



Intermountain Forensics

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3/4/2020	

Forensic DNA Technical Leader Approval

Reagents

1. Purpose

This document details the requirements for outsourcing of testing and/or calibration services.

2. Summary

When needed, samples and/or equipment may be required to be sent to a laboratory outside of the control of Intermountain Forensics. The Forensic DNA Technical Leader is the ultimate authority on approving technical specification and/or laboratory qualifications previous to sending samples to the outsource laboratory for processing. This also applies to any instrument/equipment calibration and/or maintenance that is required offsite of the laboratory.

3. Procedure

1. Technical Assessment
 - a. The Forensic DNA Technical Leader is the ultimate authority for
 - i. Outsourcing samples
 1. Before initiating sample processing, the DNA Technical Leader must evaluate the laboratory to ensure the outsourcing locations adhere to an acceptable level of quality.
 2. Where possible, an ISO accredited laboratory should be utilized.
 3. If the case requires information to be sent that is sensitive in nature, a Non-Disclosure or Confidentiality agreement should be utilized.
 - ii. Any outsourcing that may impact NDIS/CODIS applicability must adhere to the Federal Bureau of Investigation Quality Assurance Standards that apply to outsourcing casework (Standard 17)
 - iii. External Calibration/Maintenance
 1. When deemed necessary by the Forensic DNA Technical Leader equipment may be sent offsite for calibration.
 2. This is done at the discretion and direction of the DNA Technical Leader
 - a. Where possible, an ISO accredited laboratory should be utilized.
 3. A performance check may be necessary before returning the instrument to service.
 - b. As necessary as determined by the DNA Technical Leader:
 - i. Outsourcing casework will be reviewed for quality and appropriate testing results.
 1. Note: often this outsourcing is work that staff cannot appropriately review (i.e. Genetic Sequencing for Genetic Genealogy)
 - ii. External outsourcing may be terminated for technical and/or quality issues.
 - iii. Evaluations and/or monitoring of external outsource entity may be put in place.
 - c. The DNA Technical Leader will document these assessments in an appropriate manner (memo, e-mail etc) and these will be stored in the appropriate management files.

4. References

FBI Quality Assurance Standards for DNA Testing Laboratories

<https://www.fbi.gov/file-repository/quality-assurance-standards-for-forensic-dna-testing-laboratories.pdf/view5>

Definitions