

Toxicology Unit Technical and Administrative Review Checklist

Case number: _____

Report Type:

- ☐ Alcohol
- ☐ Drug
- ☐ Supplemental

Technical Review	
Review the case report for required information:	
1. Name of submitting individual	
2. Name and address of the submitting agency	
3. Division case number	
4. Agency case number	
5. Source name and address, if applicable	
6. Source initials, if applicable	
7. Date of case receipt	
8. Evidence description	
9. Results (if applicable, appropriate units of measure and uncertainty)	
10. Methods used in analysis of case materials	
Have all manual calculations been checked?	
Has chain of custody been reviewed?	
Is the documentation in the case adequate to support the conclusion made?	
Has the RFA and supporting documentation been reviewed to determine if further work is required?	
Technical Reviewer Initials	
Date	
Administrative Review	
Have case demographics been reviewed?	
Has the case been reviewed for typographical and major grammatical errors?	
Are analyst initials or signature and case number present on each page?	
Are cross-outs and changes properly annotated?	
Has the case been reviewed for obliterations?	
Administrative Reviewer Initials	
Date	
Final Review	
Has the report been mailed, faxed and/or emailed?	
Has the report been forwarded to Evidence Receiving?	
Final Reviewer Initials	
Date	

Notes: