

IM SOP-15 Procedure for the Validation of a New Method or Technology

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Page 1 of 1

Purpose: Procedure for the Validation of a New Method or Technology

Responsibility: Forensic Science Examiners assigned to the Imprint Unit are responsible to follow the guidance of this procedure.

Safety: All proper personal protection equipment will be used as appropriate.

Procedure:

1. Before a new method, software or technology is introduced a validation of the method will be performed. A plan of validation will be proposed to and approved by the Deputy Director and the Director prior to conducting the validation. If during the validation there is a change in the plan, the changes will also be proposed to and approved by Deputy Director and/or Director prior to continuing with the validation procedures. (Refer to GL22)
2. All methods used to fulfill customer requests are deemed suitable by the Director and their designee and technical responsibility. This includes the range and accuracy of the results obtained being relevant to the customer's needs. All methods are based on standard methods described and developed by national organizations.

In the case of a slight variation for a current method, the Unit will treat it as a deviation of testing and have the procedure approved by the Director. The Deputy Director or their designee will create a workflow in Qualtrax explaining the need for the deviation. Until the deviation is approved, no further work should be conducted on that item/case.

3. Any new method, software or technology that is to be added to routine casework must be validated according to the appropriate parameters. All documentation of the new method validation shall be saved in Administration. If possible, the reliability of the new method shall be compared to published results and become part of the validation file.
4. Any changes to an existing method must be validated as above.

Sources of Error: N/A

Quality Assurance: N/A

References: GL-1