



Intermountain Forensics

SOP #	ADM-113
Revision #	01
Forensic DNA Technical Leader Approval	
Issue Date	
08/06/2020	

Contracts and Requests

1. Purpose

Details the process of reviewing and approving contracts and requests for laboratory services.

2. Summary

Intermountain Forensics will, at times, enter contracts with external entities. It is essential that the laboratory review any potential contracts for viability, technical ability, and legal requirements before entering into these agreements.

3. Procedure

1. The laboratory will ensure that any request/contract/tender is appropriate by reviewing the.
 - a. The Laboratory director will review and approve operational ability to meet specifications.
 - b. The Forensic DNA Technical Leader will review and approve technical specifications.
 - c. The Board of Directors and/or CEO will review legal and financial ramification.
 - d. The CEO (or designee) will be the final authority and approve the contract/request.
 - e. This will be documented in an appropriate manner (formal memo, E-mail etc.)
2. Review will include:
 - a. The requirements, including the methods, are adequately defined, documented, and understood.
 - b. The laboratory has the capability and resources to meet the requirements.
 - c. The technical requirements are appropriate and considered "quality work."
 - d. The appropriate test method/testing plan is understood and utilized and able to meet specifications.
3. Inappropriate Requests
 - a. If the contract or request is deemed inappropriate or outside of the quality management system of the laboratory the client will be informed
 - b. Any differences between the request and the testing of the laboratory will be (when possible) discussed and approved before testing occurs.
 - i. If dispute occurs after testing has occurred or as a result of testing, the corrective action process may be needed as appropriate (by authority of the DNA Technical Leader) to resolve the dispute and ensure proper future processing.
 - ii. The client will be informed of any deviation to approved testing.
4. Deviations
 - a. Any amendment to contract, deviation and/or requests after approval should be treated as a new request and subject to review/approval as above.

4. References

N/A

Definitions

N/A