

**FORENSIC TOXICOLOGY LABORATORY
OFFICE OF CHIEF MEDICAL EXAMINER
CITY OF NEW YORK**

DATA REVIEW AND REPORTING

ROUTINE CASEWORK

Review of analytical data and reporting criteria for the same are described in detail in individual sections of the SOP manual.

Initial review of analytical data is performed by the analyst to ensure that all acceptance criteria are met (calibrators, controls, chromatography, etc.). Qualitative results are, in most instances, reported by the analyst. Confirmatory and quantitative results are, in most instances, reported by a senior analyst, subsequent to a second analytical review. Results are recorded and all relevant data are included in the respective case file.

The final (administrative) review of the case is conducted by the individual who signs the report (generally Director or Assistant Director of the Laboratory). This includes the review of chain of custody documentation, case history (whenever possible) and further review of analytical data when indicated. The handwritten draft is submitted to the clerical staff who generate the final report. The individual who signs the final report reviews the final version for clerical errors. An additional clerical review is performed by the clerical staff prior to releasing the report. (When, in rare instances, a clerical error is noticed after the final report has been released, an amended or supplementary report is issued.)

PROFICIENCY TESTING

The unique reporting requirements of various proficiency test providers dictate somewhat different data review and reporting procedures from the ones for routine casework.

Initial review of analytical data is performed by the analyst to ensure that all acceptance criteria are met (calibrators, controls, chromatography, etc.). Qualitative results are, in most instances, reported by the analyst. Confirmatory and quantitative results are, in most instances, reported by a senior analyst, subsequent to a second analytical review. Results are recorded and all relevant data are included in the respective file. Additional analytical review is then performed by the QA/QC supervisor.

The final (administrative) review of the case is conducted by the individual who signs the report (generally Assistant Director of the Laboratory). This includes the review of chain of custody documentation, case history (whenever possible), further review of analytical data when indicated and review for accuracy of transcription.