

*Approved by Director: Dr. Guy Vallaro***GENERAL CHEMICAL AND REAGENT QC****21.1 PURPOSE**

To quality control new chemicals.

21.2 RESPONSIBILITY

Forensic Science Examiners (however titled) in the Forensic Biology Unit. Ordering information is maintained in a log book in the Forensic Biology Unit. New chemicals and reagents are purchased according to GL-6 (Purchasing). For additional information, refer to the Biological Inventory in Appendix 3.

21.3 SAFETY

Use appropriate measures for the proper handling of bleach and hazardous chemicals according to GL-2 (Safety Manual) and the Safety Data Sheets.

21.4 PREPARATION/QC PROCEDURES

Manufacturer's expiration dates with only month and year indicated (i.e. 04/2014) expire the last day of the month noted.

21.4.1: dH₂O (defined as deionized water, see DNA SOP-1: General Guidelines, section 1.1.9).

- A. dH₂O used to collect samples from evidence or in the preparation of a solution used to collect samples from evidence, will be obtained from and quality control tested by the DNA Unit prior to use.
1. Test the new lot before use according to FB SOP-08 (Screening Tests for Blood), FB SOP-12 (Screening Test for Semen), FB SOP-16 (Test for Amylase) and the dH₂O Reagent Log Sheet. Record the required information.
 2. If the appropriate results are not obtained, discard, review the procedure, obtain new dH₂O and retest. If the reagent still does not yield the appropriate results, then determine the root cause and correct.
 3. If suitable for use, label the containers received from DNA with the date opened and examiner's initials. Label containers filled in Forensic Biology with the lot #, control (expiration) date, fill date and examiner's initials.
 4. Store in the refrigerator. Discard and replace according to the DNA expiration date.
- B. dH₂O used for other purposes will be obtained from the water filtration system in the DNA Unit.
1. Fill and label a stock container with the lot # (date filled) and examiner's initials.

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2. Label containers filled in Forensic Biology with the lot #, fill date and examiner's initials.

Note: Containers filled for daily use (i.e. rinsing instruments after disinfecting) only need to be labeled with the name of the solution.

3. Store at room temperature in a stock container and replace as needed.

21.4.2: Disinfecting Solutions

- A. Diluted bleach for daily use (minimum of 10%)

1. Prepare a stock solution of diluted bleach (minimum of 10%) with dH₂O the day of use.
2. Fill and label the stock container with the lot # (date of preparation) and preparer's initials. Fill and label other containers with the lot # (date of preparation) and examiner's initials.

Note: Containers filled for daily use (i.e. soaking instruments for disinfecting) only need to be labeled with the name of the solution.

3. Record the lot # (date of preparation) and preparer's initials on the electronic log sheet.

- B. 10% stabilized bleach may be used and is purchased by an outside vendor.

1. Label the containers with the date received, date opened and examiner's initials. Include the fill date and appropriate manufacturer's expiration date on the spray containers if re-used.
2. Record the required information on the Chemical Log Sheet.
3. Store the stabilized bleach according to the manufacturer's instructions.
4. Replace as needed or according to the manufacturer's expiration date.

21.4.3: New Chemicals

- A. New chemicals received will be labeled with the date received, date opened and examiner's initials.
- B. Quality control for chemicals used to prepare reagents will be included with each reagent prepared.
- C. Record the required information on the Chemical Log Sheet.
- D. Store chemicals according to the manufacturer's instructions.

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- E. Replace the chemicals as needed or according to the manufacturer's expiration date.

21.5 REFERENCES

- A. GL-2 (Safety Manual)
- B. GL-6 (Purchasing)
- C. Safety Data Sheets

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