General Approach to Report Writing

Table of Contents

General Approach to Report Writing

1 INTRODUCTION

Laboratory Reports issued by General Chemistry examiners summarize analytical findings. Due to the wide variety of requests and evidence received, this document is only a general guideline for report writing. It will not always be possible to write a report using only the examples provided here. It is acceptable to use other wording as long as the results are accurately communicated, a summary of the methodology used to reach the results is included, any known limitations are addressed, and the wording is approved by a second examiner who is qualified and authorized in the discipline/subdiscipline during the technical review process. Additionally, any wording must comply with the *FBI Approved Standards for Scientific Testimony and Report Language for General Chemistry* (GENCHEM-903) and the *Department of Justice Uniform Language for Testimony and Reports for General Forensic Chemistry and Seized Drug Examination* (General Chemistry ULTR).

2 SCOPE

This document applies to Chemistry Unit (CU) personnel that are qualified and authorized to issue *Laboratory Reports* in General Chemistry.

3 CONTENT OF LABORATORY REPORTS

3.1 Results of Examinations

The *Results of Examinations* section will be used to communicate the results of the General Chemistry examinations and a summary of the methodology used, and will include the requirements set forth in LAB-200. This section may also include a description of the items received or other information to assist in communicating the results. Examples of appropriate wording for the *Results of Examinations* section are included in Appendix A.

3.2 Interpretations/Limitations

The *Interpretations/Limitations* section will be used to communicate any known limitations of the results, or limitations of the testing based on the evidence received. This section will also include any interpretations that may aid the reader in understanding the significance of the *Results of Examinations*. The below list contains guidance for the *Interpretations/Limitations* section. Examples of appropriate wording for the *Interpretations/Limitations* section are included in Appendix A.

- Where applicable, include a statement regarding the statistical sampling plan used, any inferences that were made, and the confidence level of the inferences.
- Where applicable, include a statement regarding the limitations when non-statistical sampling was used on a heterogeneous item. Any results shall be limited to the sample(s) that was examined.

- If relevant isomeric forms of a compound are not differentiated, this will be clearly stated.
- If examinations were limited based on the nature of the evidence (e.g., packaging, quantity, volume, degradation, sample provided by the customer), this will be clearly stated.
- Define any terminology relevant to the interpretation of a result (e.g., the phrase “consistent with”).
    - The terminology "consistent with" does not imply an identification of a specific chemical or product. A substance is termed "consistent with" when the analytical data does not support an identification of a specific chemical or product, but does provide reliable information to include the substance within a class of materials. The phrase "consistent with" is also used when an appropriate reference material could not be obtained (or was not analyzed).

3.3 Remarks

The *Remarks* section will include the requirements set forth in LAB-200. The below list contains additional guidance for the *Remarks* section. Examples of appropriate wording for the *Remarks* section are included in Appendix A.

- May include any pertinent chemical or product information.
- May include relevant controlled substance information (e.g., scheduling, brand names). However, the controlled status of delta-9-tetrahydrocannibinol will not be included for most scenarios unless it is specifically requested by the customer.
- May include commentary on potential for future examinations if additional items and/or intelligence is gathered.

4 REVISION HISTORY

Revision	Issued	Changes
04	05/06/2022	Revised to match new format requirements. Removed bulleted list from Section 3.1 (measurement uncertainty requirements covered in LAB-200).
05	01/15/2025	Corrected the title of the CHEM-903.

APPENDIX A: EXAMPLES OF APPROPRIATE WORDING FOR GENERAL CHEMISTRY *LABORATORY REPORTS*

Redacted

Redacted

Redacted

Redacted

Redacted

Redacted