



Intermountain Forensics

SOP #

IAC-201

Revision #

04

Forensic DNA Technical Leader Approval

Issue Date

11/21/2022

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. Staff must be qualified to technically review the process by which they are performing this review.
 - i. This can be specific to just technical review of the process or competency in the process itself (see DOC-312 Team Competency Summary)
2. A technical review can only be completed by someone not responsible for the report or the contents of the report (including processing of samples).
 - a. LIMS permissions prevent completion of a technical review by the author of the report.
3. 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, if applicable.
 - c. Allele Summary Tables for correct and complete items that are concordant with the electropherograms, if applicable.
 - d. Statistical Worksheet accuracy, if applicable.
 - e. Client documentation.
 - f. Laboratory Notes for compliance with laboratory process and for the presence of sufficient documentation that the reviewer can evaluate what was done and interpret the data.
 - i. This includes a review of all data transfers from original data sheets to other documentation and calculations not performed in a locked format
 - g. The analytical controls, internal size standards, and allelic ladders.



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- h. All profiles are entered into internal database correctly and any matches investigated, if applicable.
- 4. Technical review will include an assessment for nonconforming work.
 - a. Nonconforming work should be reported to the Forensic DNA Technical Leader and may be escalated to the Corrective/Preventative action system.
- 5. Monitoring of equipment and process quality
 - a. The technical review provides a unique opportunity to monitor the quality of the laboratory process and equipment of the laboratory for potential quality issues.
 - i. This review should include:
 - 1. Laboratory controls
 - a. Positive control.
 - i. Peak broadening, drop out, incorrect calls, mixtures/contaminants.
 - b. Reagent blanks.
 - i. Spurious peaks, low level contaminants.
 - c. Differential separation efficiency.
 - d. Quant results compared to amplification results.
 - e. NGS Clustering/Phasing metrics.
 - b. Potential quality issues should be reported to the Forensic DNA Technical Leader and may require equipment to be removed from service, additional maintenance to be performed and/or escalation to the Corrective/Preventative action system.

Administrative Review

- 1. 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

Documentation

- 1. Corrections to the original report arising from the review process will be maintained by the reviewer(s) saving a copy of the annotated report to the Case Documents after all corrections have been made or deferred documentation added by the report author.
- 2. Once the reviews are completed, the successful completion will be documented:
 - a. In the report with the name, signature, and date to DOC-304 Technical and Administrative Review Form, added by the reviewer(s).
 - b. In JusticeTrax by clicking on the Technical and Administrative milestones on the Requests tab of the case.

4. References

N/A



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A handwritten signature in black ink, appearing to read "Lisa E. Walker".

11/21/2022

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.