



Operations Manual

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Approved By: TLD Commander

Washington State Patrol Toxicology Laboratory Division

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INTRODUCTION

This manual covers the operational responsibilities of the Washington State Patrol (WSP) Toxicology Laboratory Division (TLD) Testing Laboratory. The TLD is part of the Forensic Laboratory Services Bureau (FLSB), which also includes the Impaired Driving Section (IDS) and the Crime Laboratory Division (CLD). The TLD performs toxicological testing of biological specimens and select non-biological samples for the presence of alcohol and other drugs, with case submissions from law enforcement agencies, medical examiners and coroners, and other agencies, statewide.

The purpose of this manual is to provide the responsible personnel with written policies and procedures that will:

- Promote efficient and effective operation
- Assist personnel in performing assigned duties and tasks
- Ensure that the work product and services are fit-for-purpose and of the highest quality

This manual covers all work done by responsible personnel, to include but not be limited to work done within the Division's laboratories, in addition to duties outside the Division, whether in court, training venues, or anywhere else the duties of responsible personnel might be employed. The policies and procedures are binding on all personnel, and shall be followed. Any adjustments or deviations from the policies and procedures detailed in this manual must be approved by TLD Management, and appropriately documented.

The official version of this manual is the electronic version as it appears on the FLSB SharePoint site (FLSB Portal). Any controlled TLD or agency documents referenced in this manual refer to the current official versions posted on SharePoint.

1 SCOPE

The TLD provides toxicological testing services to law enforcement agencies, medical examiners, coroners, and other agencies, statewide.

1.1 MISSION STATEMENT

The TLD will provide forensic services to its customers in the discipline of toxicology, to include analysis of biological specimens for alcohol and drugs, training, expert court testimony, and legal discovery. The TLD is committed to providing the highest quality forensic services which ultimately enhances public safety for the citizens of Washington State.

1.2 GOALS AND OBJECTIVES

The goals and objectives of the TLD will be reviewed annually, as part of the WSP Strategic Plan and the TLD Management System Review (MSR), and are based upon the needs of its customers; those agencies served by the TLD and the Criminal Justice System.

1.3 LEGAL DIRECTION

The TLD is a publicly funded, legal entity that is responsible for its legislatively mandated actions. The TLD provides scientific and technical assistance to all coroners, medical examiners and prosecuting attorneys, as mandated by Revised Code of Washington (RCW) 43.43.670, 46.52.065, 46.61.506 and 68.50.107; and the Washington Administrative Code (WAC) 448-14, and statewide criminal justice agencies.

1.4 DEFINITIONS

1.4.1 Policy: The guiding principles by which the TLD operates. Policies influence, direct and determine the decisions and actions of TLD employees.

1.4.2 Procedure: A defined and established method for implementing a policy.

1.5 SERVICES AND FUNCTIONS

The primary operational functions within the Division include:

1.5.1 Toxicological Testing of Biological Specimens or Non-biological Samples

Authorized Forensic Scientists will perform toxicological examination of blood, urine and/or other biological fluids/tissues collected during a death investigation; or from living individuals who were either the victim of a crime or were suspected of committing a crime in which drugs and/or alcohol may have played a role. This includes driving under the influence (DUI) of intoxicating liquors and/or drugs, victims of suspected drug-facilitated sexual assault (DFSA), and miscellaneous drug-related incidents or crimes. Other miscellaneous testing may be performed at the request of submitting agencies. Testing may also be performed on select non-biological samples, as in the case of

samples submitted by the Liquor and Cannabis Board (LCB). TLD personnel will maintain records of these activities and analytical test results.

1.5.2 Consultation/Interpretation

Forensic Scientists and TLD Technical Management will provide consultation and interpretation for medical examiners and coroners on the results of toxicology analyses performed by the Laboratory in death investigation cases, and for law enforcement agencies and attorneys on the results of toxicology analyses in driving-related cases or other criminal investigation cases as requested (e.g., drug-facilitated sexual assault, drug investigation).

1.5.3 Court Testimony

Forensic Scientists, Property and Evidence Custodians (PECs) and TLD Management will provide factual and expert testimony regarding their responsibilities, results and/or records for courts and other legal proceedings.

1.5.4 Records Custodian, Discovery and Public Records Requests

TLD personnel will be considered custodians of the records for the Division's testing activities. Trained TLD personnel will respond to, and provide records for, requests pertaining to official testing records (e.g., subpoena duces tecum, public records requests, discovery demands).

1.6 ORGANIZATION AND MANAGEMENT STRUCTURE

The TLD is part of the FLSB, with two laboratory locations, in the Seattle FLSB Facility and in Federal Way. The current TLD Organizational Chart is located on the FLSB Home Page/Portal under *FLSB Documents*.

The TLD Commander is responsible for ensuring that all policies, rules, procedures, directives, goals and guidelines are written in a clear manner, are consistent with department policy, State and Federal Law, and are made available to all TLD personnel.

Examples of documents containing policies, procedures and guidelines include:

- WSP Regulation Manual
- Collective Bargaining Agreements
- TLD Testing Quality Manual
- TLD Quality Assurance Principles
- TLD Operations Manual
- TLD Evidence Management Procedures
- Standard Operating Procedures (SOPs)
- TLD Safety Plan

TLD Management has the responsibility to ensure that policies, procedures, directives, goals and guidelines are understood and practiced by all employees. TLD Management

includes the TLD Commander, State Toxicologist, Laboratory Managers, Quality Assurance (QA) Manager, Supervisors and Administrative Services Manager.

1.7 CHAIN OF COMMAND/PERSONNEL RESPONSIBILITIES

TLD Management shall ensure that the responsibilities and authorities of Laboratory personnel are clearly communicated. The responsibilities/authorities are listed below for each position, respectively. Additional information is also available in the Position Descriptions maintained by the Agency's Human Resource Division. Minimum educational and/or other requirements for technical positions within the TLD are also found in the respective Position Descriptions.

1.7.1 TLD Commander

The TLD Commander has final operational authority and technical oversight of the TLD. This position is responsible for managing and approving all operational, policy and fiscal aspects of the TLD and reports to the FLSB Director.

The TLD Commander:

- Has overall Appointing Authority within the TLD
- Directly supervises the Laboratory Managers and Administrative Assistant
- Prepares the TLD budget
- Works with the State Toxicologist to promulgate revisions to the Washington Administrative Code (WAC)
- Ensures the Division's operational objectives are achieved
- Ensures resources are utilized to their maximum effectiveness
- Ensures that all programs are providing the most effective and timely services
- Ensures that all employees support the Division's QA Program
- Reviews technical and administrative documentation for testing work
- Provides factual and expert court testimony where required

1.7.2 State Toxicologist

The State Toxicologist has statutory authority for the technical operations of the TLD (RCW 68.50.107). This position approves/authorizes analytical methods and instrumentation, authorizes personnel to perform testing work and/or review associated documentation and issue (authorize) test reports, and works with the TLD Commander to promulgate revisions to the Washington Administrative Code (WAC). This position reports to the FLSB Director and directly supervises the Quality Assurance Manager.

1.7.3 Laboratory Manager

The Laboratory Manager has primary responsibility for the daily operations of the assigned Division Laboratory location, and for supervising and monitoring the compliance with policies and procedures for all personnel within the Laboratory. This position reports to the TLD Commander.

The Laboratory Manager:

- Directly supervises Forensic Scientist Supervisor and/or Administrative Services Manager positions
- Assists with the preparation of the TLD budget
- Assists the TLD Commander in developing and implementing program policy, procedures, and practice
- Exercises control over discretionary funds for laboratory supplies, overtime, and training
- Gives input to the Division's QA Program
- Ensures the effective application of the Division's QA Program
- Assists the QA Manager with the annual review of the quality management system
- Ensures effective communication among all Division personnel regarding Division policies and procedures
- Authorizes and monitors training and professional development requests
- Monitors compliance with accreditation and management system criteria
- Provides factual and expert court testimony where required
- Provides training to internal and external agencies
- Reviews technical and/or administrative documentation for testing work

1.7.4 Quality Assurance (QA) Manager

The QA Manager implements and maintains the QA Program, and monitors the quality of the work product and the personnel of the TLD. This position also serves as QA Manager for the Breath Test Program and reports to the State Toxicologist.

The QA Manager:

- Directly supervises the Forensic Technical Lead and Laboratory Technician positions
- Works to maintain and improve the quality program of the TLD
- Coordinates the proficiency testing program
- Directs the testing batch/data review program
- Assists with the training (and retraining) program for the Division
- Directs annual technical and quality audits of the Division
- Maintains and revises quality, operational, technical and training manuals for the TLD
- Manages document control policies and procedures
- Maintains the Division's programs of accreditation
- Makes recommendations to the TLD Commander regarding issues of nonconformity
- Reviews technical and administrative documentation for testing work and quality control data
- Provides factual and expert court testimony where required

1.7.5 Forensic Scientist Supervisor

Forensic Scientist Supervisors have primary responsibility for the supervision of Forensic Scientists. This position reports to the Laboratory Manager.

The Forensic Scientist Supervisor (Forensic Scientist 5; FS5):

- Directly supervises the Forensic Scientists assigned to them
- Is responsible for training (and retraining) of Forensic Scientists assigned to them
- Ensures their direct reports comply with program policy and procedures regarding testing work
- Reviews technical and administrative documentation for testing work
- Organizes and conducts periodic meetings of direct reports
- Observes court testimony of Forensic Scientists
- Provides factual and expert court testimony where required
- Provides training to internal and external agencies
- Assigns casework to direct reports
- Assists with PEC duties, as needed

1.7.6 Forensic Technical Lead

The Forensic Technical Lead works with the QA Manager to implement and monitor the QA Program. This position reports to the QA Manager.

The Forensic Technical Lead (Forensic Scientist 4; FS4):

- Works with the QA Manager to maintain and improve the quality program of the TLD
- Performs internal audits of policies/procedures and documentation of testing work
- Assists with proficiency test assignment, tracking and results submission
- Coordinates calibration of Laboratory equipment
- Participates in method development and validation
- Assists with training of Forensic Scientists
- Reviews technical and administrative documents for testing work and quality control data
- Assists the QA Manager in preparation for external audits
- Provides factual and expert court testimony where required

1.7.7 Forensic Scientist 1, 2 and 3 (FS1, FS2, FS3)

The Forensic Scientist is trained by, and assigned to, the TLD to perform testing work. Each Forensic Scientist is accountable to one Supervisor.

The Forensic Scientist:

- Is responsible for the testing of biological and non-biological specimens submitted to the Division
- Prepares and maintains documentation for testing performed, including final toxicology reports for dissemination to submitting agencies
- Is responsible for review of supporting documentation and testing data
- Is responsible for the maintenance of instruments used in the Laboratory
- Performs peer review of select technical and administrative documentation for testing work

- Provides factual and expert court testimony where required
- Provides training to internal and external agencies

1.7.8 Laboratory Technician 2 (LT 2)

The Laboratory Technician provides maintenance, administrative and quality assurance support to the Division. Responsibilities include assisting with preparation of standard materials, instrument and equipment maintenance, ordering of supplies, and other duties, as assigned. This position reports to the QA Manager.

1.7.9 Administrative Services Manager

The Administrative Services Manager oversees the administrative, evidential and clerical functions of the TLD, and directly supervises the Property and Evidence Custodians (PEC) and Office Assistant (OA) positions. Responsibilities include internal and external customer service, training of PECs and the OAs, coordinating administrative and evidence audits, ordering office and laboratory supplies and consumables, processing payment vouchers and assisting with PEC duties, as needed. This position reports to a Laboratory Manager.

1.7.10 Administrative Assistant 4 (AA4)

The Administrative Assistant provides administrative support to the TLD Commander and TLD Management. Responsibilities include overseeing the administrative operations within the Division and ensuring consistency with Agency policies and procedures and Division standard operating procedures. This position reports to the TLD Commander.

1.7.11 Office Assistant (OA)

The Office Assistant performs a variety of clerical duties in support of office or Division operations and assists with PEC duties, as needed. This position reports to the Administrative Services Manager.

1.7.12 Property and Evidence Custodian (PEC)

The Property and Evidence Custodian has responsibility for the receipt, storage, transfer and disposition of evidence (see TLD Evidence Management Procedures). Provides factual testimony where required. This position reports to the Administrative Services Manager.

1.7.13 Forms and Records Analyst 2 (FRA 2)

The Forms and Records Analyst serves as the public disclosure coordinator for the TLD, ensuring that the Division meets the legal requirements for timely, thorough and accurate responses to public disclosure requests and subpoenas duces tecums. This position reports to the FLSB Forms and Records Supervisor.

1.7.14 Temporary Designation of Responsibility/Authority

In the absence of the TLD Commander, the Laboratory Manager will assume all their areas of responsibility and authority(ies). Should a Supervisor or Manager be unavailable, a person will be designated as the acting Supervisor or Manager, when necessary. In the event that no one is available, or has been designated, to take this responsibility the person assuming their responsibilities will depend on the authority required. In general, the responsibility/authority of specific personnel will fall to those positions listed in the table below.

<i>In the absence of:</i>	<i>This position assumes his/her responsibility/authority:</i>
TLD Commander	Laboratory Manager
State Toxicologist	QA Manager or TLD Commander
Laboratory Manager	Supervisor or TLD Commander
QA Manager	FS4 or State Toxicologist
All Supervisors	FS3 or Laboratory Manager
Administrative Services Manager	OA, Supervisor or Laboratory Manager
All PECs	Administrative Services Manager
FRA	Administrative Services Manager or Laboratory Manager

For extended absences (e.g., leave, training for longer than 5 business days) or personnel assigned “acting” positions when vacancies occur, communication of temporary responsibility/authority will be communicated in writing (e.g., email, shared division calendar/message board).

1.8 TRAINING

Supervisors will ensure that employee training meets or maintains competency requirements, and provide continuing education opportunities or career development. Training or retraining of Forensic Scientists in testing work must follow the training programs outlined in the TLD Testing Quality Manual.

1.9 COMMUNICATIONS

1.9.1 Policy

TLD Management will establish a proper flow of communication internally throughout the TLD, and externally with its customers. Management will ensure that employees are well informed, and employees at each level have input into the system. In addition, management will ensure that communication with relevant customers is effective and responsive to their needs.

TLD employees will follow the chain of command for all internal written communications as required by Agency policy. The chain of command, in ascending order, will normally be the employee's Supervisor, the Laboratory Manager, the TLD Commander, the FLSB Director and the Chief of the WSP.

Every employee has the responsibility to safeguard all confidential information obtained in his or her official capacity from unauthorized distribution. In addition, employees will not access or disclose any confidential information except where legally authorized.

1.9.2 Procedures

Examples of various forms of communication to be used by the TLD include:

- Laboratory meetings
- Agency or Bureau meetings
- Manager meetings
- Supervisor meetings
- Conference calls or webinars
- Written direction from Bureau or Agency Headquarters
- Interoffice Communication (IOC) or e-mail

Examples of external communication are as follows:

- Personal contact by telephone, e-mail, letter, or in person
- Attendance at meetings of local law enforcement, attorneys, traffic safety groups, and other customer and/or community groups
- Customer newsletters
- Training provided to law enforcement, attorneys, traffic safety groups, and other customer and/or community groups
- Membership and participation in WSP or State committees
- Customer surveys

1.9.3 Service to the Customer/Customer Feedback

The Division will work in cooperation with its customers to address specific customer requests and to monitor and improve overall performance.

Customer feedback, from a selection of customer agencies, will be solicited at least annually. This may be in the form of a customer survey available to customers on the WSP website. Feedback may also be solicited through direct interaction with customers. For example, attendance at conferences, training events or annual meetings held by customer agencies, such as Washington Association of Prosecuting Attorneys (WAPA) or Washington Association of Coroners and Medical Examiners (WACME), presents opportunity for TLD personnel to discuss the current needs of customers and request

feedback. Feedback may also be attained through review of test reports and/or case outcomes with customers.

Once feedback has been received or collated, a review will be conducted by TLD Management, and both positive and negative trends identified. Laboratory-specific issues will be addressed by the Laboratory Manager, with responses to the impacted agency, where necessary. Systemic, Division-wide issues will be addressed in Manager and/or Supervisor meetings, with responses prepared by TLD Management and submitted to the impacted agency and/or the Forensic Investigations Council (FIC), where necessary. New feedback or survey responses may be compared to the previous year's results as a measure of how the TLD is progressing.

1.10 COMPLAINTS

TLD Management will follow the Policy for Complaint Resolution when addressing complaints involving Division processes or personnel. Discussion regarding complaints is included in the continuous review of the Division's management system (e.g., TLD Management meetings, risk and opportunities assessment).

1.11 ETHICS AND PROFESSIONAL RESPONSIBILITY

- 1.11.1 All Division employees are required to review guidelines for ethics and professional responsibility, relevant to the field of forensic toxicology, on an annual basis. The ANSI National Accreditation Board (ANAB) document *Guiding Principles of Professional Responsibility for Forensic Service Providers and Forensic Personnel* will be reviewed annually by all Division personnel and employee review will be documented (e.g., email, meeting minutes or IOC).
- 1.11.2 In addition, TLD Management may provide references to other guidelines or statements [e.g., Society of Forensic Toxicologists (SOFT), American Academy of Forensic Sciences (AAFS)] or, may draft internal policies/guidelines for ethics and professional responsibility, to be included in this annual review.

1.12 UNDUE INFLUENCE ON ANALYSIS

1.12.1 Division Policy

TLD Management will strive to ensure there is no undue influence on the professional judgments of employees, including any undue internal and external commercial, financial or other pressures and influences that may adversely affect the quality of their work. Personnel shall not engage in activities that may diminish confidence in the Division's competence, impartiality, judgment, or operational integrity. All conflict of interest concerns and situations that could cause undue pressure that adversely affect the quality of the work shall be brought to the attention of TLD Management.

TLD Management have the responsibility and authority to receive and take action on employee concerns. Serious instances of undue influence on analytical findings or conflict of interest will be reported to immediate supervisors and escalated through the chain of command.

1.12.2 External Divisions, Agencies and Entities

The TLD interacts on a regular basis with external divisions, agencies and other entities, in relation to its testing activities. Any requests, suggestions and/or directives given by any of these interest groups must be approved by TLD Management before being implemented.

The following summarizes the roles of several of these interest groups:

1.12.3 Forensic Investigations Council (FIC)

The FIC is an oversight group, appointed by the Governor, whose purpose it is to oversee the budget of the FLSB and, in consultation with the Chief of the Washington State Patrol or designee, assist the FLSB and TLD in devising policies to promote the most efficient use of laboratory services (RCW 43.43.670, 43.88.030). The FIC meets on a pre-set schedule, during which the TLD Commander-or designee provides policy, operational and budgetary updates regarding the TLD.

1.12.4 Allied Law Enforcement/Other Agencies

Allied agencies include Sheriff and Police Offices throughout the state, which are overseen by the Washington Association of Sheriff and Police Chiefs (WASPC). The TLD performs alcohol and drug testing for driving under the influence (DUI) and other investigations at the request of these agencies. The Division also performs alcohol and/or drug analysis on samples submitted by the LCB.

1.12.5 Medical Examiners/Coroners

Medical Examiners and Coroners throughout the state submit samples from death investigations to the Division for toxicological testing.

1.12.6 Office of the Attorney General

An assistant attorney general (AAG) is assigned to the WSP and assists with tort claims, lawsuits, discovery requests and policy decisions. Changes to the RCW and WAC, pertaining to testing activities, are reviewed by the AAG.

1.12.7 Prosecuting Attorneys

The TLD provides expert testimony services to prosecuting attorneys throughout the state. Washington Association of Prosecuting Attorneys (WAPA) is one oversight group.

1.12.8 Councils, Commissions and Committees

Examples include the Washington Traffic Safety Commission (WTSC) and the Washington Impaired Driving Advisory Council (WIDAC). Such groups interact with the TLD/FLSB to support their own goals and objectives of reducing the incidence of impaired driving accidents and fatalities within the state of Washington.

1.13 PUBLICATIONS AND PRESENTATIONS

All original research or presentations given to peers at conferences, professional meetings or for publication must receive a technical review and be approved through the chain of command prior to presentation or submission for publication.

1.13.1 Presentations

- All presentations shall be submitted to the employee's supervisor for review, at least five working days prior to the scheduled presentation.
- Presentations to attorneys, law enforcement agencies and other personnel for training purposes will be reviewed by a peer, and require supervisor notification and approval.
- Informational presentations to the public (e.g., schools, Rotary, etc.) do not need peer review, but do require supervisor notification and approval.
- Presentations previously reviewed and approved do not have to be reviewed again when presented in a different venue, or when they do not differ significantly in content.

1.13.2 Publications

Final drafts of prospective publications shall be submitted to the employee's supervisor for review, approximately 14 days prior to being submitted to the journal. Following supervisor review, additional review may be performed by the Laboratory Manager, with final review and approval by the TLD Commander.

1.13.3 Review of the publication/presentation will focus on the following topics:

- Accuracy of the statements and/or conclusions. Does the data in the manuscript/presentation support the statements and/or conclusions?
- Proofing of mathematics, spelling, grammar and punctuation

1.13.4 Feedback will be given to the author within approximately three working days from receipt of the presentation or within seven working days from receipt of the publication. Differences of opinion will be resolved by consensus; however, the Laboratory Manager or TLD Commander will have the final say if not resolved.

2 LABORATORY SPACE, SECURITY AND SAFETY

The security of equipment, supplies, records and personnel are of high priority to the WSP. Effort will be made to ensure the security of all offices and facilities used by employees within the TLD. Security of facilities helps to enhance the credibility and confidence that can be placed in services provided by the TLD.

The Division shall maintain secure facilities into which only authorized personnel are allowed access. The manner in which security is maintained, either by proximity card, lock and key or security codes, shall be determined and ensured by the Laboratory Manager or facility management.

The safety and wellness of Division personnel is also of high priority. The Division will maintain a health and safety program, established to safeguard employees from service-related injury and health problems. The health and safety program is outlined in the TLD Safety Plan.

2.1 SPACE

In order for the personnel within the TLD to efficiently carry out their goals and objectives, adequate and proper space should be allocated for each laboratory activity and function.

Each employee should have enough working space to efficiently accomplish assigned tasks without the risk of mishandling or contaminating materials and/or equipment. All employee and general laboratory working areas should have sufficient storage space for proper storage and handling of individual and general laboratory supplies, equipment and tools. In addition to the space needed for technical work, there should be sufficient space for writing reports, reviewing documentation, working at the computer, filing cabinet storage, water supply, etc.

The Laboratory will have space designated for the safekeeping of official records and reports as well as space for reference material, books, and other documents necessary for carrying out the functions of the Laboratory. In addition, proper and sufficient space will be provided for long-term storage of any volatile and hazardous materials.

The TLD will take measures to ensure good housekeeping in the Laboratory.

2.2 SAFETY

In addition to implementing a health and safety program, the TLD Commander will designate personnel to serve as Safety Officer(s). The Safety Officer(s) will ensure compliance with chemical hygiene and workplace safety by providing current information, and monitoring the use of chemicals and other hazardous processes.

The Safety Officer(s) have delegated authority from the TLD Commander to carry out their duties. TLD Management has ultimate responsibility for the health and safety program and will draw upon the Safety Officer(s) and their designees for technical support and assistance.

2.3 SECURITY

Security throughout the Division shall be ensured through a lock and key, proximity card or combination lock system that ensures only authorized personnel have access.

2.4 PROCEDURE

The Laboratory locations shall define their areas of accessibility and have guidelines that govern accessibility to those areas. TLD exterior laboratory doors will be kept secure at all times. Some areas may, out of necessity, be used for several purposes. The Laboratory's security measures must account for multi-use areas and develop procedures to ensure proper security. In general, guidelines should consider the following types of areas:

- 2.4.1 Public Area: An area such as a lobby, common hallway, conference room, or restroom which may be accessed by members of the public during business hours without escort.
- 2.4.2 Work Area: An area designated for responsible employees to perform their assigned duties. Keys, Proximity Cards, and Combinations are required to access these areas.

Where applicable, the Laboratory Manager or Supervisors will issue laboratory door and alarm keys or proximity cards, and combinations or codes to employees. Key and proximity card logs will be maintained in accordance with departmental regulations by appropriate personnel, and combinations will be changed as needed to ensure that only authorized individuals have laboratory access. Keys and proximity cards may not be duplicated or loaned, and combinations or codes may not be divulged to unauthorized personnel.

The Laboratory Manager or designee shall maintain an inventory of keys, proximity cards and combinations for the laboratory facility. Audits of these inventories will be conducted each calendar year by a Supervisor or Manager (not the person responsible for maintaining the inventory). The original audit documentation will be maintained by the Laboratory Manager.

Entrance/exit points and internal areas requiring additional limited/controlled access will have a separate lock system. Access to these areas will be restricted to certain employees, on a routine or limited basis, and such access will be determined and documented by the Laboratory Manager or designee.

2.4.3 Opening and Closing Procedures

The general opening/closing procedures and secured access for the TLD Laboratory Facilities are outlined in the individual facility building procedures.

2.4.4 Fire Alarms

The Laboratories will have smoke and fire detection systems. Specific information regarding emergency/evacuation protocols is found in the individual site procedures and/or TLD Safety Plan.

2.4.5 Visitors

All visitors (non-agency) to the Laboratories will sign in and be escorted by authorized personnel while within secured work areas.

Approved, non-departmental janitorial personnel will not be required to sign in and will not require an escort. They will work only during normal business hours, and only in areas occupied by laboratory personnel.

2.4.6 Tours

Laboratory tours may be permitted under certain conditions, with approval from the Laboratory Manager, Division Commander, or State Toxicologist. Access to Laboratory areas or workspaces may be limited, as is necessary, to protect the integrity of the evidence and the work processes carried out by the laboratory.

2.5 SECURITY OF VOLATILE CHEMICALS

Responsibilities of employees within the TLD involve the use of various chemicals, including organic solvents, acids, bases and other hazardous reagents. Chemicals will be stored within the secured Laboratory, according to National Fire Protection Association (NFPA) and manufacturer recommendations.

Supervisors shall ensure that the security of all chemicals and their documentation are maintained by all employees.

3 RECORDS MANAGEMENT

The following procedures describe the filing, storage, retention and destruction of pertinent records within the TLD. These procedures will direct the activities of personnel within the TLD who maintain documentation related to the TLD’s testing work, with the intent of ensuring proper documentation. Records may be kept in electronic format, capable of producing a paper copy where appropriate.

All relevant administrative and technical documentation received or generated by the Division (e.g., testing batch files or records) will be maintained. The TLD will maintain all original documentation in files or records bearing unique identifiers (e.g., case ST number). Written records requests (e.g., public disclosure, subpoenas duces tecum) and response letters are uploaded to the WSP public disclosure database and retained in electronic form only.

3.1 RETENTION TIME OF RECORDS

All records addressed in this policy are to be retained in accordance with the requirements of the Division’s accrediting agencies and the WSP Records Retention Schedule, posted on WSP SharePoint.

3.2 STORAGE OF RECORDS

All quality system and technical records will be stored in a manner that is readily retrievable and protected from damage, deterioration or loss. Back-ups of documentation stored electronically will be accomplished and stored in such a manner to allow efficient access and security from unauthorized access to or amendment of these records.

All quality system and technical records will be maintained under the control of the TLD until they are archived. The Laboratory will maintain quality system and technical records for the current calendar year and, as space allows, previous years, on-site (within the Laboratory or Bureau records storage), with archived records readily accessible from the State Records Center, which serves as the secured, long-term storage facility for all Division records.

3.3 CUSTODIAN OF RECORDS

For the TLD, the Laboratory Manager(s), QA Manager, and/or Administrative Services Manager will be the official custodian of Division technical, quality, and administrative records, respectively. Individual TLD personnel will also be considered custodians of records for any administrative and technical records and/or regular business records of the Division. .

When case files are removed from a designated storage location, personnel must utilize a sign-out file locator (out card). If case files or other records are removed from the Laboratory for purposes of court testimony or approved remote work, due diligence will be exercised to ensure the protection of the files/records.

3.4 WEB BASED ACCESS TO RECORDS

The FLSB maintains the WSP TLD website <http://www.wsp.wa.gov/forensics/toxicology.htm>, where select records generated and maintained by the TLD, are available. Records are provided to ITD Web Support for installation on the web site.

NOTE: The FLSB also maintains the WSP BTP Discovery Material Website (WebDMS, http://www.wsp.wa.gov/breathtest/wdms_home.htm), where records related to the Laboratory's previous calibration work are available.

3.5 EXPUNGEMENT OF RECORDS

On receipt of a court order for expungement, the TLD Commander should be contacted. TLD personnel will make any appropriate contacts with the WSP Risk Management Division and/or the Attorney General's Office, who will provide guidance to the Division for compliance with the order.

4 DISCLOSURE AND RELEASE OF INFORMATION

4.1 POLICY

The TLD is required by law to disclose records when they are requested by the media, attorneys, insurance companies, the public or other parties designated by the Public Records Act, as allowable by State/Agency policy.

4.2 RELEASE OF RESULTS

The release of results, through Toxicology Test Reports will only be allowed after completion of any mandatory reviews of technical and administrative content.

Original, printed and signed Toxicology Test Reports are considered the official authorized versions. Original reports are sent to the primary submitting agency, with a copy of the report maintained in the case file. Secondary submitting agencies (e.g., DRE coordinator, pathologist) may receive a copy of the report. Agencies requesting electronic dissemination of results (in lieu of the original report by mail), may receive reports via e-mail or secure file transfer protocol (FTP) site, with the original report maintained in the case file.

Under certain circumstances, the results of a Toxicology Test Report may be released telephonically (e.g., subject is held by law enforcement pending test results, high-profile investigations), provided that Laboratory personnel have verified that the person making the request is legally entitled to receive the results. Should the customer request test results prior to issuance of a Toxicology Test Report, it will be clearly communicated to the customer that the results are preliminary. Further, the release of preliminary results shall only occur following completion of any mandatory reviews of technical content. Any communication involving release of preliminary results or results of a Toxicology Test Report will be documented in the case file.

Material amendments to Toxicology Test Reports will be made only in the form of a further document (see *Quality Assurance Manual*). The amended document will be titled as "Amended Toxicology Test Report for [Laboratory Case (ST or FT) Number_Request #]."

4.3 INTERPRETATION OF RESULTS

Interpretation of results and laboratory data, whether relayed telephonically or in-person, will be limited to the policies, procedures, results, training, and expertise of the employee. Only Forensic Scientists and Technical TLD Management shall provide interpretation of results and laboratory data.

4.4 PROCEDURE FOR PUBLIC DISCLOSURE

Public disclosure, discovery demands, and subpoenas duces tecum (SDT) requests will be handled according to procedures established by WSP (see *WSP Regulation Manual* and *Public Disclosure Manual*).

Any formal request for information under Public Disclosure will be handled by the appropriate public records coordinator. The public records coordinator provides direction to

personnel as to which records (e.g., chain of custody or photo of evidence items for a case, upon request by the prosecutor) can be provided directly to the requesting party by the responsible personnel handling the request.

5 COURTROOM TESTIMONY

Providing testimony in a legal context is an important responsibility of TLD personnel. Employees must approach this responsibility with sincerity, honesty and diligence. Testimony is a significant part of the employee's responsibility and will be subject to the same quality assurance standards as other aspects of their work.

TLD personnel will not be advocates for either side but rather advocates for the evidence and/or scientific work. Testifying in a court, telephonically or for a deposition will be limited to the policies, procedures, results, training and expertise of the employee. Most often requests for appearance will be through a subpoena. Wherever possible, all legal subpoenas will be honored for appearance as directed, regardless of the party issuing the subpoena. Reasonable effort should be made to comply with requests for appearance regardless of whether a subpoena is received or not, as this is the legal culmination of the Laboratory's testing responsibilities.

Subpoenas received that pose a scheduling conflict with the employee should be resolved, whenever possible. Resolution is generally achieved via conversations between the employee and the person issuing the subpoena.

5.1 COURT TESTIMONY MONITORING

The testimony of each Forensic Scientist will be monitored by their immediate Supervisor or authorized designee at least once per calendar year. Documentation will be completed and maintained by the QA Manager or designee, and retained for at least five years.

5.2 PROCEDURE

5.2.1 Employee Requirements

The employee is to inform their immediate supervisor, prior to going to court to testify (when an evaluation is needed). This may be done by personal contact, phone, or email.

5.2.2 Supervisor Requirements

If the employee's testimony was directly observed, the employee should be given feedback through their Supervisor on the positive aspects of the testimony as well as the areas that need improvement. If a court testimony was not directly observed, a transcript or recording of the employee's testimony may be obtained for review. Information received in this manner will be shared with the employee. The technical content of the employee's testimony must be reviewed by personnel demonstrating competency and authorized to perform this review.

Written evaluations will be provided to employees and discussed and signed as soon as practical.

It is the responsibility of the Supervisors to ensure that testimony of all scientists they supervise be evaluated and documented annually, provided that they testified during that year. If a scientist's testimony is not evaluated in a given calendar year (e.g., scientist

promoted or on extended leave, no court appearances), the Supervisor will note that an evaluation was not performed and the reason it was not performed (this may be noted in the supervisor report for the annual MSR).

5.2.3 Evaluation Criteria

Evaluation criteria may include:

- Communication Skills
 - Speech is clear, concise, and understandable
 - Testimony is concise with language professional and appropriate to court room
- Demeanor
 - Demeanor is polite, professional, and non-argumentative
- Objectivity
 - Answers questions directly
 - Does not speculate
 - Does not show any bias
 - Impartial and not an advocate
- Appearance
 - Demonstrates a clean and well-groomed appearance
 - Clothing is appropriate for a formal appearance in court
- Technical knowledge
 - Limits answers to area of expertise
 - Demonstrates knowledge of the subject matter
 - Is able to translate complex scientific principles into lay terms
- Other relevant comments

5.3 TESTIMONY REVIEW AND JOB PERFORMANCE

Any problems identified from the review of testimony will be addressed by the employee's supervisor and documented in the employee's supervisory file.

The nature of any corrective actions taken should be consistent with the severity of the issue and aimed at the professional development of the employee. If a Job Performance Improvement Plan (JPIP) is necessary, it should include remedial training and progress must be measured at frequent intervals. Progress, as well as any continued issues, must be documented in the employee's supervisory file.

5.4 INTERVIEWING EMPLOYEES

Interviews of employees by attorneys, or others as deemed appropriate, are allowed only insofar as the employee agrees to be interviewed and the interview process does not have a deleterious effect on the Division's efficiency and resources. Media inquiries will be handled by the TLD Commander or Laboratory Manager(s), in coordination with WSP Government and Media Relations (GMR).

Interviews will conform to the following standards:

- Interviews of employees will be prescheduled and conducted with minimum impact to employees' work assignments.
- All interviews will be conducted in a courteous and professional manner, by all participants.
- A maximum of two hours will be allowed for any interview. If additional time is needed, a second interview may be scheduled or additional time may be arranged.
- Employees have the authority to stop or pause an interview for a rest break, or if they become uncomfortable for any other reason.
- Employees may consult with their Supervisor or Laboratory Manager at any time, and may opt to terminate an interview if appropriate.
- The employee may request that the prosecuting attorney be present.
- The employee may request legal representation (assistant AG) to be present. This must be prescheduled, and is coordinated by the Laboratory Manager.

All relevant communication regarding a particular case submitted to the Division for analysis will be documented in the corresponding case file or electronic court log, as appropriate.

6 ADMINISTRATIVE PROCEDURES

This chapter describes the administrative procedures for the testing laboratory, including the handling of customer requests and general guidelines for testing performed.

6.1 CUSTOMER REQUESTS FOR ANALYSIS

The TLD will make every effort to communicate effectively with its customers regarding requests for analysis of submitted evidence, and the test methods used in that analysis. The test methods used will be appropriate to the testing requested.

- 6.1.1 A description of those drugs identified in the Division's testing, and those test methods used, is accessible to the customer via the FLSB website (<http://wsp.wa.gov/forensics/toxicology.htm>). The customer is also informed as to which tests the Laboratory may refer to a subcontracted laboratory.
- 6.1.2 The customer is directed to contact the Laboratory with any comments, questions or concerns relevant to the test methods used. Constant communication is maintained with the Division's customers through training presentations, meetings, phone, or e-mail contact regarding specific case submissions or types of submissions (*see 1.9.2 and 1.9.3*).
- 6.1.3 Evidence submitted to the Laboratory, accompanied by one of the Laboratory's Request for Analysis forms (*see 6.2 below*), will be subject to analysis using the listed test methods (*see 6.1.1*), as determined by case submission type and/or specific testing requested by the customer.
- 6.1.4 Should the customer request a deviation from the normal test battery, the request should be made prior to beginning analysis (e.g., Request for Analysis form, e-mail, phone communication), whenever possible. The customer will be notified should they request use of a test method that is not available, obsolete or inappropriate for the requested testing; this notification may occur during the course of testing or appear on the test report. If a deviation is requested by the customer once analysis has begun, this will be documented in the case file.
- 6.1.5 Should the Laboratory require a deviation from the normal test battery in order to fulfill the customer's request, this will be communicated to the customer. If necessary in order to direct testing, this will occur prior to commencing analysis. However, due to the complex nature of toxicological casework, a deviation may be required once analysis has begun (e.g., the listed test method cannot be used due to the combination of analytes present or the quality of the sample). Should this occur, the test method used and other relevant information (e.g., reason for deviation) will be documented in the case file.
- 6.1.6 The Laboratory may have the capability to implement a new test method (e.g., for an emergent or rare compound), outside the normal scope of the Division's testing (those listed on the FLSB website). Where a novel test method is used, the customer will be notified, as described in 6.1.5 above.

- 6.1.7 Records of communication with the customer regarding a request/deviation related to a specific case will be documented and maintained in that case record.
- 6.1.8 Where the Division has entered into a written contract with the customer (e.g., testing performed for jurisdictions outside the state of Washington), any changes to the contract proposed by either the Division or the customer will be documented in the form of an amended contract. The amended contract will be subject to the same agency procedures for review and approval as the original contract.
- 6.1.9 When a customer requests reanalysis of evidence previously submitted and analyzed by the Laboratory, this request shall be made in writing. Reanalysis is defined as repeating a test (or tests) which were performed as part of the initial case analysis, and for which results from the initial analysis were reported to the customer. Re-analysis requests will be considered on a case-by-case basis and must be approved by a member of TLD Technical Management.
 - 6.1.9.1 When reanalysis is performed by the Laboratory, a supplemental test report will be issued. Qualitative results are reported from drug retests. Generally, quantitative results are reported from ethanol retesting; however, ethanol results may be reported qualitatively, provided that a notation as to the reason for qualitative reporting is included with the retest data.
 - 6.1.9.2 When reanalysis is performed by an external laboratory (no additional testing is performed in-house), a new report is not generated by the Laboratory; only the external laboratory report is disseminated to the customer.

6.2 REQUEST FOR ANALYSIS FORMS

- 6.2.1 Specimens submitted to the TLD for testing will include one of the following Laboratory Request for Analysis forms (available on the WSP TLD website):
 - 6.2.1.1 Driving under the Influence (DUI)/Drug Recognition Expert (DRE)
 - 6.2.1.2 Death Investigation
 - 6.2.1.3 Liquor and Cannabis Board (LCB)/Drug Investigation
 - 6.2.1.4 Drug Facilitated Sexual Assault (DFSA)

6.3 TESTING GUIDELINES

NOTE: General drug screening includes one of the following techniques, or combination thereof:

- Cannabinoids screen by liquid chromatography – tandem mass spectrometry (LC-MSMS)
- Drug screen by liquid chromatography – time of flight mass spectrometry (LC-TOF-MS)
- Basic drug screen by gas chromatography – mass spectrometry/nitrogen phosphorus detection (GC-MS/NPD)
- Enzyme-multiplied immunoassay technique (EMIT) or other immunoassay testing

6.3.1 DUI/DRE Requests

All DUI/DRE case sample submissions will be tested for ethanol/volatiles by headspace gas chromatography (HSGC).

- DUI case submissions with ethanol results ≥ 0.09 g/100 mL will not receive general drug screening unless subsequently requested by the customer*
- Case submissions with ethanol results < 0.09 g/100 mL will be screened for cannabinoids
- Case submissions with confirmed THC results of ≥ 7.0 ng/mL will not receive additional drug screening unless subsequently requested by the customer*
- Case submissions with ethanol results < 0.09 g/100 mL and THC results < 7.0 ng/mL will undergo additional drug screening, if warranted by case history.

*A Test Report with ethanol/volatiles and/or cannabinoids results will be issued and released to the customer. The customer may contact the Laboratory following receipt of the Test Report, to request additional testing.

NOTE: Testing performed on evidence submitted from jurisdictions outside the state of Washington does not include ethanol/volatiles testing, unless specifically requested.

6.3.2 Death Investigation Requests

All Death Investigation case sample submissions will be tested for ethanol/volatiles by HSGC and will undergo general drug screening, unless the submitting agency requests ethanol/volatiles testing only. Additional screening is performed for submissions related to traffic, police-involved, police custody/inmate, workplace-related fatalities, or as needed based on case history and other information recorded on the request for analysis form. More comprehensive screening will be performed on case sample submissions from children three years of age and younger and subjects 4-17 years of age with no known cause of death.

Cannabinoids screening and confirmation is not routinely performed for death investigation casework unless specifically requested by the submitting agency and approved by TLD Technical Management. However, the cannabinoids confirmation/quantitation method must be performed on any death investigation case with a positive drug screen result for cannabinoids in blood and:

- It is a traffic-related death (see 6.3.2.1.1 – causing/unknown driver)
- Impairment may be a factor in the death (e.g., workplace death, pilot, falls, electrocution)

6.3.2.1 Traffic Fatalities

6.3.2.1.1 All causing/unknown driver case sample submissions will have the following testing performed, with additional screening or confirmation testing performed, as necessary:

- Ethanol/volatiles analysis by HSGC
- General drug screening (to include, EMIT/immunoassay and/or cannabinoids screen by LC-MSMS; and GC-MS/NPD or LC-TOF-MS screen)

6.3.2.1.2 All non-causing driver and passenger case sample submissions, and pedestrian fatality case sample submissions, will have the following testing performed, with additional screening or confirmation testing performed, as necessary:

- Ethanol/volatiles analysis by HSGC
- General drug screening (to include EMIT/immunoassay and/or cannabinoids screen by LC-MSMS, GC-MS/NPD or LC-TOF-MS screen)

6.3.3 DFSA (Drug Facilitated Sexual Assault) Requests

All DFSA case sample submissions will be tested for ethanol/volatiles by HSGC and will undergo general drug screening (to include EMIT/immunoassay and GC-MS/NPD or LC-TOF-MS screen). Additional screening may be performed, based on information provided on the Request for Analysis form (e.g., time frame for collection, suspected drugs).

- Benzodiazepine testing by LC/MS-MS, based on case circumstances and if urine is collected within five days (120 hours) of the incident, or if blood is collected within two days (48 hours) of the incident and there is a positive blood result for benzodiazepines from the LC-TOF-MS screen
- Additional screening performed dependent on time elapsed between the incident and specimen collection and/or case circumstances
- Confirmation testing performed as necessary

Unless specifically requested by the submitting agency, cannabinoids screening and confirmation is not performed for DFSA cases.

6.3.4 Drug Investigation Requests

All drug investigation cases will be tested for ethanol/volatiles by HSGC and undergo general drug screening (to include EMIT/immunoassay and GC-MS/NPD or LC-TOF-MS screen) with additional screening or confirmation testing performed, as necessary, unless the submitting agency specifically requests specific testing only on the Request for Analysis form.

6.3.5 Liquor and Cannabis Board (LCB) Requests

All LCB case sample submissions will be tested for ethanol/volatiles by HSGC.

Additional testing (e.g., cannabinoids screen/confirmation) may be performed at the request of the submitting agency.

NOTE: The TLD performs testing on cannabis-infused liquids submitted by LCB only. Other agencies should submit any cannabis-infused liquids, oils, concentrates and solid products directly to an LCB-approved cannabis testing laboratory.

6.3.6 Testing Performed by an External Laboratory

6.3.6.1 Should a customer request a specific analysis not within the scope of testing of the Laboratory, or the Laboratory is capable of screening, but not confirming/quantifying a specific compound present in a case specimen, a sampling of the specimen may be sent to an external testing laboratory for analysis. The customer may also request that all analyses (screening and/or confirmation) is performed by the external laboratory. (See also section 10.8 of Testing Quality Assurance Manual).

6.3.6.1.1 Approval by a member of TLD Management is required prior to sending a sample to an external testing laboratory for analysis. In some cases, it may be appropriate to consult with the customer regarding testing that must be performed by an external laboratory.

6.3.6.1.2 All testing performed by an external testing laboratory must be documented in the case file, with the external test report included as part of the final results released to the submitting agency.

6.4 OBSERVATION BY OUTSIDE FORENSIC EXPERTS

Observation of evidence examination at the TLD by outside forensic experts will not be permitted. In lieu of observation, release of evidence to an outside forensic expert may be requested utilizing the *Release of Biological Samples Form* and submitted to toxlab@wsp.wa.gov. These conditions are necessary to protect the integrity of the evidence and the work processes carried out by the Laboratory.

6.5 OTHER ADMINISTRATIVE PROCEDURES

All Laboratory personnel are responsible for following those policies and procedures described in agency-wide documents, including the WSP Regulation Manual.

LIST OF CHANGES

Revision Date	Procedure	Change	Page Number
6/1/13	Overall content	Removed wording related to work performed by the WSP Breath Test Program (BTP). Management system/organizational structure updated. Manual now covers all functions of the TLD, for both calibration and testing activities. Assigned new document ID, TLD_OP.	All
6/9/14	Overall content	Moved administrative and evidence procedures from separate documents to chapters in the operations manual. Added wording to section 1.11 for annual review of ethics guidelines for all laboratory employees. Added opening and closing procedures to section 2.35. Updated organizational chart. Additional edits throughout. Refer to DRA dated 5/29/14 for detailed changes.	All
10/1/14	Chapter 1, Appendix A, B	Added wording in 1.6 to define TLD Management. Added minimum job requirements in appendix B, as referenced in 1.7. Updated organizational chart in appendix A.	8, 47, 48
10/1/14	Chapter 2, 4	Added description of health and safety program to chapter 2. Described safety officer duties and authority in 2.2. Revised title of amended test reports in 4.2.	17, 23
10/1/14	Overall format	Changed footer format for page numbering (page x of y), and to include an effective date and document revision number. Reformatted cover page to include the document ID, revision number, effective date and approval by State Toxicologist. Other minor edits throughout.	All
6/1/15	Chapters 1, 3, 4	Edits to 1.7 to describe temporary designation of authority and to 1.10 for documentation of complaints. Title of chapter 3 changed to Records Management, with edits to 3.1 and 3.2 regarding records storage. Edits to 4.2 to include telephonic release of results and addition of 4.3 for interpretation of results.	8, 11, 13-14, 21, 23-24
6/1/15	Chapter 6	Added section 6.1 - Customer Request for Analysis. Removed section describing Administrative Review (now in Testing QA Manual).	28-29, 31

6/1/15	Chapter 7, Appendix B, overall content	Edited wording in Chapter 7 (7.1, 7.6.4, 7.9, 7.14 and throughout). Other minor edits throughout document. Updated organizational chart in Appendix A. See DRA dated 3/31/15 for details.	33-49, All
10/7/15	Chapter 1, Chapter 5, Chapter 6	Replaced "Liquor Control Board" references with "Liquor and Cannabis Board," throughout. Specified in 5.1 that testimony monitoring for both calibration and testing activities is required annually.	15, 25, 29, 31
10/7/15	Chapter 7	Edits to Chapter 7 (7.1.4, 7.2.1, 7.5.1, 7.6.5.5.1, 7.9.c) to specify that TLD evidence is handled by TLD PECs only and process of examination/analysis begins with receipt of evidence by the TLD PEC.	33-37, 39-40, 42, 44
10/7/15	Appendix A, overall content	Updated organizational chart in Appendix A. Other minor edits throughout document. See DRA dated 9/28/15 for details.	6-7, 9-10, 18, 23, 32, 49
7/1/16	Chapter 1, Chapter 6, Chapter 7, Appendix A	Added description of FRA 2 position in 1.7.10. Added description in 6.3.2 to describe when cannabinoids confirmation is warranted in death cases. Added wording to 7.2.1 and 7.5.5 to regarding receipt of evidence and removed 7.12.2.5, 7.15.3.5 and 7.16.1.5 and added green top collection tubes to death investigation kit in 7.4.1.2. Updated organizational chart. Other minor edits throughout. See DRA dated 6/6/16 for details.	11, 31, 34-37, 41, 45, 47, 50
11/28/16	Chapters 6, 7	Added wording to 6.3.1.1 that listed tests may be performed based on case history information. Added wording to 6.3.2 and 6.3.3 to indicate that cannabinoids confirmation will not be performed for DFSA cases and only in law-enforcement related death investigations. Note removed and wording added to 6.3.3 to state that benzo testing will be based on case circumstances and time frame of sample collection. Number of red top collection tubes changed to one in 7.4.1.2, number of gray top collection tubes changed to one in 7.4.1.3 and noting of shipment tracking numbers removed from 7.6.6. Updated organizational chart. Other minor edits throughout. See DRA dated 10/26/16 for details.	30-33, 35-36, 49
8/19/19	Chapters 1-7, Appendix A, Appendix B	Removed references to calibration activities throughout. Added position description for Laboratory Technician 2 to 1.7.7. Added language to 2.4.2 and 7.2.2.3 to reflect use of common space accessible to CLD and to 7.3.3 for use of secured evidence storage refrigerators outside the evidence vault. Updated testing protocols in 6.3. Changed time frame that evidence is "under examination/analysis" from 120 days to 270 days (approximately 9 months)	All

		in 7.9.3. Removed 7.11.4, regarding clinical testing. Removed TLD organization chart in Appendix A and minimum job requirements in Appendix B. Other minor edits throughout. See DRA dated 6/10/19 for details.	
10/1/2020	Chapters 2, 5, 6, 7	Replaced “work days” with “weekdays” in Chapter 2. In 5.2.2, added competency requirement for persons reviewing technical content or courtroom testimony. Updated 6.3 to reflect current testing protocols. Removed reference to workspace separate from main TLD laboratory in 7.2.2.2 and specified storage of samples selected for disposal and checks of unique identifiers on evidence items against disposal lists in 7.15.2.2. Added information on purpose of 100% evidence audit in 7.18.1.1. Other minor edits throughout. See DRA dated 8/10/20 for details.	18-19, 24, 28-30, 32, 41-42
7/17/2023	Chapters 1, 2, 6, 7	Updated references to TLD Commander/State Toxicologist throughout, to specify as two separate positions and section 1.7 to reflect positions of ASM and AA4 and describe individual responsibilities for the TLD Commander and State Toxicologist. Wording for removing records or files for court or remote work added in 3.3. Added information on lab tours in 2.4.6 and added protocol for retests in 6.1.9. Testing guidelines updated in sections 6.3, 6.3.1 and 6.3.3. Added information on observation of testing in 6.4. Removed pages 33-46 (Chapter 7 Evidence Management); a separate document has been created for evidence handling procedures. Other minor edits throughout. See DRA dated 2/8/23 for details.	6-8, 10-11, 20-21, 26, 27, 29-46