6.23 Control of Records

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

6.23.1 The examiner will make evident the author of the work product through the use of a unique identifier on each page that includes the initials of the examiner and the date of the analysis. If additional personnel participate in case work other than the author of the report, then their initials will also be recorded on each of the appropriate pages. 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 "start" date of testing will be the date that the examiner takes custody of the evidence. The "end" date of examination will be the date that the draft report is signed. These dates do not need to be listed separately in the casefile.

6.23.3 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.

6.23.4 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.