



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
- T2 Reported findings confirmed
- T3 Standards and controls documented
- T4 Charts, diagrams, graphs, spectra, chromatograms, photographs
- T5 Case #, pagination, and analyst initials on each page of examination documentation
- T6 Units correct
- T7 Methods correct and complete
- T8 Footnotes / comments
- T9 Scope of analysis correct
- T10 Uncertainty of measurement statement correct on report (when applicable)
- 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.

**Administrative Review**

- A1 Submission form / receipt / report demographics consistent
- A2 Chain of custody documented
- A3 Evidence disposal correct
- A4 All submitted items listed
- A5 Description of packaging / seals / condition
- A6 All results / comments / footnotes
- A7 Typographical error check
- A8 Case # on each page of administrative documentation
- A9 Tasks closed with analysts and dates

**I attest that I have independently reviewed all technical and administrative aspects of this case and the results from the analyses are accurate and reliable.**

Signature: \_\_\_\_\_

Title: \_\_\_\_\_