

Toxicology Technical and Administrative Review Checklist:

Case number: \_\_\_\_\_

	Alcohol	Drug
	Check if acceptable if not acceptable add notation	
Technical Review		
Draft report reviewed: <ul style="list-style-type: none"><li>· Evidence Description appropriate</li><li>· Appropriate Report format</li><li>· Reports supported by Documentation</li><li>· Uncertainty statement included when appropriate</li></ul>		
Screening Results Reviewed		
HS/GC, GC/MS or LC/MS results reviewed <ul style="list-style-type: none"><li>· appropriate identifications made</li><li>· chromatography acceptable</li><li>· batch review appropriately documented</li></ul>		
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: <ul style="list-style-type: none"><li>· Name of Submitting Agency</li><li>· Subjects name/address</li><li>· Lab case number/Agency case number</li></ul>		
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: