

CW SOP-I-5 Verification Worksheet

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A. Purpose:

1. To document the observations made during the verification process. If a comparison results in an identification or an elimination based on individual characteristics during the examination process, the findings must be verified by the technical reviewer of the case. He or she will conduct a separate microscopic comparison of the evidence, and document their findings.

B. Responsibility:

1. The technical reviewer of a case is responsible for documenting his or her observations during the verification process and including their notes in the case file.

C. Safety:

1. The examiner will consider the use of gloves and other types of personal protective devices when examining evidence that may have come into contact with bio-hazardous materials.

D. Procedure:

1. The technical reviewer of a case in which an identification or an elimination on individual characteristics has been made will 1) conduct a separate microscopic comparison of the evidence to verify the findings, 2) document his or her findings on the "Verification Worksheet," and 3) include the worksheet in the case file.
2. Documentation may be in the form of written notes, photomicrographs, drawings, or all of the above.

E. References:

1. Laboratory safety manual

F. Appropriate Appendices:

1. Appendix 1 -- Worksheets