

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

To outline the procedures to be utilized by the latent print section to assure that chemicals and reagents are of sufficient quality to produce expected results.

B. Responsibility:

Latent Print Examiners

C. Procedure:

1. All chemicals and reagents will be stored and kept in appropriate containers. This will include items that need to be refrigerated or kept under other environmental safe guards.
2. When restocking supply chemicals/reagents, the new chemical/reagent packages will be marked with the initials of the receiving examiner and the date they are received. New stock should be placed behind the older stock. Older chemicals/reagents should always be utilized first unless a manufacturer expiration date has passed.
3. When a chemical/reagent is utilized for the first time, the examiner opening/preparing the chemical or reagent will ensure that the container is properly labeled as to its contents . In addition, the examiner will place on the container the date the container was opened/prepared and his/her initials. The date opened/prepared will be the lot number of said chemical/reagent (absent a manufacturer's lot number). The date opened/prepared shall be in the following six digit month , day, year sequence: mmddyy i.e. 010115 If known, the expiration date will also be placed on the container.
4. Before a chemical/reagent can be used on any item of evidence for latent print processing, it shall be tested to assure that its shelf-life has not passed and that expected results are achieved. The only exception to the preceding shall be cyanoacrylate (super glue) which can be utilized for immediate evidence processing along with a control test strip. If friction ridge detail does not develop on the test strip then a new batch of cyanoacrylate (super glue) shall be used. The results of the tests along with the chemical's lot number shall be recorded on the examiner's worksheet under the appropriate column. Tests shall indicate a positive or negative result.
5. Any chemical/reagent which does not produce a positive result or a result of an acceptable strength or has passed the manufacturer's expiration date shall be discarded. A new supply source shall be tested and utilized if positive results are obtained.