)
 - Summary (ethanol analysis only)
 - Instrumental sequence
 - Examiner/technician pipetting sequence (if applicable)
 - Calibration curves (if applicable)
 - Calibrator and/or control quantitation and/or retention time reports
 - Negative control(s) documentation

See section 6.15 Enzyme-Linked Immunosorbent Assay (ELISA) for specific ELISA QC packet requirements.

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6.23.5 All cases will be subject to technical and administrative review which shall include verification of all data transfers and calculations. Any rejection of an observation, data, or calculation during the review process must include the reason for rejection, the identity of the individual taking action (reviewer), and the date of the rejection. For additional criteria when verifying results for technical reviews, refer to the qualitative and quantitative acceptability requirements described in each procedure.