Toxicology Technical and Administrative Review Checklist: Case number: _____

	Alcohol	Drug
	Check if acceptable if not acceptable add notation	
Technical Review		
Draft report reviewed: · Evidence Description appropriate · Appropriate Report format · Reports supported by Documentation		
Screening Results Reviewed		
GC/MS results reviewed · appropriate identifications made · chromatography acceptable · batch review appropriately documented		
Appropriate Calibrator/Controls and Blanks used		
Calculations checked if applicable		
Review of evidence submission form/EMIT/reported findings to determine if further work is required		
Technical Reviewer/Date		
Administrative Review		
Case demographics acceptable: · Name of Submitting Agency · Subjects name/address · Lab case number/Agency case number · Date received/ECO name/Submitting Agent name · Date and Time of sample collection on report match paperwork		
An analyst's initials or signature on all pages in case file		
Technical Reviewer Initialed above		
Milestone sticker completed		
Cross outs or changes are properly annotated / no obliterations		
Administrative Reviewer/Date		
Final Review	Initials/Date	Initials/Date
Final Report Signed, dated and analyst title present		
Report Mailed/Faxed (for DFSA prepared to forward to Evidence Receiving)		

Notes: