



# Intermountain Forensics

SOP #	ADM-113
Revision #	02
Issue Date	
08/08/2022	

Forensic DNA Technical Leader Approval

*Dave E. Butts*

## Contracts and Requests

### 1. Purpose

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

### 2. Summary

Intermountain Forensics does receive requests and enter contracts for laboratory services. It is essential that the laboratory review all requests and potential contracts for viability, technical ability and limitations, and legal requirements before performing services or entering into these agreements.

### 3. Procedure

1. The laboratory will confirm that any request, contract, or tender is appropriate by ensuring that:
  - a. The requirements, including the methods to be used, are adequately defined, documented, understood, and can meet the customer's requirements.
  - b. The laboratory has the capability and the resources to meet the requirements
  - c. The customer is notified and approves when external providers are used to meet customer requests
2. Any differences between the request and the testing by the laboratory will be (when possible) discussed and approved before testing occurs.
3. The confirmation will be completed by the Director of Laboratory Development, or a designee, for routine requests or contracts with routine customers. Any communication with the customer regarding their requirements, differences between the requests and the testing by the laboratory, or inappropriate requests will be documented in writing either through retention of written communication or in the Synopsis field located on the Case Info tab of JusticeTrax.
4. For any contract/tender that is not for routine testing, is from a new customer, or is of a significant scope, the review will be performed as follows:
  - 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 ramifications
  - d. The CEO or a designee will be the final authority and approve the contract/request
  - e. The performance and outcome of the review, as well as any communication with the customer regarding their requirements, differences between the requests and the testing by the laboratory, or inappropriate requests will be documented in writing, either through retention of written communication or entered in the Synopsis field located on the Case Info tab of JusticeTrax.
5. If a dispute occurs after testing has occurred or as a result of testing, the corrective action process may be implemented at the discretion of the DNA Technical Leader, to resolve the dispute and ensure proper future processing.
6. Refer to ADM-116 Deviations for the procedure to deviate from a contract or from standard operation procedure.

### 4. References

N/A



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## **Definitions**

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N/A