

**Toxicology Unit Technical and Administrative Review Checklist**

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

Report Type:

- ☐ Alcohol
- ☐ Drug
- ☐ Supplemental

<b>Technical Review</b>	
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	
<b>Administrative Review</b>	
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	
<b>Final Review</b>	
Has the report been mailed, faxed and/or emailed?	
Final Reviewer Initials	
Date	

Notes: