

Chemistry Unit – GSR Case Review Checklist

Technical Reviewer Name (print): _____ **Date:** _____

Lab/Case Number:	Yes	No	N/A
Evidence description clear			
Case notes clear			
Photographs correctly annotated			
Technical data included and appropriate			
Technical data filenames appropriate – Sample			
Technical data filenames appropriate – PLANO			
Technical data filenames appropriate – Copper			
Technical data filenames appropriate – Blank			
Copy of the appropriate PLANO(s) present (annotated and printed per SOP)			
Copy of the Copper standard(s) present (annotated and printed per SOP)			
Appropriate blank(s) included			
Findings on the report backed by the technical data			
Chain of custody reviewed and appropriate			
Technical Review Milestone in JusticeTrax Acceptable		See TR Notes	
Technical Reviewer's Notes (if applicable ; mandatory if TR milestone was unacceptable):			

Administrative Reviewer Name (print): _____ **Date:** _____

	Yes	No	N/A
Case demographics correct: Name			
Agency information			
Item numbers correct			
Description reviewed for typos			
Cross outs initialed			
Analyst's initials and case number on each page			
Administrative Review Milestone in JusticeTrax Acceptable		See AR Notes	
Administrative Reviewer's Notes (if applicable ; mandatory if AR milestone was unacceptable):			