



Alabama Department of Forensic Sciences
 Supervisor/Manager Independent Technical/Administrative Review Checklist

Case No. _____

Reviewer _____

Date _____

Technical Review	Verified
T1 Appropriate examinations have been conducted / reported	<input type="checkbox"/>
T2 Reported findings confirmed	<input type="checkbox"/>
T3 Standards and controls documented	<input type="checkbox"/>
T4 Charts, diagrams, graphs, spectra, chromatograms, photographs	<input type="checkbox"/>
T5 Case #, pagination, and analyst initials on each page of examination documentation	<input type="checkbox"/>
T6 Units correct	<input type="checkbox"/>
T7 Methods correct and complete	<input type="checkbox"/>
T8 Footnotes / comments	<input type="checkbox"/>
T9 Scope of analysis correct	<input type="checkbox"/>
T10 Uncertainty of measurement statement correct on report (when applicable)	<input type="checkbox"/>
T11 The results of each test were reported accurately, clearly, unambiguously and objectively, in accordance with the instructions in the Toxicology Standard Operating Procedures and the Department Quality Manual.	<input type="checkbox"/>
 Administrative Review	
A1 Submission form / receipt / report demographics consistent	<input type="checkbox"/>
A2 Chain of custody documented	<input type="checkbox"/>
A3 Evidence disposal correct	<input type="checkbox"/>
A4 All submitted items listed	<input type="checkbox"/>
A5 Description of packaging / seals / condition	<input type="checkbox"/>
A6 All results / comments / footnotes	<input type="checkbox"/>
A7 Typographical error check	<input type="checkbox"/>
A8 Case # on each page of administrative documentation	<input type="checkbox"/>
A9 Tasks closed with analysts and dates	<input type="checkbox"/>

I attest that I have independently reviewed all technical and administrative aspects of this case and my conclusions are the same as detailed in the Toxicological Analysis Report.

Signature: _____

Title: _____