



AMERICAN SOCIETY OF CRIME LABORATORY DIRECTORS LABORATORY ACCREDITATION BOARD

August 30, 2013

Major Clark Rollins
Idaho State Police Forensic Services
Laboratory System
700 South Stratford Drive, Ste 125
Meridian, ID 83642

Dear Director Rollins:

On August 29, 2013, the ASCLD/LAB Board of Directors considered the applications for renewal of ASCLD/LAB-*International* accreditation from the three (3) laboratories of the Idaho State Police Forensic Services. The three (3) laboratories include the Meridian Laboratory, the Pocatello Laboratory and the Coeur d'Alene Laboratory. Based upon the documentation provided in the final assessment reports and in accordance with the recommendations of Lead Assessor Richard Frank, the Board is satisfied that all three (3) laboratories meet or exceed the requirements for accreditation as set forth in *ISO/IEC 17025:2005* and the applicable ASCLD/LAB-*International* Supplemental Requirements. As you know, the assessment and accreditation process also considered conformance with your own documented management system.

It is my pleasure to advise you that the ASCLD/LAB-*International* accreditation of all three (3) laboratories of the Idaho State Police Forensic Services was renewed on August 29, 2013, in the Field of Forensic Science Testing. The specific scope of accreditation for each laboratory is declared on separate *Scope of Accreditation* documents provided as attachments. The effective date of renewed accreditation is September 29, 2012,¹ and is for a period of five (5) years, ending on September 28, 2017. Electronic copies of the scope of accreditation documents and electronic copies of the accreditation certificates are provided to you with this letter. Original (full-size) accreditation certificates and original scope of accreditation documents will be shipped to you via the United States Postal Service.

Accreditation is granted only after a thorough evaluation of a laboratory's management system and technical procedures and practices. Accreditation is the result of an extensive commitment of resources and much preparation by the management and personnel of the entire program. I commend the efforts of all Idaho State Police Forensic Services employees involved in this achievement.

Accredited laboratories are expected to maintain the high standards which were required to achieve accreditation. In addition to maintaining conformance with accreditation standards, please read and ensure each laboratory's ongoing compliance with the enclosed obligations of ASCLD/LAB accredited laboratories.

All three (3) accredited laboratories will be expected to participate in external proficiency testing and, where an approved test provider is available, agree for test results to be reviewed by the appropriate Proficiency Review Committee (PRC), as outlined in the *ASCLD/LAB Proficiency Review Program* document available on our website. Each laboratory will be expected to conduct an annual internal audit and submit an annual report to ASCLD/LAB in accordance with program requirements.

1 When an extension of ASCLD/LAB accreditation has been granted, the date of renewed accreditation reverts to the day after the original expiration date of accreditation.

The required annual reports are due within thirty days of the accreditation anniversary date. The next annual reports will be due within thirty days of September 29, 2014. The ASCLD/LAB Board of Directors will decide the frequency of surveillance visits for the new cycle of accreditation, and you will be notified of the Board's decision as soon as that decision is made.

The Idaho State Police Forensic Services will be invoiced for annual accreditation fees, covering all accredited laboratories, near the end of each calendar year. The fee is based on the number of proficiency tested personnel in the program. The invoices will be calculated in accordance with the budget approved at the annual ASCLD/LAB Delegate Assembly meeting. The surveillance visit(s) will be invoiced when it (they) occurs during the cycle of accreditation.

You and the designated delegates of the three (3) laboratories are voting members of the ASCLD/LAB Delegate Assembly. Each of you are invited and encouraged to participate in the accreditation process and to exercise your votes on issues which are presented to the Delegate Assembly, either by mail ballot or at the annual meeting.

On behalf of the Board, I extend my sincere congratulations to you and to all personnel of your laboratories. If you have any questions or if we might assist you in any way please feel free to get in touch with us.

My best wishes to you and your staff.

Sincerely,

A handwritten signature in cursive script, appearing to read "Renee Romero", with a long horizontal flourish extending to the right.

Renee Romero
Chair, ASCLD/LAB Board

cc: Matthew Gamette, Laboratory System Quality Manager
Natasha Wheatley, Meridian Laboratory Manager
Shannon J. Larson, Pocatello Laboratory Manager
Anne M. Nord, Coeur d'Alene Laboratory Manager
Ralph Keaton, ASCLD/LAB Executive Director
John Neuner, ASCLD/LAB Chief Operations Officer
Tracy Cheaney-Plummer, ASCLD/LAB Accreditation Program Manager
Richard Frank, ASCLD/LAB Lead Assessor