

	<i>TX-PM 1.7 Distribution of Cases</i>	
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	<i>Document Manager: Nicholas Fillinger</i>	<i>Approved By: Jeffrey Nye</i>

1.7 Distribution of Cases

1.7.1 Distribution and Review

All cases are received in the subunit by the laboratory technician, or by a person designated by the unit supervisor for that task. The laboratory technician or the designated person will be responsible for the clerical duties of sample log-in and computer tracking of each case being received. The alcohol analysis is performed by the analyst assigned the current batch of alcohol cases in the "alcohol rotation". When the number of cases received on a given day exceeds the capacity of the instrument or the analyst, the remaining cases will be assigned to the next analyst in the alcohol rotation. After the analysis is performed, a report is generated by the analyst. A peer review of the results by another qualified analyst will be performed after the formal report has been generated but before the results are reported either in writing, fax or electronically. The review will be a combined technical/administrative review, and encompass all clerical, administrative and instrumental data. The review will be documented by the reviewer's electronic initials in Forensic Advantage. The analytical controls will be reviewed by the unit supervisor or their designee, and that review will be documented in Forensic Advantage. After this is done, those completed alcohol cases may now be released in the laboratory information management system.

Those cases requiring additional testing are remitted for an initial drug screening procedure, and will be assigned to an analytical procedure and placed in the toxicology backlog following inspection of the screening results. Upon completion of required testing, a formal report will be generated by the analyst and the case reviewed by the unit supervisor or another qualified analyst before the results are released. The review is a combined technical/administrative review as described above for alcohol analysis, and is documented in the same fashion. After the review is complete, the report may be released. 100% of alcohol and toxicology reports will be reviewed in this manner before dissemination.