

*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 that 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. This control shall be performed on the days of use by the examiner that is using the chemical. The examiner will document the results of the control check on their processing worksheet. 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.

The only exception to the preceding shall be cyanoacrylate (superglue), which can be utilized for immediate evidence processing when run with a control test strip. If friction ridge detail does not develop on the test strip then a new batch of cyanoacrylate (superglue) shall be used. Once the control test has been run for that case, this result is sufficient for any subsequent items processed for that case on that same day.

5.

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Any chemical/reagent which does not produce an acceptable quality control result (i.e. positive or negative result) shall be discarded. A new supply source shall be tested. If the quality control results are acceptable, this supply will be used. If the new supply does not produce acceptable quality control results, the Unit Lead or Deputy Director will be notified.

6. Controls should be re-run by an examiner if one of the following occurs:
- Examiner is processing an item of evidence with cyanoacrylate and begins using a different chamber from the original control test.
 - If it has been noted that a chemical was improperly stored or possibly compromised between use on the same day.
 - The original chemical has run out and a new lot/bottle needs to be used.
 - The cyanoacrylate processing bottle was refilled from the stock bottle during the same day.

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