Technical and Administrative Review Checklist – OCME Specific

Case Number:_____

Technical Review	
Draft report reviewed:	
Evidence Description Appropriate	
Appropriate Report Format	
Findings supported by documentation	
Uncertainty Statement included if appropriate	
All items reported or listed as not analyzed	
Names of appropriate analysts on report	
Results reviewed	
Appropriate identifications made	
Chromatography acceptable if applicable	
Batch review appropriately documented	
Appropriate Calibrators/Controls and blanks used	
Calculations checked if applicable	
Review of Case information to determine if further work is required	
Technical Reviewer/Date	
Administrative Review	
Case Demographics acceptable	
Name of Submitting Agency	
Name of ME (report to)	
Lab and agency case numbers correct	
Per batch analyst's initials or signature on each page	
Technical reviewer initialed above	
Milestone sticker completed	
Cross outs or changes properly annotated, no obliterations	
Administrative Reviewer	
Final Review	
Electronic signature of technical reviewer and analysts on report	
Report Emailed to OCME	
Reviewer/Date	

Notes: