

A. Purpose:

To define the method(s) in which the instruments in the Trace Section will be maintained

B. Responsibility:

Trace Section Forensic Science Examiner

and /or

Their designee

and /or

A representative from the vendor / manufacturer of the instrument

C. Procedure:

1. The instruments in the Trace Section of the Forensic Science Laboratory will be receiving maintenance as needed. The appropriate vendor / manufacturer will be contacted to perform maintenance.
2. A record of instrument maintenance will be kept with the instrument.
3. When, for whatever reason, equipment goes outside the direct control of the laboratory, the laboratory shall ensure that the function and calibration status of the equipment are checked and shown to be satisfactory before the equipment is returned to service.
4. The Manufacturer's recommended procedures (ex. "User's Manual" / tech support) for shut down, moving, safe handling, transport and planned maintenance will be consulted as a reference for the examiner.