

FBI Laboratory Definitions for the FBI Laboratory Quality Assurance Manual and FBI Laboratory Operations Manual

1 Purpose

To define terms used in the FBI Laboratory Quality Assurance Manual (QAM) and the FBI Laboratory Operations Manual (LOM).

2 Scope

The definitions in this document apply to FBI Laboratory personnel who follow FBI Laboratory quality system documents.

3 Terms and Definitions

1A - Physical and/or electronic records supporting an FBI case. FBI Laboratory physical and/or electronic records are placed in a *Supporting Documentation Envelope* and/or serialized in Sentinel, as appropriate.

1B - Physical evidence that is submitted by an FBI contributor.

1C - Records of the same nature as 1A material but that are physically too large to be filed in the 1A section of the FBI Laboratory file.

A2LA - An accrediting body; American Association for Laboratory Accreditation.

ANAB - An accrediting body; American National Standards Institute (ANSI) National Accreditation Board.

Accreditation Cycle - Period of time between the date accreditation is granted and the date accreditation expires.

Accreditation - A process by which an accrediting body, such as ANAB or A2LA, gives formal recognition that an entity is competent to carry out specific tasks.

Accrediting Body - An authoritative body that provides accreditation to various standards and programs for public and private organizations such as laboratories, inspection bodies, proficiency test providers, and reference material producers.

Acknowledgement Email - An email sent to acknowledge receipt of a request for examination and the associated evidence.

Activity and Communication Log (7-245) - A physical form used to record activity or communication related to a legacy case or to record classified activity or communication.

Administrative Error - A non-technical error such as a typographical error in a *Laboratory Report* or associated with a proficiency test. An administrative error may also be a nonconformity.

Administrative Records - Records related to a case, whether electronic or physical, that do not constitute data or information resulting from examinations and DNA databasing (e.g., Communication Log, Chain-of-Custody Log, *Activity and Communication Log*, *Laboratory Worksheet*).

Administrative Review - An evaluation to ensure an FBI Laboratory file record is complete and the *Laboratory Report* uses correct spelling, is grammatically accurate, properly classified, complete, and complies with FBI Laboratory requirements and practices, and relevant level 2 documents.

Administrative Reviewer - A Unit Chief, Technical Leader, or designee who conducts an administrative review. An administrative reviewer is someone other than the person(s) authoring the report being reviewed.

Analytical/Interpretive Inconsistency - A discrepancy of a technical nature identified in a proficiency test, to include the processing and interpretation of data.

Analytical/Interpretive Error - A technical error identified in casework, DNA databasing or proficiency testing.

Approved Proficiency Test - A proficiency test approved by the appropriate Technical Leader and Quality Manager to ensure it is appropriate for the testing conducted in the FBI Laboratory.

Archive (FA) - A terminal transfer used to place evidence into a storage area for indefinite retention. This transfer type is used for request only and electronic submissions as well as for submissions with physical evidence that will not be returned to the contributor.

Archived Storage - A physical location for long-term storage of evidence.

Association - A determination that a relationship exists between persons and/or objects.

Audit - A systematic, independent, documented process for obtaining records, statements of fact, or other relevant information and assessing them objectively to determine the extent to which specified requirements are fulfilled.

Audit Program Manager - A Quality Assurance Specialist in the Forensic Analysis Support Unit who manages the FBI Laboratory internal audit program.

Audit Team - One or more auditors conducting an audit.

Audit Team Leader - An auditor who coordinates a portion of an audit.

Auditor - A person with demonstrated competence who conducts Forensic Analysis Support Unit directed audits. In the FBI Laboratory, auditors performing internal audits must successfully complete an approved training course.

Authorized - The conclusion of a process of reviewing pertinent records related to a person, technique, document, or other entity, including approval by appropriate personnel.

Biohazard Evidence - Materials that may include, but are not limited to, liquid and dried body fluids such as blood, saliva, urine, human tissue, body parts, and organs or medical diagnostic packs, regardless of content.

Blank - A control where a specified component(s) is not present.

Blind Verification - An independent examination of an item(s) of evidence by another examiner qualified and authorized in the same category of testing who does not know the original examiner's conclusion.

BUNET - A collection of SharePoint sites that contain information for FBI-defined entities.

Calibration - The adjusting or standardizing of equipment to ensure agreement of a measurement with a reference standard.

Case (FA) - FBI investigation designated in FA with a Laboratory Number. Contains case-related data including submissions, Case Records, listing of evidence, and *Laboratory Reports*.

Case Communication Log (FA) - Data entry fields used to record activity or communication related to a case.

Case ID - A unique alphanumeric case identification number assigned to an FBI investigation.

Case Notes - The record of standards, controls, instruments used, observations made, results of tests performed, charts, graphs, photos, and other records generated which are used to support conclusions.

Case Record (FA) - Instance of work within a unit or discipline resulting in an acknowledgement email and/or *Laboratory Report* or completion of an assignment of work in FA.

Case Record Communication Log (FA) - Data entry fields used to record activity or communication related to a case record.

Case Record Number (FA) - FA-generated identifier for a case record within a case.

Case Records - All administrative and examination records, whether electronic or physical, generated or received by the FBI Laboratory for a given case. These records may be stored in one or more locations/facilities.

Casework - FBI Laboratory activities concerning the examination of evidence and/or request(s) for examination of evidence.

Category of Testing - A specific type of analysis within an accredited discipline of forensic science. In the FBI Laboratory, anthropology, cryptology, and illicit business records, are also considered categories of testing. Additionally, the General Physical and Chemical Analysis category of testing for the FBI Laboratory has sub-categories of testing (e.g., general chemistry, polymers, metallurgy, explosives and hazardous devices, and soil). The use of the term category of testing in the FBI Laboratory quality system documents includes sub-category where one is available unless otherwise specified.

Certified Reference Material - Reference material, characterized by a metrologically valid procedure for one or more specified properties, accompanied by a reference material certificate that provides the value of the specified property, its associated uncertainty, and a statement of metrological traceability.

Chain-of-Custody Log (7-243, 7-243a, or equivalent in FA or EXPeRT) - A form or data entry fields used to record all transfers of evidence, including non-evidentiary items, over which the FBI Laboratory has control.

Check-In Notes - A mechanism to record the items received, including evidentiary and non-evidentiary items, the condition of these items, and the container/packaging.

Comparative Examination - Testing performed on two or more items for the purpose of determining whether an association exists between the items.

Competency Test - The evaluation of a person's knowledge, skills, and/or abilities to perform work.

Competent - Possessing the requisite knowledge, skills, and abilities to perform a job.

Complaint - The expression of dissatisfaction by any person or organization to the FBI Laboratory relating to the activities or results of the FBI Laboratory where a response is expected.

Concession - An acknowledgement that a nonconformity has been detected, and the nonconformity will not be corrected.

Condition Adverse to Quality - A situation or condition such as failure, malfunction, deficiency, or defective item that results in a nonconformity and requires corrective action for resolution.

Container - A vessel intended to secure the integrity of the item.

Container (FA) - FA evidence type used to designate a container.

Continual Improvement - Recurring activities that are carried out to enhance the performance of the quality system.

Contract - The agreement between the FBI Laboratory and the contributor.

Contractor - A person performing work for the FBI Laboratory on a contractual basis who meets the applicable provisions of the FBI Laboratory quality system.

Contributor - A person who or organization that submits evidence to and/or requests the testing services of the FBI Laboratory. Equivalent to “client” as used in ISO/IEC 17020 or “customer” as used in ISO/IEC 17025 and AR 3125. (See External Contributor and Internal Contributor)

Contributor, External - Any non-FBI entity that submits evidence to and/or requests the testing services of the FBI Laboratory.

Contributor, Internal - Any FBI entity that submits evidence to and/or requests the testing services of the FBI Laboratory.

Contributor Portal - Law Enforcement Enterprise Portal (LEEP) service managed by the Laboratory Division that allows non-FBI law enforcement contributors to submit a Request for Laboratory Examination (RFLE), check status of casework, and retrieve released *Laboratory Reports*.

Control - A sample analyzed in parallel with evidentiary and DNA database samples and designed to demonstrate that a procedure worked correctly, and data are valid.

Correction - Action to eliminate a detected nonconformity.

Corrective Action - Process to eliminate the cause of a detected nonconformity or other undesirable situation adverse to quality. This may include the affect or impact on the quality of the work, the integrity of the evidence, or the quality of the testimony.

Corrective Action Request (7-254) - A form used to identify and record the resolution of a corrective action.

Corrective Maintenance - Actions taken on equipment to restore it to proper operation.

Crime Scene - An area, object, or person from which evidence is identified, recorded, collected, and/or interpreted excluding activities that routinely occur within FBI Laboratory facilities.

Custody - The care and control of an item of evidence implying responsibility for its protection and preservation.

Decision Rule - A rule that describes how measurement uncertainty is accounted for when stating conformity with a specified requirement.

Deputy Assistant Director - A person who is responsible for managing multiple sections within the FBI Laboratory. (See Laboratory Director)

Designee - A person designated in writing to perform a task by the person (or their manager) who is assigned responsibility for that task.

Deviation - Authorization to depart from a requirement(s) prior to its occurrence. A deviation can be major or minor depending on the circumstances. (See Major Deviation and Minor Deviation)

Deviation, Major - A deviation that has the potential to significantly impact the quality system and/or is expected to affect multiple instances or be applicable for an extended period of time. (See Deviation)

Deviation, Minor - A deviation that is not expected to significantly impact the quality system and applies to a single instance or a finite number of instances at the time requested. Minor deviations may not be used if a document is identified as no longer being fit for purpose. (See Deviation)

Digital Evidence - Information of probative value stored or transmitted in binary form. Personnel who examine digital evidence are not included in the scope of the FBI Laboratory's quality system.

Discipline - A major area of activity in forensic science which may appear on a scope of accreditation.

DNA Database Sample - A DNA sample obtained from a person who is legally required to provide a DNA sample for DNA databasing purposes and whose identity is established at the time of collection.

DNA Databasing - The analysis of DNA database samples for entry into the Combined DNA Index System (CODIS) and, if eligible, for upload to the National DNA Index System (NDIS) (e.g., offenders, arrestees, detainees). The term DNA databasing constitutes part of the term "test" as used in this manual, ISO/IEC 17025 and AR 3125. (See Examination)

DNA Databasing Records - Equivalent to Case Records.

DNA Match Confirmation Letter - The official notification that presents written confirmation to a caseworking laboratory to communicate the database match and the identity of the person who

provided the DNA database sample. A *DNA Match Confirmation Letter* is not a *Laboratory Report*.

Document - In the FBI Laboratory quality system, this term applies to the QAM, LOM, quality manuals, technical procedures, accompanying forms, training manuals, and controlled equipment manuals. (See *Controlled Document*, *Level 1 Document*, *Level 2 Document*, *Level 3 Document*)

Document Control - The process of ensuring controlled documents prescribing quality-affecting activities or specifying quality requirements, including revisions, are reviewed for adequacy, approved for release by authorized personnel, and distributed for use to the personnel performing the prescribed activities.

Document Control Program Manager - A Quality Assurance Specialist in the Forensic Analysis Support Unit who manages the FBI Laboratory document control program.

Document, Controlled - A document that is issued and distributed in a trackable manner. (See *Document*)

Document, Level 1 - A document that applies to all FBI Laboratory personnel (i.e., QAM, LOM, accompanying forms, Laboratory Safety Manual).

Document, Level 2 - A document that applies to a specific unit(s), discipline(s), and/or category(ies) of testing (i.e., quality manual documents, technical procedures, training manuals, accompanying forms).

Document, Level 3 - A document that applies to a specific unit(s), discipline(s), and/or category(ies) of testing, and/or all FBI Laboratory personnel, but does not require approval by the Quality Manager (e.g., controlled equipment manuals, FBI policies, accrediting body requirements).

Document, Uncontrolled - Any document that is not issued or distributed in a trackable manner (e.g., documents printed for personal use, electronic files sent outside the FBI Laboratory).

Drug Evidence - Controlled substances, drug paraphernalia, prescription and nonprescription drugs.

Drug Evidence Label (FD-723) - A label affixed to packages containing drug evidence submitted by FBI personnel.

eLAB Help Desk - Personnel who may assist FBI Laboratory personnel with LABNET or FA-related tasks, including specialized functions that only limited personnel may be permitted to perform (e.g., modification to previous evidence transfer).

Electronic Communication (EC) (FD-1057) - A standardized form typically used to record information as an FBI official record in Sentinel.

Electronic Evidence - Evidence received in an electronic format such as email attachments or evidence serialized in Sentinel by FBI contributors.

Environmental Conditions - Any characteristic of the FBI Laboratory facilities that could reasonably be expected to impact the quality of the FBI Laboratory's work.

Evaluation of Testimony (7-256) - A form used to record the evaluation of a person who testifies for the FBI Laboratory.

Evidence - An item submitted for examination(s).

Evidence Breakdown (FA) - Process of taking inventory of submitted evidence types to include containers, packaging, items, and requests.

Evidence Management Unit (EMU) Personnel - Personnel who initially accept and inventory evidence, manage cases, maintain liaison with contributors, and package and/or ship evidence. Authorized personnel may also write *Laboratory Reports*. In certain cases, other appropriately trained personnel may perform the duties of EMU personnel.

Evidence Storage Room (ESR) - Any secured room, cabinet, warehouse, or other area with multi-person access used for the storage of evidence.

Examination - The procedure(s) utilized by an examiner/technician/technical specialist to obtain information from evidence in order to reach conclusions concerning the nature of and/or associations related to evidence received by the FBI Laboratory. The term examination constitutes part of the term "test" as used in this manual, ISO/IEC 17025, and AR 3125.

Examination Plan (7-262) - A form prepared, or data entry fields completed that record the anticipated examination(s) of evidence submitted to the FBI Laboratory.

Examination Records - Electronic or physical records related to a case that support the results and/or conclusions presented in a *Laboratory Report* or *DNA Match Confirmation Letter*, such as case notes, data, and photographs. Examination records are generated as the result of examinations of evidence or DNA databasing.

Examination Statistics - An accounting of the number and types of examinations conducted. This is recorded on a *Laboratory Statistics Sheet* or equivalent in FA.

Examiner - A person who is qualified and authorized by the FBI Laboratory to conduct, direct, and/or have responsibility for examinations or DNA databasing within his/her category(ies) of testing. Examiners also write *Laboratory Reports* or *DNA Match Confirmation Letters* conveying the results of those examinations/DNA databasing.

Executive Management - The Assistant Director, Laboratory Director, and Section Chiefs of the FBI Laboratory Division. The FBI Laboratory TEDAC section also has a TEDAC Deputy Director and an Assistant Section Chief.

Explosive Reference Tool (EXPeRT) - A system used for case management of TEDAC submissions and to share information with the Counter-Improvised Explosive Device (C-IED) community. Additionally, EXPeRT contains explosives-related information.

FBI Laboratory - In this manual, this term refers to the entity that includes personnel who may be responsible for receiving, inventorying, and/or examining evidence; DNA databasing; issuing *Laboratory Reports*; providing testimony with respect to those examinations in legal proceedings; and maintaining the quality system.

FBI Laboratory Chief Security Officer - An FBI Laboratory person who is responsible for administering the FBI Laboratory's Security Program.

FBI Laboratory Drug Evidence Label (7-248) - A label that is placed on drug evidence packaging within the FBI Laboratory.

FBI Laboratory Valuable Evidence Label (7-287) - A label that is placed on valuable evidence packaging within the FBI Laboratory.

FBI Laboratory File - A portion of an official FBI file containing records generated and/or maintained by the FBI Laboratory. Some of the electronic records may be generated and/or maintained in FA or Sentinel. Physical records consisting of a 1A(s) or 1C(s) may also be part of the official FBI file.

FBI Laboratory Number - The FBI Laboratory's identifier that is assigned to each case for examination. For legacy cases, this nine-digit number indicates the year, month, day, and sequential request for examination processed on that day. For FA cases, it is generated by FA for a case. This nine-digit number indicates the year, followed by a hyphen, followed by a five-digit number assigned consecutively per year (e.g., 2019-00001).

FBINET - The intranet enclave located on the FBI's classified network.

FDDU Sample Number - The FBI Laboratory's unique identifier assigned to each Federal DNA Database Unit DNA database sample. For DNA databasing, the FDDU Sample Number, generated by STACS, will be recorded in lieu of an FBI Laboratory Number.

File Copy (*Laboratory Report*) - A copy of a *Laboratory Report* generated for a legacy case which contains all the text in the original *Laboratory Report* and records of the administrative review and technical review, when applicable.

Follow Up Case Record (FA) - A type of Case Record used when generating a follow up *Laboratory Report*.

Follow Up Report – A *Laboratory Report* generated if a change or addition must be made to the content of a previously issued *Laboratory Report* or to provide additional information pertaining to a completed request for examination.

Foreign Intelligence Surveillance Act (FISA) - A legal authority by which the FBI may acquire information or evidence. Information of this type will be omitted from FA and other unclassified systems.

Forensic Advantage (FA) - The laboratory information management system (LIMS) used by the FBI Laboratory. For DNA, STACS may be used to perform equivalent functions in lieu of FA.

Good Laboratory Practice - Operating practices and procedures for promoting quality and ensuring the integrity of the FBI Laboratory's work.

Hazardous Material Evidence - Any item or agent (biological, chemical, physical) which because of its quantity, concentration, or physical or chemical characteristics, has the potential to cause harm to humans, animals, or the environment, either by itself or through interaction with other factors. Also, hazardous materials are defined by the Department of Transportation as materials in shipment that pose risk to health, safety, and property. The materials are classified as being explosive, toxic, flammable, oxidizing, radioactive, or corrosive. (See the FBI Laboratory Safety Manual)

Health and Safety Group - Personnel in the Health, Safety & Security Unit who are responsible for administering the FBI Laboratory's Health and Safety Program.

i3 Products – Simplified reporting products in lieu of a *Laboratory Report* intended for intelligence, information, and/or investigative leads only and are not intended for adjudication purposes.

Impartiality - The presence of objectivity.

Individual Characteristic Database (ICD) - A computerized, searchable collection of features generated from individual characteristic database samples of known origin from which individual characteristic information originates, (e.g., reference blood or biological specimens, fingerprints of known persons, electronic fingerprint records, test fired ammunition).

Initial(s) - A person's handwritten initials or the secure electronic equivalent. A signature can also be used in lieu of initials.

Initiative - A Laboratory Director and Quality Manager approved Laboratory project devised to further support the Laboratory's mission. Initiatives may differ in their requirements from other quality system documents, but they require approved procedures authored according to LOM – Practices for Document Control and specific to the initiative.

Intelligence - Information specifically tailored to serve as a prelude to a decision or action by law enforcement or intelligence personnel, program managers, executives, or policy makers. In the broadest sense, intelligence is knowledge and foreknowledge of cyber, criminal, or national security threats and issues.

Intermediate Check - A check carried out according to defined procedures and schedules to maintain confidence in the calibration status of equipment and reference materials. Analysis of a working standard may be used for an intermediate check.

Internal Audit - A review conducted by FBI Laboratory personnel to compare the various aspects of the FBI Laboratory's performance with a standard for that performance.

Investigative Lead – Information provided to a contributor intended to advance an investigation.

Item (FA) - The FA evidence type used to designate evidence for analysis or secondary evidence.

Item Identifier - A designator assigned to an item submitted to the FBI Laboratory. For legacy cases, it is an alphanumeric designator (e.g., Q1, K1). For FA cases, it is a numeric designator (e.g., 1-4).

LABNET - An unclassified network in the FBI Laboratory which includes FA.

Laboratory Activity - The testing and sampling performed by the FBI Laboratory.

Laboratory Director - The Deputy Assistant Director of the Laboratory Division.

Laboratory Examination Request (LER) (FD-1121) - A Sentinel-based form which may be completed by FBI personnel to request forensic examinations from the FBI Laboratory. (See Request for Examination)

Laboratory Report (7-1, 7-1 LIMS) - An official report that presents case-related information to a contributor regarding FBI Laboratory work. (Formerly known as *Report of Examination*)

Laboratory Statistics Sheet (7-2a) - A form used by an examiner to record examination statistics for legacy cases.

Laboratory Work Sheet (7-2) or TEDAC Laboratory Work Sheet - A form that contain(s) administrative information and descriptions of the items of evidence.

Legacy Case - Evidence or a request for examination submitted to the FBI Laboratory prior to the implementation of FA.

Major Deviation Request (7-258) - A form used to record the request and authorization of a major deviation.

May - A word used when an element of the quality system is optional or discretionary.

Measurand - Quantity intended to be measured.

Measurement - Process of experimentally obtaining one or more quantity values that can reasonably be attributed to a quantity.

Measurement Error - The difference between a measured quantity and its true value. It includes random error and systematic error.

Measurement Traceability - Property of a measurement result whereby the result can be related to a reference through a recorded, unbroken chain of calibrations, each contributing to the measurement uncertainty. Also known as metrological traceability or traceability.

Measurement Uncertainty - Non-negative parameter characterizing the dispersion of the quantity values being attributed to a measurand based on the information used. Also known as uncertainty of measurement.

Media - Objects on which electronic data can be stored.

Method - The course of action or technique followed in conducting a specific analysis or comparison leading to an analytical result.

Must - A word used when an element of the quality system is required.

Non-association - The result of an examination/analysis between persons and/or objects that is not an association.

Nonconformity - A nonfulfillment of a requirement.

Nonoriginal Evidence - A reproduction of an original item of evidence received by the FBI Laboratory for examination (e.g., photographs, photocopies, digital images, audio recordings, video recordings, and other electronic files).

Object Repository (FA) - A location within FA where Laboratory records can be uploaded. FA has unit, Case, Case Record, Communication Log, Submission, and evidence repositories.

Packaging - Layer(s) of packaging within the outermost container.

Packaging (FA) - FA evidence type used to designate layer(s) of packaging.

Partner Laboratory - A non-FBI laboratory which accepts, inventories, and/or analyzes evidentiary material at the direction of the FBI Laboratory.

Performance Check - A check carried out at appropriate intervals to verify equipment is working as expected. Analysis of a control may be used as a performance check.

Policy - A directive that embraces the general goals and acceptable processes of the FBI, FBI Laboratory, and/or units.

Practicable - If something can be done, it will be done or put into practice successfully.

Practices - The term used to identify an FBI Laboratory-level process.

Preventive Action - Action intended to eliminate the cause of a potential nonconformity or other undesirable potential situation.

Preventive Action Request (7-261) - A form used to record and track the activities related to a potential nonconformity or other undesirable potential situation.

Preventive Maintenance - Actions taken to ensure instruments and equipment continue to operate properly.

Primary Standard - Designated or widely acknowledged as having the highest metrological qualities and whose value is accepted without reference to other standards of the same quantity.

Procedure - A specified way to carry out an activity or a process.

Proficiency Test - A test to evaluate the continued competence of examiners, technicians, and the performance of the FBI Laboratory. The expected results of the test are unknown to personnel taking the test.

Proficiency Test, External - A proficiency test provided by and reported to a source external to the FBI Laboratory. A type of interlaboratory comparison as used in ISO/IEC 17025 and AR 3125.

Proficiency Test, Internal - A proficiency test prepared by and reported to FBI Laboratory personnel. A type of intralaboratory comparison as used in ISO/IEC 17025 and AR 3125.

Proficiency Test Program Manager - A Quality Assurance Specialist in the Forensic Analysis Support Unit who manages the FBI Laboratory proficiency testing program.

Prohibited Case - A designation in Sentinel whereby a case is restricted, and material cannot be added to the case unless a person has been granted access.

Proper Seal - A seal that prevents loss, cross-transfer, or contamination while ensuring attempted entry into the container/package is detectable. These may include a heat-seal, tape-seal, or a lock. A proper seal includes the initials of the person creating the seal being placed on the seal or across the seal onto the container/package, when possible.

Qualified - A term used to identify FBI Laboratory personnel who successfully complete their assigned training program, demonstrate competence, and when applicable, participate in the FBI Laboratory Proficiency Testing Program.

Qualitative Analysis - Procedures that determine the characteristics or constituents of a sample or specimen without regard to quantity.

Quality Assurance - Planned or systematic actions necessary to provide sufficient confidence that the FBI Laboratory's work or service will satisfy given requirements for quality.

Quality Control - Internal activities or activities conducted according to established standards used to monitor the quality of analytical data and to ensure it satisfies specified criteria.

Quality Manager - A person designated by Executive Management who has the defined authority and obligation to ensure the requirements of the quality system are implemented and maintained. In the FBI Laboratory, the Forensic Analysis Support Unit Chief is the Quality Manager.

Quality Records - Records pertaining to the quality system such as audit reports, corrective action requests, deviation requests, and testimony evaluations.

Quality System - The organizational structure, responsibilities, procedures, processes, and resources for implementing quality management; includes all activities which contribute to quality, directly or indirectly. Equivalent to "management system" as used in ISO/IEC 17025 and 17020 and AR 3125.

Quantitative Analysis - Analysis of a substance that determines the amount or proportion of its constituents.

Quantity Value - Number and reference together expressing magnitude of a quantity.

Reagent - A substance used because of its known chemical or biological activity.

Record - Objective evidence of a condition, work performed, and/or activity conducted.

Reference Collection - Data or materials of known origin or property which are maintained for identification, comparison, or interpretation purposes.

Reference Material - Material, sufficiently homogeneous and stable with reference to specified properties, which has been established to be fit for its intended use in measurement or in examination of nominal properties.

Reference Standard - Measurement standard designated for the calibration of other measurement standards for quantities of a given kind in a given organization or at a given location.

Repository - The location for the permanent retention of TEDAC materials. Items may be eligible for lending to TEDAC partners.

Request (FA) - The FA evidence type used to designate a Request Only.

Request for Laboratory Examination (RFLE) - An FBI Laboratory Contributor Portal-based form which may be completed by external contributors to request forensic examinations from the FBI Laboratory. (See Request for Examination)

Request for Examination - Source requisition which identifies the evidence submitted and the examination(s) requested.

Request Only - A request for FBI Laboratory services that does not require the submission of evidence.

Reserve Lab Number (FA) - FA functionality allowing a Laboratory Number to be generated without entering submission details.

Resource Manager (FA) - A module within FA for tracking FBI Laboratory equipment and calibration and specified maintenance records. Other recordkeeping software (e.g., Laserfishe, STACS) may be used to perform equivalent functions.

Root Cause(s) - The fundamental reason(s) for a nonconformity

Sample Tracking and Control Software (STACS) - The laboratory information management system (LIMS) used by DNA personnel in lieu of FA. (See Forensic Advantage)

Sampling - Selection of a sample for testing according to a procedure. The approach to sampling can be either non-statistical or statistical.

Scientific Resolution Board - Personnel selected to resolve a disagreement of a scientific or technical nature that cannot be resolved at other levels.

Secondary Evidence - Material derived from an examination process on an item of evidence and recorded on a secondary evidence log. It is not an individual item submitted by a contributor and could not have been assigned an item identifier through the evidence breakdown process.

Secondary Evidence Log - A listing of secondary evidence (level 2 forms may vary slightly in naming of this log).

Section Chief - A person who is responsible for managing multiple units within the FBI Laboratory Division. The FBI Laboratory TEDAC section also has a TEDAC Deputy Director and an Assistant Section Chief.

Secure Electronic Equivalent - The electronic equivalent of handwritten initials or signature that can only be applied by the person whom the electronic initials or signature represents.

Secured Limited Access Area - A locked or otherwise controlled space in the FBI Laboratory with access restricted to authorized personnel.

Sentinel - The FBI's official recordkeeping, information, and case management system.

Shipping Container - The outer container that houses evidence container(s).

Shipping Invoice (7-264, 7-264 LIMS) - A form or data entry fields in FA used to record the shipping of evidence.

Should - A word used when an element of the quality system is recommended but not required.

SI Units - System of units based on the International System of Quantities, their names and symbols, including a series of prefixes and their names and symbols, together with rules for their use adopted by the General Conference on Weights and Measures (CGPM).

Signature - A person's handwritten signing of their name or the secure electronic equivalent.

Standard Method - A method that specifies the steps necessary to perform a test, contains documented performance characteristics, and is published by a standards developing organization such as ASTM International. (Formerly known as the American Society for Testing and Materials.)

Sub-category of Testing - See category of testing.

Subdivided Evidence - Multiple items of evidence that were originally designated as a single item during the evidence breakdown process and have subsequently been assigned unique identifiers. Items may also be subdivided in order to group related items together to assist examinations.

Subject Matter Expert (SME) - A person having specific skills and/or knowledge of a particular topic derived from training and/or experience.

Submission (FA) - Single instance of providing evidence and/or a request for examination to the FBI Laboratory.

Submission Number (FA) - FA generated identifier for a submission within a case.

Substantive Communication - Email or conversation containing information that may have an impact on the examination process.

Supervisor - A person directly responsible for overseeing the work of an organizational group.

Supporting Documentation Envelope (7-251) - An envelope, commonly referred to as a 1A envelope, which contains physical administrative and examination records and is part of the FBI Laboratory file.

Supporting Records - Administrative and examination records that support the examinations and conclusions contained in a *Laboratory Report* or *DNA Match Confirmation Letter*. General technical records such as calibration and maintenance logs, reagent logs, and calibration certificates may be retained independent of supporting records.

Systematic Error - Component of measurement error that remains constant or varies in a predictable manner in replicate measurements.

Systemic Error - An error that occurs when all appropriate procedures are followed; interpretations seem correct based on the information provided; and appropriate thoroughness, judgment, and completeness are exercised. Systemic errors may indicate an error or oversight in documented procedures or the lack of validity of those procedures for that instance. A systemic error means the problem is not attributable to an examiner or technician.

Technical Leader - A person who is accountable for the technical operations in their designated discipline and/or category(ies) of testing and who is authorized to stop, suspend, and resume operations in their designated discipline and/or category(ies) of testing.

Technical Management - Personnel with overall responsibility for the technical operations and who provide the necessary resources to ensure the reliability and integrity of FBI Laboratory operations. In the FBI Laboratory, the Quality Manager, the caseworking/DNA databasing/evidence management Unit Chiefs and Supervisors, and Technical Leaders are technical management.

Technical Procedure - A document that specifies the steps, methods, equipment, and materials necessary to perform a task properly. Technical Procedures are written to provide instruction and standardization for activities affecting examinations.

Technical Records - Accumulations of data and information that support examinations and DNA databasing and that indicate whether specified quality or process parameters are achieved. All issued *Laboratory Reports* are retained as technical records.

Technical Review - Evaluation of notes, data and other supporting records that form the basis for the scientific results and conclusions contained in the *Laboratory Report*. This review consists of determining whether the appropriate examinations have been performed, the conclusions are consistent with the recorded data and are within the scope of the discipline and/or category of testing. This term may also be used to describe other reviews (e.g., document preparation).

Technical Reviewer - A person who has been competency tested and is authorized to conduct a technical review of examination and/or DNA databasing records in that discipline and/or

category of testing. For other technical reviews (e.g., document preparation) a person must have adequate technical expertise.

Technical Specialist - A person who performs technical tasks to support laboratory activities. In various FBI Laboratory units, such personnel may be identified by other titles such as analyst, biologist, chemist, electronics technician, photographer, or physical scientist.

Technician - A person who is qualified and authorized by the FBI Laboratory to work under the direction of an examiner in conducting examinations or DNA databasing within a particular discipline and/or category of testing. In various FBI Laboratory units, they may be identified by other titles such as analyst, biologist, chemist, or physical scientist.

TEDAC Evidence - Evidence submitted to the FBI Laboratory with the intent of sharing information with the C-IED community.

TEDAC Item Submission Form (7-275) - A form which may be completed by contributors or FBI personnel to request TEDAC examinations when only one case is submitted to TEDAC. (See Request for Examination)

TEDAC Bulk Submission Form (7-276) - A form which may be completed by contributors or FBI personnel to request TEDAC examinations when more than one case is submitted to TEDAC. (See Request for Examination)

TEDAC QA Program Manager - A Quality Assurance Specialist in the Forensic Analysis Support Unit who manages quality assurance matters for TEDAC.

Terminate Case Record (FA) - FA functionality allowing the discontinuation of a Case Record.

Terrorist Explosive Device Analytical Center (TEDAC) - An entity within the FBI Laboratory that performs forensic examinations on IEDs and related material, primarily for intelligence purposes.

Testimony Evaluator - A person authorized to perform a review of testimony.

Testimony Tracker - A system used to record information related to providing testimony (e.g., name of person testifying; court jurisdiction; date of request, receipt, and review of transcripts; receipt of *External Evaluation of Testimony*).

Traceability - Ability to verify the history, application, or location of an item by means of recorded identification back to a reference standard or reference material.

UNET – The internet enclave located on the FBI’s unclassified network.

Uncertainty of Measurement - See Measurement Uncertainty.

Unit Chief - A person who manages a unit in the FBI Laboratory.

Universal Precautions - Refer to the FBI Laboratory Safety Manual.

Validation - The process for determining whether specified requirements are adequate for an intended use.

Valuable Evidence - Money (irrespective of country of origin or condition), jewelry (irrespective of composition), medals, rare coins, works of art, antiques, furs, and other items of intrinsic value. (See FBI Field Evidence Policy Guide)

Valuable Evidence Label (FD-723a) - A label affixed to packages containing valuable evidence submitted by FBI personnel. (See Drug and Valuable Evidence Label)

Verification - In the context of examinations, the procedure used to evaluate the validity of a test/opinion reached by independently re-performing the comparison between the unknown and known or amongst multiple unknowns. In the context of validations, the procedure used to confirm that specified requirements have been fulfilled through the provision of objective evidence.

Verification of Effectiveness - Confirmation that action steps associated with a *Corrective Action Request* have been effective.

Verifier - An examiner, qualified and authorized in the same category of testing, who conducts a verification.

Virtual Transfer - Transfers that are recorded on an electronic Chain-of-Custody Log without a corresponding physical change in custody.

Will - A word used when an element of the quality system is required.

Working Standard - Measurement standard routinely used calibrate or verify measuring instruments or measuring systems.

Rev. #	Issue Date	History
11	06/03/19	<p>Added definition for ANAB and changed references from ASCLD/LAB to ANAB throughout. Revised or added definitions for administrative error, administrative records, association, auditor, case notes, case record, certified reference material, competency test, complaint, contract, contributor (and external and internal), decision rule, discipline, DNA database sample, DNA Match Confirmation Letter, DNA databasing records, evaluation (internal) of testimony, evidence, evidence management personnel, examinations records, executive management, FBI Laboratory Drug and Valuable Evidence label, FBI Laboratory Drug Label and FBI Laboratory Valuable Label, Health and Safety Group, impartiality, initiative, laboratory activity, proficiency tests (and external and internal), quality records, reference collection, reference standard, request (FA), sampling, secured limited access area, supporting records, technical records, technical review, technical reviewer, technical specialist, TEDAC QA Program Manager, testimony evaluator, validation, verification, and verification of effectiveness. Removed definitions for court official, critical consumables, supplies, and services, external evaluation of testimony, facilitating, key managerial personnel, sample selection, sampling plan, sampling procedure, subcontracting, subcontractor, and top management.</p>
12	12/21/20	<p>Deleted Acknowledgement Letter, Alternate Reporting, Drug and Valuable Label (FD-723), TEDAC Examination Plan (7-274), FBI Laboratory Drug and Valuable Evidence Label (7-248), TEDAC Laboratory Report (7-273). Updated Analytical/Interpretive Error, Archive (FA), BUNET, Category of Testing, Contributor, Major Deviation, Minor Deviation, Document (Level 1), Document (Level 3), eLab Help Desk, FBI Laboratory Number, Practicable, Proficiency Test, Secondary Evidence Log, Systematic Error, Technical Leader, Technical Procedure, Technical Reviewer, Technician, Verification, Verifier. Added FBINET, Follow Up Report, i3 Products, Investigative Lead, UNET, Substantive Communication. Minor edits where needed.</p>

Redacted - Signatures on File

Approval

Laboratory Director

Date: 12/18/2020

Quality Manager

Date: 12/18/2020