

**CH SOP-13- Preparation of Reagents**

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**A. Purpose:** To describe the preparation of reagents used in the chemistry and firearms sections

**B. Responsibility:** Chemistry section chemist or designee

**C. Procedure:** The chemistry section prepares all the reagents used in the firearms and chemistry sections. All recipes and documentation are listed in the reagents logbook– reference 1 and/or appendix 1.

1. All reagents made by the chemist or designee are tested for efficacy and initialed by the preparer after formulation. All data is documented in the logbook.
2. The name, lot number and expiration date of each reagent is written on the reagent bottle label.
3. The reliability of each reagent is tested before using it on casework samples. This is documented on the appropriate worksheet.
4. All reagents shall be stored under conditions deemed suitable by the section chemist

**D. Documentation:** Reagent chemicals logbook (reference 1)

Appendix 1