

Quality/Procedure Manual 2006 Version  
Idaho State Police Forensic Services

### History Page

The original version of the Quality Manual is dated January 30, 1998.

Revision 1, totally revised from revision 0 contains 20 chapters:

Revision 1 is effective April 1, 2001

Ralph Powell, Major

Revision 2 of Chapter 7, section 7.9 and 7.10 added, effective September 19, 2001

Ralph Powell, Major

Revision 3: Update and changes to various chapters  
January 01, 2002.

Revision 3 contains 20 chapters. Effective

Ralph Powell, Major

Revision 4: Update and changes to the  
Quality Manual for Chapter 13, section 13.3.6

Revision 4 replaced the Procedure Manual with the  
Quality Manual. Revision 4 will be effective July 1, 2003 except

Ralph Powell, Major

Section 15.15.2.1 was updated  
January 23, 2004. This document is issued

Revision 4.1 became effective  
January 23, 2004.

Ralph Powell, Major

Revision 5: Update and changes to various chapters  
effective July 1, 2004. This document is issued

Revision 5 contains 24 chapters and is

Ralph Powell, Major Idaho State Police

Section 13.3.6 of Revision 5 amending reports of analysis  
2004. This document is issued

Revision 5.1 specific policies when  
5.1 issued August 20, 2004.

Ralph Powell, Major Idaho State Police

Section 15.8.1 of Revision 5, issued July 1, 2004, was updated and takes effect for new cases received March 6, 2006 or later and a revision number of 5.1. This clause was revised to make the written chain-of-custody form the official documentation for chain-of-custody. The electronic chain-of-custody continues to be maintained and a printed copy is stored with the case

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file. This document is issued on the authority of:

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Revision 6: Update and changes to various chapters. This version of the Forensic Services Quality/Procedures manual is compliant with ASCLD/LAB – Legacy criteria copyrighted June 2005. Although the manual becomes official on the date stated below, Idaho State Police Forensic Services laboratories and staff have one year after the manual is approved to achieve compliance with chapters 22, 23, and 24. This revision contains 24 chapters of quality procedures and 4 chapters of administrative procedures. Revision 6 is effective July 1, 2006. This document is issued on the authority of:

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Ralph Powell, Major Idaho State Police

Revision 6.1: Adding Section 1.8, designation of report signature by analyst and trainee. Addition of Section 6.2.5, Extension of controls and standards use after expiration date. Revision of Section 6.3.7, addition of notification to laboratory manager of changes. Revision 6.1 is effective August 25, 2006.

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1) Updates to the quality manual:

1.8 The examination of evidence in the custody of Forensic Services shall be performed by an approved Forensic Scientist or by an analyst trainee approved to perform examinations under supervision. Written reports shall be signed by the Forensic Scientist who performed the analysis. When analysis is performed by an analyst trainee, the written report must be signed by both the trainee and the supervising Forensic Scientist.

6.2.5 Controls and standards shall not be used past their expiration date unless the stability or integrity is first checked and the discipline leader gives documented approval. The discipline leader must notify the lab manager(s) of these variances. Circumstances may arise where the expiration date is not applicable, and the purpose of the control or standard has been altered, (ie. Cerilliant drug standards have expiration dates that are applicable for quantitative analysis but do not apply for qualitative analysis.).

6.3.7 An expired reagent(s) shall be discarded, unless tested with a positive and negative control each time it is used. The appropriate discipline leader shall approve the use of an expired reagent and notify the managers in the laboratories of the use of the expired reagent prior to its use for casework.

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Ralph Powell, Major

Revision 2 of Chapter 7, section 7.9 and 7.10 added, effective September 19, 2001

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Ralph Powell, Major

Revision 3: Update and changes to various chapters. Still contains 20 chapters. Effective January 01, 2002.

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Ralph Powell, Major

Revision 4: Update and changes to various chapters. Combined the Procedure Manual with the Quality Manual plus other changes. This combined manual will be effective July 1, 2003 except for Chapter 13, which is effective July 7, 2003.

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Ralph Powell, Major

Section 15.15.2.1 was added to Rev. 4 of the Quality/Procedure Manual and became effective January 23, 2004. This revision of chapter 15 is designated as revision 4.1 effective January 23, 2004.

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Ralph Powell, Major

Revision 5: Update and changes to various chapters. This revision contains 24 chapters and is effective July 1, 2004. This document is issued on the authority of:

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Ralph Powell, Major Idaho State Police

Section 13.3.6 of Revision 5, issued July 1, 2004, was updated to provide specific policies when amending reports of analysis performed. Section 13 is reissued as Revision 5.1 issued August 20, 2004. This document is issued on the authority of:

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Ralph Powell, Major Idaho State Police

Section 15.8.1 of Revision 5, issued July 1, 2004, was updated and takes effect for new cases received March 6, 2006 or later and a revision number of 5.1. This clause was revised to make the written chain-of-custody form the official documentation for chain-of-custody. The electronic chain-of-custody continues to be maintained and a printed copy is stored with the case

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**QP 1**

**INTRODUCTION: SERVICES PROVIDED, CLIENTS, AND COMPONENTS OF THE QUALITY SYSTEM**

- 1.1 Quality assurance is a basic function and responsibility of each member of Forensic Services. A rigorous quality assurance program is a major tool to ensure that Forensic Services is providing quality services to the criminal justice system. This quality manual is issued to describe the quality assurance system of Forensic Services in compliance with the general quality system requirements of ASCLD/LAB. The Quality and Procedure Manual is published by the authority of the Forensic Services Major/Manager. All Forensic Services employees are bound by the policies prescribed herein. In addition, the staff of Forensic Services is expected to adhere to other current, approved quality system documents, including training plans, discipline SOPs, and the Health and Safety Manual.
- 1.1.2 Each employee of Forensic Services is required to annually read and to acknowledge understanding the current Quality and Procedure Manual, the Health and Safety Manual, and the SOPs, which are applicable to their particular job duties. An acknowledgement of reading and understanding these documents will be recorded on a standardized form retained by the laboratory managers.
- 1.1.3 Official Publications – Forensic Services recognizes and adheres to the Idaho State Police Policies and Procedures and the American Society of Crime Laboratory Directors/ Laboratory Accreditation Board (ASCLD/LAB) Manual in their most current forms.
- 1.2 Forensic Services shall maintain an open and honest relationship with all parties of the judicial system. Analysis shall be provided to the public defender as well as the prosecutor. Forensic scientists shall make every effort to provide timely, accurate and complete reports.
- 1.3 Personnel within Forensic Services shall foster support and trust among fellow employees, management, and other agencies. It is important that all employees emphasize a dedication to excellence and integrity when working for the citizens of Idaho.
- 1.4 The purpose of Forensic Services is to provide quality and impartial scientific analysis, testimony, crime scene investigation, education, and research to the criminal justice system.
- 1.5 Forensic Services provides scientific analysis on physical evidence. At the time this section of the quality manual was last revised, Forensic Services provided examinations in the following areas:
  - 1.5.1 Forensic biology;

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- 1.5.2 Controlled substances analysis;
  - 1.5.3 Firearms, toolmark examinations, serial number restorations;
  - 1.5.4 Trace evidence examinations: filament on/off, and examination of fire evidence;
  - 1.5.5 Impression evidence: latent print processing and comparisons, footwear, and tire tracks.
  - 1.5.6 Toxicology analysis: qualitative and/or quantitative analysis of urine and blood for drugs of abuse and other impairing substances; quantitative and/or qualitative analysis of blood and vitreous humor for ethyl alcohol and other commonly abused volatiles; and ethyl alcohol and other commonly encountered volatiles contained in beverages or liquids.
- 1.6 Forensic Services provides services to the following agencies:
- 1.6.1 Local, state, federal law enforcement agencies, and other governmental investigative units;
  - 1.6.2 Prosecutors;
  - 1.6.3 Public defenders;
  - 1.6.4 Other entities by court order.
- 1.7 Some basic components of the quality assurance program are as follows:
- 1.7.1 Discipline SOPs and training manuals;
  - 1.7.2 Validation of new SOPs;
  - 1.7.3 Discipline leaders and discipline groups;
  - 1.7.4 Employee training, both initial and on-going;
  - 1.7.5 Case documentation, technical, administrative review, and verification;
  - 1.7.6 Documented instrument calibration and maintenance;
  - 1.7.7 Control of standards, controls, and reagents;
  - 1.7.8 Monitoring court testimony;
  - 1.7.9 Competency and proficiency testing;
  - 1.7.10 Corrective action and preventive actions;
  - 1.7.11 Audits and inspections;
  - 1.7.12 Client feedback.

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**QP 6**  
**STANDARDS, CONTROLS, AND REAGENTS**

**6.1** Definitions:

- 6.1.1 Standard (reference standard): "A sample acquired or prepared that has known properties (e.g., concentration, chemical composition) for the purpose of calibrating equipment and/or for use as a control in experiments" (glossary, 2005 version of the ASCLD/LAB manual).
- 6.1.2 Control (control sample): "A standard of comparison for verifying or checking the finding of an experiment" (glossary, 2005 version of the ASCLD/LAB manual). For example, a blood alcohol control, which has a known ethanol content, is run along with the batch of case samples for blood alcohol. This control tests the components of the examination process for accuracy and precision.
- 6.1.3 Reagent: "A substance used because of its chemical or biological activity" (glossary, 2005 version of the ASCLD/LAB manual).

**6.2** Standards and controls:

- 6.2.1 Standards and controls shall be authenticated prior to being used for casework examinations unless they are obviously authentic such as a human blood control drawn by a Forensic Services employee. A certificate of analysis received from the manufacturer may serve as authentication for standards and controls.
- 6.2.1.1 There shall be a clear demarcation between standards and controls that have been authenticated and those that have not been authenticated.
- 6.2.2 The procedure used to authenticate standards and controls shall be documented in a SOP. Alternatively, the SOP can designate the controlled document used to authenticate standards and controls.
- 6.2.3 The standards and controls used in a SOP shall be specified in an appropriate SOP.
- 6.2.4 A record shall be maintained of the results obtained for standards and controls for casework analysis. These results may be centrally stored or located in the case file. If these results are centrally stored, then either the case file or the SOP shall designate that they are centrally stored and describe the file where these results are stored.

**6.3** Reagents:

- 6.3.1 Reagents shall be made according to formulas located in controlled documents.
- 6.3.2 All reagents shall be labeled with the identity of the reagent and the date of preparation or lot number. The initials of the preparer are suggested but not mandatory.
- 6.3.3 Length of time the reagent is dependable and special storage or handling requirements shall be noted on the container if applicable.
- 6.3.4 Reagents shall be tested to determine if they are providing the appropriate chemical or biological response.



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- 6.3.4.1 Some reagents are prepared in batches and used for extended periods of time without being tested with a standard or control each time they are used. These reagents shall be tested before use and may be tested on a periodic basis as required by the discipline leader or used for a specific period of time if not periodically tested. Test results shall be documented.
- 6.3.4.2 Other reagents are tested with a control each time they are used, such as phenolphthalein. Therefore, these reagents do not require other testing. These test results shall be documented.
- 6.3.5 Record(s) shall be maintained for reagent preparation. At a minimum, these records shall contain the following components (not necessarily in the same place):
  - 6.3.5.1 Name and recipe of the reagent;
  - 6.3.5.2 Date of preparation;
  - 6.3.5.3 Preparer identification;
  - 6.3.5.4 Reagent test results.
- 6.3.6 Records regarding reagents used only for a single analysis and then disposed of would most appropriately be maintained in the casework notes.
- 6.3.7 Reagents of questionable reliability shall be discarded. Reagents that are expired shall be discarded unless tested with a control each time they are used. The appropriate discipline leader shall approve the use of an expired reagent, prior to the reagent being used for casework analysis.

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1. Approved 6-6-2003  
2. Replaced 1-18-2006

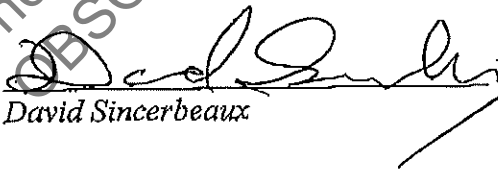
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## History for the Controlled Substance Training Manual

<u>Revision #</u>	<u>Issue or review date</u>	<u>History</u>	<u>Author or Reviewer</u>
0	4/1/01	Original Issue	D.C. Sincerbeaux
1	9/15/02	Added modified sections from Kansas, changes to checklist.	D.C. Sincerbeaux
2	6/6/03	Changed formatting on all	D.C. Sincerbeaux

### Approval

Technical Leader

  
David Sincerbeaux

Date:

6-6-03

QA/QC Manager

  
Rick Groff

Date:

June 5, 2003

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# Controlled Substances Training Manual

## 1.0 Purpose

The following manual is to be used as a guide in training new criminalists in the analysis of controlled substances. It may be used in its entirety or for just the sections of interest. Each section is to be used with the corresponding SOP found in the ISP Controlled Substances SOP manual. Special thanks is given the Kansas Bureau of Investigations for their permission to use their manual as the basis for this manual.

## 2.0 Procedure

As each subsection is completed both the criminalist and the trainer will sign and date the checklist. Once all training is complete then the analyst will get a copy of the checklist and the original will go to the QA/QC manager to be kept with the analyst's other training records.

## 3.0 General Laboratory

### 3.1 Safety Manual

Read safety manual.

### 3.2 Quality Manual

Read quality manual

### 3.3 Evidence Procedures

Review evidence procedures including, but not limited to, evidence receipt and checkout, proper seals, and the IETS system

Date of completion \_\_\_\_\_ Criminalist

Trainer

## 4.0 Marijuana

### 4.1 Background reading

To include Idaho Code sections 37-2701 (n)(s) and 37-2707 d(27),  
"Drug Identification Bible, 2002". Pages 617-665.

Worksheets and reporting format.

Revision 1. 2. *APD-C*  
Date 7/03  
Training Manual  
trainman2

MJ training.doc  
TLC training.doc

Date of completion \_\_\_\_\_ Criminalist

Trainer

**Sections 4.2, 4.3, 4.4 and 4.5 are used with the Marijuana SOP.**

4.2 Physical examination, SOP section 5.0.0

4.2.1 Microscopic examination of cystolithic and unicellular hairs, seed structure.

4.2.2 Seed germination, SOP section 9.0.0

Date of completion \_\_\_\_\_ Criminalist

Trainer

4.3 Duquenois Levine  
SOP section 7.0.0.

Date of completion \_\_\_\_\_ Criminalist

Trainer

4.4 Thin Layer Chromatography (TLC)

4.4.1 Basic theory and SOP section 6.0.0

4.4.2 Chloroform and Pet ether/ ether systems with fast blue BB.

Date of Completion \_\_\_\_\_ Criminalist

Trainer

4.5 Hashish and Pipes

Order of analysis and reporting differences.

Date of completion \_\_\_\_\_ Criminalist

Trainer

4.6 Competency test

100 % correct analysis of various plant, and other, material.

Date of completion \_\_\_\_\_ Criminalist

Trainer

4.7 Mock Court

Purpose, layout and critique.

Date of completion \_\_\_\_\_ Criminalist

Trainer

4.8 Cosigned Case Review

One hundred (100) and letter from trainer.

Date of completion \_\_\_\_\_ Criminalist

Trainer

**5.0 Solid Dosage Drugs**

5.1 Background reading

The Idaho Code, all of section 37-2700.

Drug Identification Bible, 2000. Applicable sections.

Date of completion \_\_\_\_\_ Criminalist

Trainer

- 5.2 Gas Chromatograph Mass Spectrometer (GC/MS)
- 5.2.1 Hewlett Packard GC/MS tutorial
- 5.2.2 Review of maintenance procedures and schedules
- 5.2.3 Review of documentation and filing system
- 5.2.4 HP Chemstation software
- 5.2.5 Review of various temperature programs
- 5.2.6 Read GC training.doc and MS training.doc
- 5.2.7 GC/MS SOP.

Date of completion \_\_\_\_\_ Criminalist

Trainer

- 5.3 Fourier Transform Infrared Spectrometer
- 5.3.1 Nicolet tutorial
- 5.3.2 Nicolet Omni software
- 5.3.3 Review maintenance procedures, schedules, and documentation
- 5.3.4 Spectroscopy training.doc and IR training.doc

Date of completion \_\_\_\_\_ Criminalist

Trainer

- 5.4 Chemical color (spot) tests
- 5.4.1 Review Clark
- 5.4.2 Spot tests training.doc
- 5.4.3 Spot tests of known standards with various reagents.

Date of completion \_\_\_\_\_ Criminalist

Trainer

- 5.5 Phenethylamine family
- 5.5.1 Review Phenethylamine SOP.
- 5.5.2 Review CTMAMPH training.doc

Date of completion \_\_\_\_\_ Criminalist  
Trainer

- 5.6 Cocaine family
- 5.6.1 Read Cocaine SOP.
- 5.6.2 Review Cocaine training.doc

Date of completion \_\_\_\_\_ Criminalist  
Trainer

- 5.7 Opiates
- 5.7.1 Review Opiates SOP.

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Trainer

- 5.8 Mushrooms
- 5.8.1 Review Psilocyn/Psilocybin SOP
- 5.8.2 Review CTMHAL.doc
- 5.8.3 TLC analysis with T1

Date of completion \_\_\_\_\_ Criminalist  
Trainer

- 5.9 Pills, LSD, and general unknowns
- 5.9.1 Review references i.e. PDR, Logo, etc. DEA and Idaho code scheduling



5.9.2 Review Extractions.doc and CTMHAL training.doc  
Date of completion \_\_\_\_\_ Criminalist

Trainer

5.10 Clandestine Laboratory Analysis (common)

5.10.1 Review analytical selection sequence.

5.10.2 Phosphorous

5.10.2.1 Sigma Kit

5.10.2.2 Other chemical and physical methods

5.10.3 Iodine chemical and physical methods

5.10.4 Pseudoephedrine and ephedrine extractions and analytical procedures

5.10.5 Methamphetamine extraction and analysis

Date of completion \_\_\_\_\_ Criminalist

Trainer

5.11 Competency test

100% correct analysis of a variety of powders, liquids, and or pills

Date of completion \_\_\_\_\_ Criminalist

Trainer

5.12 Mock court

Purpose, layout, and critique

Date of completion \_\_\_\_\_ Criminalist

Trainer

5.13 Cosigned casework review

One hundred (100) and letter from trainer

Date of completion \_\_\_\_\_ Criminalist

Trainer

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