

Approved by Director: Dr. Guy Vallaro

Title: Documents retained in case jackets

A. Purpose: To describe the documents/records which are retained in the case jacket.

B. Responsibility: Section analyst or designee

C. Procedure: All case jackets shall contain the following:

1. Evidence receipt
2. Request for exam form
3. Worksheets
4. Analytical data – spectra, chromatograms etc.
5. Copy of the report
6. Any documentation from other sections
7. All communications concerning the case

D. Documentation: Quality Manual