

VERMONT FORENSIC LABORATORY

BLOOD ALCOHOL DATA REVIEW CHECKLIST

AGENCY CASE#: _____

ANALYST: _____

LAB #: _____

TECHNICAL REVIEWER: _____

DATE: _____

- QC complete?
- Pertinent standard lot numbers listed?
- Data package is complete?
- Transcribed data and calculations verified?
- Calibration and control results all within $\pm 10\%$ ($\pm 20\%$ for STD A) of the known values?
- Calibration line correlation factor at least 0.99xx?
- Average error for components of the calibration line less than 10%?
- Timing mix chromatogram demonstrates appropriate identification of components and separation from ethanol?
- Surrogate compound concentrations all within 0.900 to 1.100 range?
- Statistical means of the continuing calibration check sample duplicate analysis all within $\pm 10\%$ of the known value?
- Individual replicates within $\pm 5\%$ of the statistical mean?
- Reported results are means of two or more analyses?
 1. In the event of QNS for 2 (two) analysis a notation must be made on the worksheet.
 2. In the event that more than 2 (two) results are used to determine the reported result a notation is made on the worksheet.

Comments:

ADMINISTRATIVE REVIEWER: _____

DATE: _____

- Agency Case # and Lab # match submission form?
- Submitting agency, investigator, suspect, CC match submission form?
- Chain of Custody is complete and dated appropriately?
- Are all pages numbered and initialed on the Examination Documents?
- Case number written on all pages of the case file (Either agency or lab #)?
- Is the exam end date documented in the paper case file consistent with the exam end date in LIMS?

Comments:

DIRECTOR REVIEWER: _____

DATE: _____

- Does the report and associated paperwork meet administrative expectations?
- Have the appropriate technical and administrative reviews been completed?

Check Mark or X = pass, NA= Not Applicable