

*Approved by Director: Dr. Guy Vallaro***A. PURPOSE:**

To define the method(s) in which reagents will be prepared and stored in the Trace Section.

B. RESPONSIBILITY:

Chemistry Section Forensic Science Examiner(s)

Forensic Biology Section Forensic Science Examiner(s)

C. SAFETY:

Appropriate safety measures should be taken when handling chemicals. Appropriate personal protective equipment will be used.

D. PROCEDURE:

1. All reagents may be prepared by Chemistry Section or Forensic Biology Section of the Laboratory for use in the Trace Section.
2. All reagents should be labeled with the reagent name and date of preparation or lot number and / or lot# of the raw materials.
3. Special storage and handling requirements and expiration dates should be noted if applicable.
4. A record of the reagent used during casework will be added to the case file. The Quality Record FBQR-09 may be used to record the reagent or QR-TR-20 (Reagent List) may be used.