

**AUSTIN POLICE DEPARTMENT  
FORENSIC CHEMISTRY SECTION  
STANDARD OPERATING PROCEDURES**

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This Section Specific Standard Operating Procedures contains policies and procedures that are supplemental to the Division Standard Operating Procedure Manual.

**FORENSIC CHEMISTRY**

**1.1 Scope of Operations**

The Forensic Chemistry Section will follow the guidelines set forth in the Forensic Science Division SOP. Supplemental requirements specific to Chemistry section are contained within the Forensic Chemistry Standard Operating Procedural Manual, the Drug Section Technical Manual, the Blood Alcohol Technical Manual, and the Drug Training Manual. These manuals combined represent guidelines for the Quality System within the Forensic Chemistry Section. (ISO 4.2.5)

This document specifies procedures for the routine examination and analyses of an unknown substance to determine if it is a controlled substance, and bodily fluid such as blood for the determination of alcohol concentration. It also provides procedural guidelines for assistance to police officers at clandestine labs in the documentation and collection of evidence.

**1.2 History of the Forensic Chemistry Section**

No Supplemental Requirements

**1.3 Mission Statement**

No Supplemental Requirements

**1.4 Goals and Objectives**

No Supplemental Requirements

**1.5 Code of Ethics**

No Supplemental Requirements

**1.6 Organization and Staffing**

No Supplemental Requirements

**1.7 List of Location, Addresses and Phone Numbers**

No Supplemental Requirements

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## **1.8 Organizations Chart**

No Supplemental Requirements

## **1.9 Section Descriptions and Responsibilities**

- **Clandestine Lab Response Team Member Responsibilities:**
  - Wearing the proper protective equipment and adhering to the Clan Lab Team safety protocol.
  - Advising officers of the Clan Lab Response Team of existing or potential chemical hazards.
  - Safely shutting down chemical reactions in progress.
  - Dismantling clandestine lab with the assistance of Team members.
  - Transferring substances into chemical resistant containers when necessary.
  - Collecting samples of substances when necessary.
  - Collection and packaging of controlled substances, chemicals, equipment, glassware, etc., for safe transporting.
  - Ensuring that an inventory of items seized has been completed.
  - Verifying that evidence Chain of Custody Tags have been completed properly.
  - Transport evidence to laboratory or other secure storage facility when small quantities of substances can be safely transported.
  - Contacting chemical disposal contractor for immediate response when quantities or the hazardous nature of substances preclude transporting by lab personnel.
  - When possible, at least two Analysts should be present at the hazardous storage buildings during loading, unloading, or sampling of seized chemicals.

## **1.10 Hours of Operation**

- **On-Call Status**
  - An analyst is on-call at all times to:
    - assist with clandestine lab investigations,
    - assist officers in drug identification, or
    - assist in the collection of large drug seizures.
  - An analyst may be called out to clan labs by:
    - the section supervisor,
    - the supervisor of the clan lab team or their designee.
  - An analyst may be called out to assist with drug identification or collection of large drug seizures by the Narcotic Supervisors.

## **1.11 Manuals**

No Supplemental Requirements

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## **1.12 Customer Service**

### **Officer Training: Spot Test Reagents**

#### **Practice:**

Officers are instructed utilizing the format in the Forensic Chemistry Training Manual. Instruction will include evidence and chemical safety precautions, proper chemical handling, how to interpret flow chart and test results, how to properly request analysis using the LIMS system and how to interpret web based pill identification software for controlled substance identification. Students will be administered a competency test.

At the conclusion of the presentation and competency test, feedback from officers is requested to improve the training program. Feedback is retained in the chemistry laboratory with copies of competency exams. (ISO 4.7.2)

## **1.13 Management System**

No Supplemental Requirements

## **1.14 Planning and Development**

### **Scope**

In order to address customer needs and optimize the section's ability to meet those needs, the section utilizes a priority system based on the type of analysis required, the requesting customer, and required deadlines. These codes are used by staff in determining priority of case assignments.

### **Practice**

#### **Priority Codes**

All assignments received by the section are given a priority code (See Appendix 03 for priority codes). These priority codes are also used by section management to distribute staffing according to current caseload.

- Assignments requiring analyses for state and federal prosecution on differing items should be divided into two assignments and assigned to the same analyst, when possible.

An assignment's priority or due date may be changed by the analyst, supervisor, or Administrative staff dependent on the requestor and criminal jurisdiction of the case. Due dates are approximate and subject to change dependent on staffing. (ISO 4.1.5.b)

## **Exam Counting Guidelines**

Exam counting allows the section to determine the actual number of items analyzed for a specific request. This also allows for the tracking of the number of samples per item is being processed, which provides accountability for the amount of time an analyst spends on a request.

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- Blood alcohol cases are one item per assignment only and count as one sample per item
- Examinations for drug procedures will be counted and recorded.
- The number of items analyzed will be counted and recorded.
- The number of samples analyzed will be counted and recorded.
- The number of instrumental exams will be counted and recorded. The number of blanks should be included in the count.

**1.15 Purchasing Supplies and Services**

No Supplemental Requirements

**1.16 Management Review System**

No Supplemental Requirements

**1.17 Equipment and Supply Inventory**

No Supplemental Requirements

**2 FACILITY DESIGN AND SECURITY**

**2.1 Physical Plant/Space and Design**

No Supplemental Requirements

**2.2 Security**

**General Security**

**Evidence Storage Areas** (ASCLD/LAB 5.3.4.1, ACLD/LAB 5.8.4.2 AND ISO 5.3.4.1a)

Evidence Storage Locations:

- Bulk storage
  - Storage Vault
    - Selected cases awaiting assignment are stored in the section drug vault room.
    - In-process items that are too large to be housed in chemist's in-process storage locations, can be stored in this area. Evidence stored in this area must be sealed.
- In Process Evidence
  - Workstation
    - Each analyst is assigned a keyed cabinet at their workstation for small item storage.
  - Secured Cabinet

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- For larger in-process bulk evidence, analysts are assigned a keyed locker within the section drug vault room.
- Microscopy Room
  - Can be used as a temporary storage area for drying plant material in process of analysis.
- Clandestine lab room
- Hazardous storage buildings
  - Small amounts of hazardous materials can be temporarily stored in specifically designed hazardous storage buildings until disposed. Designated buildings for controlled substances can be used for drying large quantities of plant material or for temporary transfer to other sections of the division for drying of evidence. (see safety section for designations)
- Hazardous Storage Building Security (ISO 5.3.4.1f)
  - Designations of Alarm Zones

Security Zone	Security Zone Building	Actual Building Number	Area Armed
Zone 1	Building 3	Building 3A	Entry/exit door
Zone 2	Building 3a	Building 3B	Entry/exit door
Zone 3	Building 3b	Building 5A/5B	Entry/exit door
Zone 4	Building 3c	Building 4A/4B	Entry/exit door
Zone 5	Building 3d	Building 6A/6B	Entry/exit door

- Each door is equipped with an entry door sensor, a key pin lock and a keyed tamper proof lock. (ASCLD/LAB 5.3.4.1.b,e, ISO 5.3.4.1a, and c )
- Temporary transfer of a portion of storage unit to another section of the division
  - Temporary access to an evidence storage location may be assigned to another section of the division.
  - Access to the location will be limited and does not include an alarm access code
  - The section being given access will provide a lock to secure evidence.
  - Entry will require a chemist and the assigned section employee.
  - The transfer of the storage location will be recorded in the entry log book.

**Reference Standard and Reference Material Collections (5.6.3.2.1)**

- **Drug standards, forfeited controlled substances and Proficiency Samples** will be stored in secured locations within the chemistry laboratory.
- Secured locations include the chemistry vault drug standards cabinet, refrigerator lock box or the freezer.
- A log will be maintained to track receipt, usage and disposal. Two analysts must initial all entries.

**Records**

- Key log book
- Hazardous Storage Building entry log book

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- Hazardous Storage Building Alarm Log book
- Drug standards and proficiency samples log book

### **3 QUALITY ASSURANCE**

#### **3.1 Proficiency testing**

No Supplemental Requirements

#### **3.2 Court Testimony Monitoring**

No Supplemental Requirements

#### **3.3 Case Review**

##### **Practice**

- If possible the Technical and Administrative Review should be conducted by the same Reviewer. (ASCLD/LAB 5.9.4 and 5.9.5)
- If corrections are indicated, the reviewer is responsible for changing the status of the assignment to "2" to prevent another reviewer from reviewing the case while corrective measures are being addressed.
- All corrected documents will be attached to the assignment and the assignment will be rerouted to the reviewer.

#### **3.4 Laboratory Audits**

No Supplemental Requirements

#### **3.5 Validation**

No Supplemental Requirements

#### **3.6 Instruments and Equipment**

##### **General Requirements for Analytical Instrumentation (ISO 5.5)**

- Instrument logbooks will be kept with the instruments. (ISO 5.5.5)

##### **Instrument Maintenance Schedule**

###### **UV/VIS Spectrophotometer**

- A performance verification check will be conducted at least quarterly.
- A Holmium Oxide filter will be used to verify the performance of the spectrophotometer.
- The standard will be scanned following the manufacturer's recommendations and the results will be recorded.

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- The verification process uses the specifications from the manufacturer of the Holmium Oxide and the UV/VIS instrument to produce a passes/failed report.
  - If the performance check fails, indicators for failure are provided in the report. If the analyst is not able to perform corrective measures, the contracted vendor will be called for service.
    - The instrument will be tagged with an “Out of Service” card and an entry made into instrument log book.
    - Upon completion of repairs, the type of repair and the name of the person who performed the repairs will be documented in the instrument log book.
    - The instrument will remain out of service until it passes verification process.
- Pass/fail performance verification reports will be maintained in the instrument log book.

**Infrared Spectrophotometer**

- A performance verification check on the infrared spectrophotometer will be conducted at least quarterly.
- Specialized software approved by the manufacturer is use to verify energy ration, noise level, wave number accuracy, optical resolution, repeatability, and detector linearity.
- The report notes pass/fail for each parameter.
  - If the instrument fails the performance verification check , indicators for failure are provided in the report. If the analyst is not able to perform corrective measures, the contracted vendor will be called for service.
  - The instrument will be tagged with an “Out of Service” card and an entry made into instrument log book.
  - Upon completion of repairs, the type of repair and the name of the person who performed the repairs will be documented in the instrument log book.
  - The instrument will remain out of service until it passes the performance verification process.
- A bench alignment check should be conducted weekly.
  - Document the bench alignment check
  - If the bench alignment needs adjustment, the analyst is to conduct this process and save the new bench alignment.
  - If bench alignment failed after repeated attempts, the contracted vendor will be contacted for assistance and possible service call.
  - If a service call is required, the instrument will be tagged with an “Out of Service” card and an entry made into instrument log book.
  - Upon completion of repairs, the type of repair and the name of the person who performed the repairs will be documented in the instrument log book.
  - The instrument will remain out of service until it passes the performance verification process.
- A desiccant check should be conducted weekly
  - The weekly desiccant check will be documented.
  - If a new desiccant pack is needed, an entry will be made into the instrument log book documenting the date the new desiccant pack was placed into the instrument and who performed this function.

**Mass Spectrometer (GC/MS)**

- Weekly standard spectra tune:

FC Standard Operating Procedures  
Effective Date: January 1, 2014

Approved by Laboratory Director  
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- The instrument must be tuned according to the manufacturer's instructions and must meet the manufacturer's specifications as listed below.
- The laboratory uses the Standard Spectra Tune for weekly tunes. This tune ensures standard response over the full mass range. This tune allows the search of mass spectral libraries.
- The Standard Spectra Tune checks the following criteria.
  - PFTBA is the compound used to tune the instrument.
    - If instrument is out of the compound it will not tune.
    - The compound's parameters that are being checked are PFTBA's mass 69 as the base peak, mass 219 should be between 35% and 99% and mass 502 is >1%.
    - These readings are recorded under "Rel Abund" on the tune print out.
    - If readings are outside of these parameters, it is up to the analyst to review all other information provided on the printed report in order to interpret the failure and to conduct the correctives measures needed.
    - If the issue cannot be resolved, the contracted vendor will be contacted for assistance and a possible service call. If a service call is required, the instrument will be tagged with an "Out of Service" card and an entry made into instrument log book.  
The instrument will remain out of service until it passes the performance verification process.
  - Air and Water Leak Check
    - This is accomplished by comparing a standardized measurement of the system air (nitrogen  $m/z$  28) and water ( $m/z$  18) levels relative to PFTBA mass 69.
    - The abundance of  $m/z$  28 should be less than that of  $m/z$  18, and each should be less than 5% of  $m/z$  69.
    - If air and water is present it is documented in the ion chromatograph of the report.
    - If recorded ranges are out of bounds, this indicates an air/water leak and corrective measures must be taken to eliminate source.
    - Instrument is placed "Out of Service" until resolved.
  - Filament –
    - The tune checks ensure that a current is being supplied by the filament. If the filament fails, the tune fails.
    - The Standard Tune Report also indicates which filament is being used.
    - If the filament fails, the instrument is changed over to the secondary filament, and the changeover is documented in the instrument log book.
    - If both of the filaments have failed, both are replaced and the instrument is tuned again to determine if the issue is resolved.
    - If the issue is not resolved, the contracted vendor will be contacted for assistance and a possible service call.
    - If a service call is required, the instrument will be tagged with an "Out of Service" card and an entry made into instrument log book.
- Daily Tune evaluation:
  - The daily tune evaluation evaluates the instrument against the current tune file.
  - The parameters are reported as pass/fail.

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- If a parameter fails, the report also references several suggestions for the failure. It is up to the analyst to interpret the failures and to conduct the correctives measures needed to remedy the issue.
  - If the issue cannot be resolved, a contracted vendor will be contacted for assistance and a possible service call.
  - If a service call is required, the instrument will be tagged with an “Out of Service” card and an entry made into instrument log book.
- Regular and preventative maintenance is performed according to the manufacturer’s recommendation.
  - An instrument logbook documenting all maintenance and repair will be kept with the instrument.

#### Gas Chromatograph

Depending if the Gas Chromatograph is fitted with a FID or connected to a Mass Spectrometer, it is checked as follows:

- GC with MS
  - A weekly test mixture of drugs is injected to ensure that the column is able to separate the drugs within the mixture when using a predetermined method. If the sample is not being properly detected by the system, the analyst must evaluate the cause of the issue and take corrective measures to remediate.
  - The Standard Tune performed on the MS also checks for a possible air leak coming from the GC column or the fitting of the column to the MS.
  - If the issue cannot be resolved, a contracted vendor will be contacted for assistance and a possible service call. All corrective action must be documented in the instrument log book and the instrument will remain out of service until the issue is corrected.
- GC with FID (Flame Ionization Detector)
  - Depending if the GC is being used to detect volatile compounds or drugs in a sample, an appropriate test mixture is analyzed with each batch for blood alcohol determination or drug purity. The purpose of the test mixture is to ensure that the column is able to separate the compounds of interest, and that the FID is remaining lit during analysis.
  - If the sample is not being detected by the system, the analyst must evaluate what is causing the issue and take corrective measures to remediate. If the issue cannot be resolved, a contracted vendor will be contacted for assistance and a possible service call. All corrective actions must be documented in the instrument logbook and instrument will remain out of service until issue is corrected.
- The test mixtures are to be analyzed after repairs or maintenance and the results retained in the instrument log book.

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**3.7 Reagents (ASCLD/LAB 5.1.3) (ASCLD/LAB 5.1.3.1)**

**Practice**

- Procedures for the preparation, verification and schedule of quality checks of stock reagents is documented in the Drug Technical Manual.
- A reagent log (FC-013) will be maintained at each analyst's workstation for all stock reagents and bench reagents used for casework.

**3.8 Document Management**

No Supplemental Requirements

**3.9 Deviation from Documented Procedures**

No Supplemental Requirements

**3.10 Preventive and Corrective Actions**

No Supplemental Requirements

**3.11 Suggestions/Complaints**

No Supplemental Requirements

**3.12 Customer Survey**

No Supplemental Requirements

**3.13 Reference Standards and Reference Materials**

**Scope**

These policies serve to establish guidelines for the use of the reference alcohol standards for the establishment of standard curves in the determination of the concentration of alcohol in blood samples and the drug reference material as a quality control and for the use in the generation of in-house instrumental data reference libraries. (ASCLD/LAB 5.6.3.2)

**Primary Standards Practices**

- Alcohol Primary Standards  
Primary Standards are identified by vendor, identity and lot number. Since Standards are purchased in 1 ml ampules, only one vial per lot is tested against an established curve to verify that the contents are within the specifications listed in the Certificate of analysis. Certificate of Analysis for each lot purchased is stored in the chemistry group drive. (ISO 5.6.3.1, 5.6.3.2)

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- The verifying data for the reference standard will be labeled with the concentration of solution, lot number, source and initials of the analyst. The data is stored on the chemistry group drive.
- **Drugs Primary Standard**

Prior to use in casework, a primary drug standard must be entered into the drug standard log book and database. The gross weight of the container with contents before and after performing verification of standard will be recorded. Verification can be accomplished by comparing purchased drug data produced by FTIR or GC/MS against known literature data or approved reference library. (ISO 5.6.3.2).

  - All weights for primary reference material (drug standards) will be weighed using the analytical balance and documented to the third decimal place. Any wrapping or labeling that may fall off at a later date will be removed.
  - The verifying spectra for primary standard will be labeled with the name of the drug, lot number, source, initials of the chemist and attached to a completed drug standard verification worksheet and placed in the drug standard verification log book.
  - Any sample removed for laboratory purposes will be recorded in the drug standard log book and co-initialed by another analyst. (ISO5.6.3.3)

**Reference Materials Not Purchased Commercially**

- **In-house samples**
  - Thoroughly analyze and characterize any in-house samples before they are used as a reference material.
    - If a compound cannot be purchased and must be synthesized by a chemist in the laboratory or obtained from another forensic laboratory, the identity of the substance must be confirmed by IR or GC/MS before it can be used as a reference.
    - The data will be attached in the drug standard verification note book.
    - The drug section technical leader will determine when adequate verification has been performed on any compound to be used as a reference. Documentation of this verification is located on the drug standard verification worksheet.

**Intermediate checks/ Inspections (ISO 5.6.3.3)**

- All intermediate checks will be performed by an analyst other than the supervisor or the original analyst.
- Annually, five drug standards selected at random by the supervisor will be analyzed for weight and content verification. The assigned analyst will record the audit weight using the same balance used to record the last weight entered, if possible.
- Every two years all drug reference standards will be weighed and verified against the last weight entered into the drug standard log book.
- Weight discrepancies should be brought to the immediate attention of the supervisor if it is greater than +/- 0.02 grams than the last weight entry and will be removed from use. The following steps will be used to determine the cause of the weight discrepancy:
  - Determine if the same balance was used for the weighings.
  - Conduct a performance check of the balance(s).

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- Determine if the packaging is different due to loss of the original seal collar or the label.
- Determine if the chemical characteristics of the sample are known to absorb moisture or decompose.
- Conduct analysis to determine if the contents have been altered or decomposed.
- After analysis, if the drug standard is verified to be what is purported on the label it will be placed back into use.
- If a drug standard has been adulterated, an internal investigation will be conducted and the drug standard will be removed from use.

### **Data Library References**

- All software libraries and library entries must be approved by the technical leader prior to installation in an instrument or used in casework.
- APD In-House Data Reference Material Libraries:  
Upon verification of a drug reference material using data from approved scientific literature or other approved data reference libraries (see approved list below), it may be added to the In-House generated libraries for drug identification.
- Peer Reviewed Data Reference Library  
Approved instrumental data libraries for drug identification include AAFS, NIST, Georgia State, SWGDRUG Monographs, Wiley's and APD generated libraries.
- Non-peer reviewed Data Libraries installed on instruments can only be used for informational purposes such as tracking drug trends. These libraries will not be used for reporting the identification of a drug: Compounds, Syncann, SWGDRUG and Cayman.

### **3.14 Reference Collection (Controlled Substances Forfeited for Official Use) (ASCLD/LAB 5.6.3.2.1).**

#### **Scope**

Chapter 481.159 of the Texas Controlled Substance Act under the Texas Health and Safety Code allows law enforcement agencies to use controlled substances for official purposes after being forfeited by a District Court Order or Federal Court. (ISO 5.6.3.1) These substances are used as secondary standards and for release to investigators for training and investigative purposes.

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**Practice**

The following guidelines will be followed for Controlled Substances Forfeited for Official Use:

- The substance weight and identification must be documented.
- The following controlled substances are subject to forfeiture. The following weights are the maximum quantity of forfeited substances the laboratory will store for official use unless authorized by the Laboratory Director
  - Marihuana – 1500 pounds
  - Cocaine – 6 pounds
  - Crack Cocaine – 6 pounds
  - Methamphetamine – 3 pounds
  - Heroin - 3 pounds
  - LSD – 1000 dosage units
  - MDMA – 1000 tablets
- Chemicals and precursors will not be forfeited for investigative use.
- Laboratory personnel will not release any controlled substances for official use unless these substances have been awarded to the Austin Police Department by a court ordered forfeiture signed by a District or Federal Judge.
  - When a signed court ordered forfeiture is received by the laboratory copies of the signed forfeiture will be placed in the original case folder, if applicable, and in the forfeited substances file.
- The laboratory will maintain records containing the following information on each substance forfeited:
  - Substance forfeited.
  - Forfeiture date.
  - Incident number, lab number and item number of substance forfeited.
  - Weight of forfeited substance
  - The purity of the controlled substance, if applicable.
- The laboratory will release forfeited substances for official use when authorized to do so by the signatures of the appropriate supervisors obtained on the Forfeiture Release/Tracking Form (FC006). Assigned analyst is required to ensure that proper authorization has been granted on the form prior to the release of requested drugs.
  - Investigative and Training purposes  
The analyst is required to document the release/return of the controlled substance and obtain documentation from the officer of any loss and/or the tampering/altering of the substance while in the officer's possession. The document should be a copy of the memo addressed to their supervisor accounting for the loss and/or tamper/alteration of the substance and by whom, if known. If related to an offense, the offense number is required.
  - Dog training  
Controlled substance released for dog training purposes requires an additional form, the Drug Dog Training Aids Tracking Form (FC003), to be completed by the analyst. Since these training aids require repackaging and retesting to ensure the authenticity of the substance released, the Controlled Substance Request Form will be completed only upon the initial release. Each sequential return and release will be documented on the Drug Dog Training Aids Tracking Form.

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- When forfeited substances released for official purposes are returned, they are subjected to qualitative and quantitative testing and weighing. If a discrepancy greater than  $\pm 0.2$  gram for samples between 10 to 400 grams or greater than  $\pm 0.2$  pound for samples weighing in pounds exists that cannot be justified by adhesion of sample to inside of packaging or reported leakage, it will be reported to the supervisor, who will then report the discrepancy to the Laboratory Director.
  - The release and return of the substances will be documented in the Forfeiture log book
    - If no case was made by officers using the forfeited substance, the substance will be returned for future use.
    - If charges are filed using the forfeited substance, the forfeited substance is assigned a new incident number and is treated the same as other drug cases submitted for analysis.
- When a court ordered forfeiture of a controlled substance is obtained, the controlled substance either becomes the property of the Austin Police Department used for official purposes or disposed of by the authority of the same court order.
- The supervisor will determine, at least annually, which forfeited substances are to be disposed of due to age, contamination, etc. Forfeited substances to be disposed of will be transferred to the Evidence Control Section.

**Intermediate Checks and Inspections (ISO 5.6.3.3)**

- The intermediate check of the Forfeited Controlled Substances follows the same procedure as the intermediate checks for reference materials.

**3.15 Examination Verification**

No Supplemental Requirements

**3.16 Contamination Detection and Prevention**

No Supplemental Requirements

**4. LABORATORY RECORDS**

**4.1 Case Record**

**Documentation (ASCLD/LAB 4.13.2.4 and 4.13.2.5)**

These policies are established as minimum requirements for case documentation and record keeping required for controlled substance and blood alcohol cases.

**Required as an attachment to the case folder (ASCLD/LAB 4.13.2.5)**

- Draft copy of laboratory report(s)
- Submission Form (if available).
- Matrix Report (2)
- Data

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**Abbreviations or symbols (ASCLD/LAB 4.13.2.13)**

See Appendix 02 for list.

**Selection of Report Format**

- If the case assignment is an APD case, no change to the report format is required.
- If the assignment is a clandestine lab, the “CLAN” Clandestine Lab Report Template” Is utilized.
- If the case is generated by an outside agency, the report format for the assignment will be changed to “DOCA” “DC Outside Agency” so that the report will populate with the agencies unique item numbering system.

**Item Selection for Analysis**

- Items that are Prelog requested cannot be deleted from the assignment. If no analysis is to be performed on a select item it should fall under the following guidelines.
  - Tablets that qualify as a misdemeanor by aggregate weight and charge.
  - Labeled liquids that qualify as a misdemeanor by aggregate weight and charge.
  - Item containing plant material suspected to be marihuana that is less than 4 ounces or items that cumulatively total less than 4 ounces.
  - Drug paraphernalia
- Upon inspection, items that could result in a request at a later date may be added to the assignment at the discretion of the analyst. For example:
  - Item that could result in a felony charge unless specifically noted as no analysis required.
  - Suspected marihuana reported to the same defendant and cumulatively totals 4 ounces or more.

**Evidence Sampling (ISO 5.7)**

In general all samples within an item will be analyzed. If all samples are not examined, the analyst may use a sampling plan as outlined in the Technical Manual.

**Dates of Examination**

Dates of examination must be included in the documentation that includes at least the start and end dates of the examination (ISO 4.13.2.2.1 and ASCLD/LAB 4.13.2.2).

- For drug and blood alcohol analysis, the start date is defined by the initial description entry in LIMS.
- For clandestine lab scene investigations, the analyst must record the start and end date in their field notes. The sampling date will also be documented. (ISO 5.7.3)

**Data**

The following data must be documented within the case record (ASCLD 5.10.2 and ISO 4.13.2.5.2):

- Instrumental operating parameters are recorded with the data from each analysis.(ASCLD/LAB 4.13.2.5.2) The data storage location will be identified as below:
  - Raw instrumental data will be retained until the associated assignment is administratively reviewed.
  - All instrumentation data is maintained in the case assignment as the official records.

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- Spreadsheets and forms that include calculations and data transfers will be checked by the technical reviewer. (ISO 5.4.7.1, ASCLD/LAB 5.4.7.1)

**Disposition of evidence:**

All hazardous clandestine lab samples will be disposed of by a Contracted Hazardous Disposal Company.

## 4.2 Laboratory Reports

### Reporting Guidelines for Drug Cases

The reporting guidelines for controlled substances are based on the laws and definitions provided in the Texas Controlled Substances Act and U.S. Federal Sentencing Guidelines. The State and Federal Controlled Substance Acts determines the terminology used in reporting the identification of controlled substances and requires the reporting of the net weight of the substance to establish the penalty.

#### Definitions

- Active ingredient (substance) - any component that provides pharmacological activity. (FDA Glossary of Terms)
- Controlled substance - a substance, including a drug, an adulterant, and a diluant, listed in Schedules I through V or Penalty Groups 1, 1-A, or 2 through 4. The term includes the aggregate weight of any mixture, solution, or other substance containing a controlled substance. (defined by the Texas Dangerous Drug Act, Chapter 483, Texas Health and Safety Code)
- Dangerous drugs- require a prescription, but are not included in the list of scheduled or penalty group drugs. A dangerous drug bears the legend "Caution: federal law prohibits dispensing without a prescription" or "Prescription Only." (defined by the Texas Dangerous Drug Act, Chapter 483, Texas Health and Safety Code)
- Drug: A substance recognized by an official pharmacopoeia or formulary, or a substance intended for use as a component of a medicine but not a device or a component, part or accessory of a device. (FDA Glossary of Terms)
- Nonnarcotic substance – a substance that may lawfully be sold over the counter without a prescription, under the Federal Food, Drug, and Cosmetic Act (Texas Controlled Substances Act 481.033)
- Over- the- Counter drugs - any medicine that you can purchase without a prescription (FDA Glossary).

#### Definitions for the U.S. Federal Sentencing Guidelines section 2D1.1(c) Notes section

- "Ice" for the purposes of this guideline means a mixture or substance containing d-methamphetamine hydrochloride of at least 80% purity.
- "Hash" means resinous substance of cannabis that includes (i) one or more of the tetrahydrocannabinols, (ii) at least two of the following: cannabidiol, cannabidiol, or cannabichromene, and (iii) fragments of plant material (such as cystolith fibers).
- "Hash Oil" means a preparation of the soluble cannabinoids derived from cannabis that includes (i) one or more of the tetrahydrocannabinols, (ii) at least two of the following: cannabidiol, cannabidiol, or cannabichromene, and (iii) is essentially free of plant material (e.g., plant

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fragments). Typically, hashish oil is viscous, dark colored oil, but it can vary from a dry resin to a colorless liquid.

### Reporting Conclusions

- The determination to report specific or all identified controlled substances is dependent on the highest penalty group of the controlled substances confirmed.
- If a controlled substance and a dangerous drug are identified in a sample, the analyst should report the controlled substance and note the presence of the dangerous drug in the notes. It may be necessary to report the dangerous drug or other active substance identified to determine the penalty group for the controlled substance. (See Special Reporting requirements below.)
- If a sample contains only dangerous drugs, the sample is generally reports as “No Controlled Substances Detected” but is dependent on the customer request and case type.
  - Juvenile cases and cases where the substance was confiscated from a drug free zone generally require the reporting of the dangerous drug confirmed.
  - Upon special request for investigative purposes or per customer contract, report the dominant dangerous drug or all the dangerous drugs identified.

### Special Reporting Requirements:

- Formulations containing controlled substances
  - In some tablets, capsules and cough syrup preparations containing a controlled substance, it is necessary to know the amount of the controlled substance present to establish the penalty group as stated in the Texas Controlled Substances Act.
  - The amount present may be determined by accepted analytical quantitation procedures or by reliable pharmaceutical information.
  - Footnotes should be used to help the customer understand which penalty group the controlled substance falls under.
  - At the discretion of the analyst and case dependent, the reporting of the non-narcotic active ingredients may be reported to help distinguish between penalty groups.
- Without a quantitative analysis, if identification is based on pharmaceutical markings, the report will contain a footnote stating “Per pharmaceutical identification, sample contains” and the suitable paragraph from the Texas Controlled Substances Act or an equivalent statement.
  - Hydrocodone qualifying as Dihydrocodeinone
    - For “Dihydrocodeinone” tablets, the analyst will report “Per pharmaceutical identification, tablet contains less than 15 mg per dosage unit with one or more active nonnarcotic ingredients”.
    - For liquids containing “Dihydrocodeinone”, the analyst will report “Per pharmaceutical information, sample contains no more than 300 milligrams per 100 milliliters” if the liquid is contained in a manufacturer’s pharmaceutically labeled bottle or prescription labeled bottle.
  - Codeine
    - For liquids report as

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- Codeine and the active non-narcotic active ingredient with footnote “Per pharmaceutical identification, sample contains not more than 200 milligrams of Codeine per 100 milliliters” if sample is contained in a pharmaceutical manufacturer’s bottle or prescription labeled bottle and sample does not appear to have be adulterated.
- For tablets or powders
  - In tablets, report as Codeine with footnote (Per pharmaceutical identification, tablet contains less than 90 mg per dosage unit) if identified by pharmaceutical markings.
- For samples that cannot be identified by pharmaceutical markings, but fall under several penalty groups, the report will state the name of the controlled substance and the name of the active nonnarcotic ingredient. (see Hydrocodone and Codeine as examples below)
  - Hydrocodone
    - Liquids containing Hydrocodone and an active nonnarcotic ingredient are reported as “Dihydrocodeinone and the active nonnarcotic ingredient” if not contained in a manufacturer’s pharmaceutically labeled bottle or a prescription labeled bottle.
    - Liquids containing Hydrocodone are reported as “Hydrocodone” if no active nonnarcotic ingredient is present and not manufacturer’s pharmaceutically labeled bottle or a prescription bottle.
    - Powders are reported as Hydrocodone if no active nonnarcotic ingredients.
  - Codeine
    - For liquids report as
      - Codeine and the active non-narcotic ingredient, if sample appears to have been diluted. No footnote will be used unless sample is quantitated.
      - Codeine if no active non-narcotic ingredient is found. No footnote will be used unless sample is quantitated.
    - For tablets or powders
      - In powder samples such as crushed tablets, report as Codeine and the active nonnarcotic ingredient if present. No footnote will be used unless sample is quantitated.
- Pharmaceutical Exception: Upon special request or circumstances, drugs contained in a pharmaceutical tablet/preparation will be reported by pharmaceutical identification with the following footnote “Identification is based only on pharmaceutical and physical markings. No chemical analysis was performed.” The number of tablets will be listed in description.
- Marihuana and Marihuana Seeds
  - Report plant substance identified as “Marihuana”
  - If a significant amount of an impurity, such as tobacco, is present in the marihuana sample, make a conservative visual or microscopic estimate of the percent of marihuana present in notes and report the net weight.
  - If cigarettes or cigarette butts require analysis and the net weight is critical for determining the penalty group, separate the plant matter from the cigarette paper to determine the net weight.

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- Report the results of marihuana pipes and the charred remains of marihuana as “Marihuana residue” and the weight as “trace”, unless microscopically identifiable marihuana is present.
- For item that consists of suspected marihuana seeds only, no analysis will be performed.
- If wet plants are submitted, they should be air dried in a secured area of the laboratory. Remove the mature stalk and roots if present from the plant. Record the weight of the remaining plant material once dried.
- As a rule of thumb and common practice, stalks/stems less than one quarter of an inch in diameter are not considered mature and are considered to be usable marihuana that need not be culled from the sample.
- Baked goods/candy containing marihuana in which the plant material can be microscopically identified as marihuana will be reported as Marihuana and weight reported in ounces.
- Baked goods/candy containing plant material that cannot be identified as marihuana but tests positive for tetrahydrocannabinols will be reported as “Tetrahydrocannabinols” and weight reported in grams.
- Hash/Hashish
  - For State charges, report compressed resinous plant material (Hash/hashish) and liquid extracts as “Tetrahydrocannabinols”, report the weight in grams and document if fragments of plant material (such as leaf fragments and cystoliths hairs) are visible under examination.
  - For federal charges, report Hash that qualifies under federal guidelines as “Tetrahydrocannabinols” plus at least two of the following: cannabinol, cannabidiol, cannabichromene, and document if fragments of plant material (such as leaf fragments and cystoliths hairs) are visible under examination.
- LSD
  - Only the number of abuse units and no weight of the LSD carrier (e.g. paper) will be reported. See Technical Manual for calculations in determining abuse units for non-perforated paper or liquids.
- Peyote Samples
  - For plants visually identified as peyote and analyzed to confirm the presence of mescaline, report as “Peyote” with the weight in grams. Drying before weighing is not required. Drying after analysis is required to preserve the sample. Photographing of plants is required and will be retained with case.
  - If the plant material cannot be visually identified as peyote or it is a powdered sample, report as “Mescaline”, along with the weight in grams.
- Reporting Mushroom Samples

Report psilocybin mushrooms as “Psilocin”. Psilocybin may be reported if it has been identified using IR or derivative procedure on GC/MS along with retention time of standard.
- Reporting Opium Samples
  - Morphine, codeine and thebaine are the opium alkaloids that are controlled substances. Non-controlled alkaloids include papaverine, noscapine and narceine.

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- Opium in commercial preparations should be reported as “Opium” only if there is no heroin present and morphine and codeine are detected in combination with at least one of the other alkaloids and one or more active non-narcotic ingredient.
  - Paregoric is classified as a Schedule III drug under the Controlled Substances Act (DEA #9809)
  - Under state law, report with footnote “Per pharmaceutical identification sample contains no more than 500 milligrams per 100 milliliters or per 100 grams, or no more than 25 milligrams per dosage unit.”
- Solid or semi-solid samples: The results will be reported as “Codeine and Morphine and (at least papaverine, noscapine or narceine)” with a footnote stating: “These are commonly detected constituents of opium.”
- Since there are at least 7 types of opium listed in the state law, it is crucial to research which penalty group applies to the sample prior to reporting results.
- Reporting Controlled Substances on a Substrate
  - If a controlled substance is present on a substrate such as a plant material and cigarettes/cigars, the weight of the substrate is included in the net weight reported since the substrate will be consumed.
  - If a controlled substance is present on Marihuana, report the net weight in grams. Report the controlled substance and the Marihuana. Example: Phencyclidine on Marihuana, or Codeine on Marihuana.

#### Quantitation Reporting Guidelines

If the sample is quantitated for federal prosecution, report the substance identified, followed by the concentration in parenthesis. Percentages above 1% are reported as truncated whole numbers.

- Cocaine: Identify if the drug is in its salt or base form.
  - If the sample is in the base form, no quantitation is required.
  - If the sample is in the salt form, report as Cocaine Hydrochloride and the percentage as the base form.
- Methamphetamine
  - If the sample meets the federal guideline for “ICE”, it will be reported as “d-Methamphetamine Hydrochloride” and the percentage as the hydrochloride salt.
  - If the sample does not meet “ICE” per definition,
    - It should be reported as Methamphetamine in the base form and the percentage reported as the base form. Methamphetamine (45% as base)
    - Salt form and or isomer can be listed at the discretion of the analyst but should be documented in worksheet if determined.
- Heroin is reported in the base form as well as the percentage.
- Percentages below the level of quantitation will be reported as “The percentage is below the level of quantitation”.

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- If a liquid sample from a clandestine laboratory is quantitated, report the name of the substance identified followed by the concentration truncated to whole numbers in parenthesis. Report the weight of the entire item. Calculate the total amount of the controlled substance in sample and document in the notes section of worksheet.

### **Recording and Reporting Weights**

Record the model number and serial number of the balance used to determine the weight of the item. The appropriate balance should be used for the weight being measured and precision required. The weight report wording will be determined by the uncertainty estimate for each balance.

- Record the gross weight of all samples prior to and after analysis for items reported as “No Control Substances Detected”. Analyst has the option of determining the net weight. For the categories below, no weight will be reported on the formal report.
  - Substances reported as “No controlled substances detected”.
  - Substances detected, but which do not fulfill the required analytical techniques for identification should be reported as “No controlled substance confirmed.”
  - If there is not a sufficient amount of substance to analyze, report “Quantity not sufficient for complete analysis”.
  - If item has degraded to a state where analysis cannot be performed such as rotted vegetation or coagulated body fluids report as “Not Suitable for Analysis”.
  - Items that do not fall into one of the above categories and do not fall under the Pharmaceutical Identification exemption are reported as “No Analysis.”
  - Plant material submitted as Marijuana, but determined by analysis to be negative, is reported as “Negative” with no weight.
- Record and report the net weight for samples identified and reported.

### **Controlled Substances and Dangerous Drugs**

- Report the net weight in grams, truncated to two decimal places if the sample is equal to or greater than 0.01 gram.
- Weights greater than or equal to 1,000 grams will be reported as kilograms, truncated to one decimal place.
- Weights less than 0.01 gram will be reported as “Trace”.
- Capsules and tablets
  - If a controlled substance or dangerous drug is identified in a pharmaceutical or non-pharmaceutical tablet or capsule, report the total weight of tablets.
  - The number of tablets and capsules will be reported in the description of the item.
- LSD - Report the number of abuse units of LSD samples as defined below:
  - Count and record the number of perforated blotter paper, tablets, gelatin wafers, sugar cubes, stamps, candy pieces or other single abuse units.

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- If the blotter paper is not marked, each one quarter-inch square section of paper is considered a single abuse unit.
  - If the sample is liquid, 40 micrograms of LSD is one abuse unit.
  - The analyst's notes will document how the number of units was calculated. Such as (# of abuse units was calculated by measurement of one quarter-inch square per abuse unit) or (# of abuse units was calculated by using 40 micrograms per abuse unit)
- Volatile chemicals - If a volatile chemical is identified, e.g. as listed in HSC 485, report the weight in grams.

**Marihuana**

- For samples weighing less than one pound, report the weight of marihuana in ounces, truncated to two decimal places.
- Report samples weighing equal to or more than one pound in pounds, truncated to one decimal place.
- If sample weighs less than 0.01 ounce, report "Marihuana Less than 0.01 ounce."
- Use 28.35 grams per ounce and 454 grams per pound for conversions.

**Clandestine Lab Chemicals**

Occasionally substances that are not controlled substances or dangerous drugs must be analyzed and reported. Record and report these chemicals in the same manner as dangerous drugs

**THE UNCERTAINTY OF MEASUREMENT (UOM) (ISO 5.1.2, 5.4.6, ASCLD/LAB 5.4.6)**

Uncertainty of Measurement is used to indicate the degree of variability, at a specified level of confidence that can be expected for that particular measurement or method.

A measurement of uncertainty should take into consideration the potential variables that contribute to the measured results. Some sources that contribute to the uncertainty include, but are not limited to, materials and equipment used, environmental condition, the analyst performing the test and the properties or condition of the item being tested. To minimize the possibility of bias in calculating the uncertainty of the balance, it is recommended that balance checks be performed by various analysts. All components that may contribute to the measured uncertainty will be taken into consideration in the Uncertainty Budget. (ISO 5.4.6.2)

For quantitative measurements, such as alcohol concentration and purity of controlled substances, the measurement of uncertainty associated with these quantification will be determined.

A qualitative procedure such as identifying the presence of a controlled substance does not require a measurement of uncertainty.

The following test procedures have been identified as requiring a estimation of uncertainty. The uncertainty estimate can be found in the Technical Manual for each discipline below: (ISO 5.4.6.1)

- Blood Alcohol concentration
- Drugs: Controlled Substance Purity

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Drugs: Controlled Substances reported weights

Since the Confidence Level for qualitative and quantitative drug results is 99.7%, this will be addressed as a footnote and does not have to be addressed for each item.

**Reporting Estimated Uncertainty for Qualitative Drug Results**

- The estimated uncertainty will be reported in the same unit as the net weight. (ISO 5.10.3.1c)
- If the net weight is less than or equal to the estimated uncertainty, report the weight as “trace”.

Examples:

- Controlled Substance, Dangerous Drug, Marihuana or Compound Identified  
Net weight: 1.01 ± 0.06 gram(s)

**Reporting Quantitation Uncertainty Results for Drugs**

The percentage is reported in whole numbers.

Drug (salt or base form)

Net Weight

Purity: ## ± # %

Example:

D- Methamphetamine Hydrochloride

Net Weight 53.79 ±0.06 grams

Purity: 85% ±3% as Hydrochloride Salt

**REPORTING GUIDELINES FOR BLOOD ALCOHOL**

- Ethanol content will be reported as grams of ethyl alcohol per 100 milliliters of blood. It is reported as the average of at least four data points, truncated to 3 decimal places along with the expanded uncertainty truncated to 3 decimal places.
  - Example of Reported Blood Alcohol Concentration  
0.136 ± 0.009 grams of ethyl alcohol per 100 milliliters of blood
- Any result that is less than the limit of quantitation will be reported as “less than 0.010 grams of ethyl alcohol per 100 milliliter of blood”.
- Any result below the limit of detection (0.001 g/dL) will be reported as “No ethyl alcohol detected.”
- If the quantity of sample is insufficient for analysis, the report will read “No Analysis, quantity not sufficient for analysis”.
- If the sample is degraded and unsuitable for analysis, the report will read “No Analysis, sample unsuitable for analysis”.
- If a sample is sent to an outside laboratory for analysis, a footnote will be added to the report detailing where the sample was sent.
- The report of samples of serum alcohol will be converted to whole blood by using the serum to blood conversion ratios from the “Serum to Whole Blood” form. The ratios will be expanded by ±9.0% to include the uncertainty of the method used to give a conversion range of 0.94:1 to 1.37:1 with a midpoint of 1.14:1.

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**4.3 Release of Records Information**

No Supplemental Requirements

**4.4 Removal of Records for Court**

No Supplemental Requirements

**4.5 Archiving Laboratory Case Files**

No Supplemental Requirements

**4.6 Expunctions**

The section has several locations for information requested for expunction. See Appendix 04 for the list of locations.

**4.7 Control of Laboratory Records**

No Supplemental Requirements

**5. EVIDENCE PROCEDURES**

**5.1 General Practices**

- Bulk Storage: Clandestine laboratory evidence will be stored in the hazardous storage units or in the clandestine laboratory storage room.
- After Hour Rush Cases: On special circumstances, the section may receive evidence directly from an officer. The evidence will only be accepted if the initial and property reports exist in Versadex.

**Storage of Chemicals**

The three Off-Site chemical storage buildings are divided into 6 separate storage areas to allow for segregation of incompatible chemicals. The buildings are numbered 3, 4, and 5 with the rooms of each building labeled A and B. Building 5 has exhaust fans located at floor level to remove heavy flammable vapors. Buildings 3 and 4 have high mounted exhaust fans for the removal of ordinary chemical vapors.

Chemicals are to be segregated for worker safety and according to the following segregation plan:

- Building 3A  
No Chemicals or evidence will be stored in this building. This area houses the alarm system and supplies for chemical seizure, transport and storage.
- Building 3B

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Oxidizers (permanganates, nitrates, chlorates, perchlorates, peroxides, bromates, iodates, periodates, persulfates, chromates, dichromates, and hypochlorites).

- Building 4A
  - Corrosives (bases)
  - Non-flammables solvents (chlorinated solvents)
  - Drying room for plant material suspected of being Marihuana,
  - Controlled Substances
  - Contaminated clothing in plastic bags in Building 4A or 4B until packaged into Biohazard box and transferred to Division Biohazard disposal room.
  
- Building 4B
  - Corrosives (acids)
    - Concentrated acids must be segregated due to the incompatibility of nitric acid with sulfuric acid and sulfuric acid with hydrochloric acid
  - Phenylacetic acid,
  - Drying room for plant material suspected of being Marihuana
  - Controlled Substances
  - Contaminated clothing in plastic bags until packaged into Biohazard box and transferred to Division Biohazard disposal room.
  
- Building 5A
  - Flammable solvents (alcohols, acetone, acetic anhydride)
  - Non-flammable solvents
  
- Building 5B
  - The below substances need to be packaged separate from each other
  - Reducing compounds (lithium, aluminum hydride, sodium, potassium, sodium borohydride phosphorus, nitrites, and sulfur)
  - Sodium Acetate, lead acetate, cyanides, mercuric chloride
  - Unknown chemicals - If a particular chemical cannot be identified by available chemical means, label the bottle as UNKNOWN. (One tub for liquids and one for solids).
  - Contaminated Glassware and equipment- Glassware and related contaminated equipment are to be cleaned using triple solvent rinsing and broken in barrels for discarding. Glassware or equipment with extreme contamination that cannot be readily cleaned will be placed in a container for removal and disposal by a hazardous waste contractor or by incineration.
  
- A chemical storage inventory will be maintained for all chemicals placed in storage. Record the date placed in storage, the incident number, the weight of the chemical and total accumulative quantity in storage.

## 5.2 Observation by Outside Experts

No Supplemental Requirements

FC Standard Operating Procedures  
Effective Date: January 1, 2014

Approved by Laboratory Director  
Printed Copies are not Controlled  
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**5.3 Evidence Disposal**

No Supplemental Requirements

**5.4 Destruction of Hazardous Substances**

No Supplemental Requirements

**5.5 Outsourcing**

No Supplemental Requirements

**6. LABORATORY SAFETY**

**Practice**

- Syringes - Due to the biohazard nature of syringes, upon completion of analysis, the sample will not be returned to the syringe. It will be packaged into a separate lab provided container and properly labeled with unique identifiers. (ASCLD/LAB 5.3.6)
- **Transporting Chemicals**
  - When chemicals are seized, incompatibles will be properly segregated for transporting to the chemical storage buildings. Unlabeled containers or mislabeled containers should be properly labeled if contents are known or suspected. Use vermiculite to prevent breakage or spilling.
  - Use APD containers for transporting chemicals if not packaged in container provided by the chemical supplier. Avoid placing chemicals directly on the floor of truck bed when possible..
  - **Ether** will not be transported or stored.
- Chemicals of non-evidentiary value such as chemical waste from chemical processes will be labeled with a list of chemicals contained in the waste container.
- A chemical storage inventory will be maintained for all chemicals placed in storage. Record the storage date, the incident number, the number of containers, the weight of the chemical and total accumulative quantity in storage.

**7. PERSONNEL**

No Supplemental Requirements

**8. COMPUTER RESOURCE MANAGEMENT**

No Supplemental Requirements

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**APPENDIX 01 CRITICAL SUPPLIES**

- Reference materials for blood alcohol
  - Primary alcohol standards for quantitation
  
- Reference materials for drug analysis:
  - Primary drug standards for quantitation

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**APPENDIX 02      ABBREVIATIONS**

- Acceptable standard abbreviations worksheets for weight and measurements

Word	Abbreviation	Word	Abbreviation
centimeter(s)	cm	microgram(s)	ug, mcg
deciliter(s)	dL	milliliter	ml
gallon(s)	gal	milligram(s)	mg
gram(s)	g	millimeter(s)	mm
Grain	grain	ounce(s)	oz
inch(s)	in, "	ounce(s), liquid	liq oz
kilogram(s)	kg	pint(s)	pt
liter(s)	L	pound(s)	lb(s), #
microliter(s)	ul	Foot	ft, '

- Acceptable standard abbreviations for colors.

Color	Abbreviation
Black	bk
Blue	bl
Brown	br
Green	gr
Orange	or
Pink	pk
Purple	pr
Red	rd
No Change	nc

- Acceptable non-standard abbreviations for commonly used

<b>Word/Phrase</b>	<b>Abbreviation</b>
Approximately	~; approx.
Amount	amt
Blood Alcohol Concentration	BAC
Contains	C (with line over); cont., (c)
Evidence Consumed in Analysis	ECA
From	F/
Green Plant Substance	GPS
No Analysis	NA
No Controlled Substance Detected	NCS
Number (if in front of a number eg: #12)	#
Plant Substance	PS
Sample Insufficient for Analysis	SIA; ISA
With	W/; w/
Without	W/O; w/o

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Ziplock lab provided (for repackaging)	ZLP
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- Acceptable non-standard abbreviations for drugs and chemicals.

<b>Drug</b>	<b>Abbreviation</b>
Cocaine base	Crack
Cocaine Hydrochloride	Coke, cocaine HCl
Gamma Hydroxybutyric Acid	GHB
Hydrochloric Acid	HCl
Lysergic Acid Diethylamide	LSD
3,4-Methylenedioxyamphetamine	MDA
3,4-Methylenedioxymethamphetamine	MDMA
Methamphetamine	Meth
N-benzylpiperazine	BZP
Phenylacetone	P2P
Phencyclidine	PCP
1-(1-phenylcyclohexyl)piperidine	PCC
Sulfuric Acid	H <sub>2</sub> SO <sub>4</sub>
Tetrahydrocannabinols	THC
1-(3-trifluoromethylphenyl)piperazine	TFMPP
2,5-dimethoxy-4-iodoamphetamine	DOI

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**APPENDIX 03 FC CASE MANAGEMENT PRIORITY SYSTEMS**

- Drug Priority Codes

LIMS Priority Assignment Code	Title	Description and Report Due date
3	Normal	Default priority code, to be changed dependent on requestor and request
1	Rocket Docket	Special classification of request made by Travis County, report due 14 calendar days from receipt to section
2	Rush – Jail	Person is in jail awaiting charges to be filed. Report is due with 24 hours for misdemeanor or 48 hours for felony from time that person was jailed
4	Court	Request made by DA investigator for cases with court dates or due within 21 working days of request
6	Rush – Federal	Drug items that have been identified as having federal charges filed, report due by court date
7	Rush – Print DC	Items have already been analyzed only require separation for print processing
8	Detective Requested	Drug items for pending narcotic investigations.
9	TCSO Rockets	Travis County Sherriff's Office drug cases, 14 calendar days for report
0	DO NOT USE	
A	AISD	Austin Independent School District Case
C	Clandestine Lab	Clandestine lab coding for disposal purpose of items retained by the lab. Coordination with agent in charge determines when report is due.
D	Drugs with DNA	Code for drug items that require DNA processing. DNA must be conducted prior to drug testing.
G	Grand Jury	Cases designated by the court
H	Hays County	Cases submitted and requested by Hays County, San Marcos PD, Kyle and Buda, 21

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		days from date of receipt
J	Juvenile	Cases requested by the juvenile courts, report due by court date
M	Plant Material Drying	Plant material drying and awaiting charges
N	Narc-Warrant - Print	Detective requested cases that require analysis or print process for warrants to be issued
O	Outside testing	Items sent outside lab for testing
P	Proficiency	Sample that have been designated as proficiency or competency testing , due date assigned by QA
R	Reversal	Reversal cases that do not appear on the rocket list but need to be worked to close out assignment
T	System Testing	To be used on drug case that tests updates to Live LIMS system, or other assignments that require analysis but no report such as Intermediate checks of Reference materials
W	Williamson County	Cases requested by Williamson County ; by court date if given
X	Found Narcotics/Property	Items submitted to lab for drying purposed only, no analysis to be conducted

- BAC Priority Codes

LIMS Priority Assignment Code	Title	Description and Report Due date
3	Normal	Default priority code, to be changed dependent on requestor and request
4	Court	Request made by Travis County DA's office to set court date or for ALR hearings
8	Detective Requested	Request made by Detective for Blood specimen or biological specimens that require outside testing for drugs as well as BAC

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O	Outside testing	Items sent outside lab for testing
P	Proficiency	Sample that have been designated as proficiency or competency testing , due date assigned by QA
W	Williamson County	Cases requested by Williamson County ;due by court date if given

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**APPENDIX 04      EXPUNCTION INFORMATION**

- The Forensic Chemistry Section has several locations that need to be searched to that contain information often requested for expunction such as name, date of birth, and cause numbers.
  - Forensic Chemistry Lab Number Log books are located in Admin file room
    - For Drugs: 1975 through June 1989 – contain defendant names
    - For Blood Alcohol: from 1984 to April 1986 contain defendant names
  - Files stored at Iron Mountain are Drug case with lab numbers prior to LIMS from 5000-48799 and Blood Alcohol cases from B0050000-B006574.
    - Through property module of Versadex determine when evidence was received by lab.
      - If evidence was received by Deborah Janousek there is not lab folder, evidence was received for disposal only. All lab submission forms submitted for disposal only prior to 2004 have been disposed of in accordance with retention record.
    - Use Lab Number spiral log books located in file room to find the lab number by the date evidence was submitted to the lab.
    - Use this lab number to find the transmittal number for storage box, transmittal number is used to request return of box
      - Location of transmittal numbers to lab number: "G:\Chemistry Unit\Outside Storage\Files at outside storage.xls" under drug folder or BAC folder tab.
    - Request Admin Staff to have box recalled from Iron Mountain
    - Admin Staff will pull file from box for expunction of information
    - Verify that information has been expunged and Admin Staff will return file/box to Iron Mountain.
  - Crime Scene investigations conducted by Chemistry staff are now located in Crime Scene section of the Admin file room. The time period for these cases are 1994 through 1997.
  - Database for case from July 2003 to middle of January 2007. Located at "G:\Chemistry Unit\NFLIS\AustinTXNIMS.mdb"
    - Upon opening database do not open current Access, select "No"
    - Select Data Entry/Case View
    - Enter in offense number include and preceding zeros such as 2004-0010269. As you start to type in case number is show active case for that year.
    - Delete requested information and enter "Expunge" into Last Name or update name if change of name only.
  - Chemistry Staff from 1975 to 2000
    - Rudy Bohac AP0586
    - Ralph Owen AP0652
    - Debra Janousek AP1241
    - Glenn Harbison AP1770
    - Gloria Rodriguez AP2320
    - Bobby Urbanovsky AP0588
    - Sam Bivone AP0747
    - Tony Arnold AP1758
    - Mary Villarreal AP2242