



# Intermountain Forensics

SOP # IAC-201

Revision # 01

Forensic DNA Technical Leader Approval

Issue Date

5/28/20

## Technical and Administrative Review

### 1. Purpose

Describes the requirements and process for technical and administrative review of case file and reports.

### 2. Summary

This provides the specific items that are required for technical and administrative review of all case file and laboratory reports. This does not provide an exhaustive list and discretion is allowed to add to this as required by specific case scenarios and testing. At minimum each item within this document should be checked, remediated (if necessary) and approved by the reviewer before signing off and documenting the review.

### 3. Procedure

#### Technical Review

1. The Technical Review includes a review of:
  - a. The Forensic Case Report for:
    - i. Client information
    - ii. Samples received
    - iii. Results and/or conclusions are supported by the data and according to the laboratory interpretation guidelines.
    - iv. Statistics
    - v. Applicable notes
  - b. All electropherograms for accurate allele calls and all items/fractions included.
  - c. Allele Summary Tables for correct and complete items that are concordant with the electropherograms.
  - d. Statistical Worksheet accuracy.
  - e. Client documentation.
  - f. Laboratory Notes for compliance with laboratory process.
  - g. The analytical controls, internal size standards, and allelic ladders.
  - h. All profiles are entered into internal database correctly and any matches investigated, if applicable.

#### Administrative Review

2. The Administrative review includes a review of:
  - a. All lab generated documents in the case file for clerical and grammatical accuracy and consistency.
    - i. Consistency of numbering of item/cutting/extract throughout document and report
  - b. Chain of custody and disposition of evidence.
  - c. Page numbering, case identification, identifier (initials/signature) and dates

### 4. References

N/A

### 5. Definitions

Technical Review: An evaluation of the report and supporting documentation to ensure there is an appropriate and sufficient basis for the scientific conclusions and that those conclusions are appropriate and accurate.

Administrative Review: An evaluation of the report and supporting documentation for consistency with laboratory policies and editorial correctness.