

Toxicology Technical and Administrative Review Checklist:

Case number: _____

	Alcohol	Drug	Supplemental
	Check if acceptable if not acceptable add notation		
Technical Review			
Draft report reviewed: <ul style="list-style-type: none">· Evidence Description appropriate· Appropriate Report format· Reports supported by Documentation· Uncertainty statement included when appropriate			
Screening Results Reviewed			
HS/GC, GC/MS or LC/MS results reviewed <ul style="list-style-type: none">· 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: <ul style="list-style-type: none">· Name of Submitting Agency· Subjects name/address· Lab case number/Agency case number			
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			
Final Report Signed, dated and analyst title present			
Report Mailed/Faxed (for DFSA prepared to forward to Evidence Receiving)			
Reviewer/Date			

Notes: