Title: Reports

A. **Purpose:** To describe the information contained in a GSR case report

B. **Responsibility:** Section analyst

C. **Procedure:** Each report shall contain the following information:

1. Title
2. Name and address of Lab
3. Unique identifier – case number on each page
4. Name and address of customer
5. Method used to produce results
6. Items submitted for testing
7. Date of submissions
8. Test results including interpretations where needed (sample report #01). All interpretations shall have conclusive supporting data and/or documentation in the case file.
9. Signatures of the preparer and co-signer (tech reviewer)
10. If comparisons are made, eliminations shall be clearly defined
11. If a substance cannot be identified, the reason(s) shall be described
12. Amendments or supplemental results shall be documented in a new separate report (see D below). If it is necessary to issue a new report, this shall be uniquely identified and shall contain a reference to the original that it replaces.

Documentation: sample report #1 – SEM/EDS

sample report #2 – SEM/EDS supplemental