

	<b><i>TX-PM 1.12 Contents of Blood Alcohol-Toxicology Electronic Case Files</i></b>	
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	<i>Document Manager: Nicholas Fillingier</i>	<i>Approved By: Jeffrey Nye</i>

## **1.12 Contents of Blood Alcohol-Toxicology Electronic Case Files**

### **1.12.1 Blood Alcohol/Toxicology Electronic Case Files**

All electronic case files within the Toxicology Unit shall contain the following:

- A scanned copy of an FSD-93.
- Any written communications received from the agencies, courts, attorneys or the FOI Unit regarding that case, with the exception of subpoenas for court proceedings that are directed to individual analysts, shall be scanned and stored in the Forensic Advantage object repository.
- A communication log of telephone conversations with the agency, courts, etc., documenting significant communications if such have occurred. These communications shall be stored in the Case Details OR.
- Chain of custody documentation. In most cases, this will be maintained in electronic format only (see below).

#### **1.12.1.1 Blood Alcohol Analysis**

Electronic Case files pertaining to blood alcohol analysis shall also contain the following:

- All alcohol chromatograms generated.
- A draft or final copy of the alcohol report.

#### **1.12.1.2 Drug Toxicology Analysis**

Electronic Case files pertaining to drug toxicology analysis shall also contain the following:

- Results of any screening tests performed.
- Any automated GC/MS printouts generated.
- Applicable qualitative GC/MS data. This may include:
  1. Total ion chromatogram (necessary if no automated TIC is generated).
  2. M/z's of peaks not analyzed or adequately resolved by automated processing.
  3. Mass spectra of peaks not analyzed by or adequately resolved by automated processing.
  4. Library matches or other justification for mass spectral identification for peaks which are not identified by an automated processing method.
- A draft or final copy of the toxicology report.

#### **1.12.1.3 Rejected Data**

NOTE: Data that is generated, but not utilized due to out of range quality control samples, equipment malfunctions, or any other reason, shall be stored in the Forensic Advantage OR. Accreditation

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requirements dictate that the case record must contain: the reason for the rejection, the date of the rejection and the individual who rejected the data. In addition to these requirements, there shall be notation on the rejected data so it is obvious that it was not used.