

# Management of Examination Resources and Services

## Table of Contents

<b>1</b>	<b>SCOPE .....</b>	<b>2</b>
1.1	Responsibilities .....	2
1.2	Software .....	2
<b>2</b>	<b>CALIBRATION .....</b>	<b>2</b>
<b>3</b>	<b>PREVENTIVE AND CORRECTIVE MAINTENANCE .....</b>	<b>3</b>
3.1	Cyanoacrylate Fuming Chambers .....	3
3.2	Microscopes and Macroscopes .....	3
3.3	Humidity Chambers and Ovens .....	3
3.4	Forensic Light Sources .....	3
3.5	Digital Imaging Equipment.....	3
3.5.1	Maintenance .....	3
3.5.2	Security and Access.....	4
3.5.3	Data Back-Up .....	4
3.6	Site to Site Transfer of Equipment and Chemicals .....	4
3.7	Checks for Equipment and Reagents in Non-FBI Laboratory Controlled Space .....	4
<b>4</b>	<b>MAINTENANCE RECORDS.....</b>	<b>4</b>
<b>5</b>	<b>PROCEDURES FOR PROCUREMENT, RECEPTION, AND STORAGE OF CHEMICALS .....</b>	<b>4</b>
5.1	Procurement of Chemicals.....	4
5.2	Record of Receipt.....	5
5.3	Storage of Chemicals .....	5
5.4	Commercial FBI Laboratory Friction Ridge Discipline Chemicals .....	5
5.4.1	Barcoded Quantico Chemicals .....	5
5.4.2	Barcoded Huntsville Chemicals.....	5
5.5	Retention, Storage, Checks, and Disposal of Chemicals .....	5
<b>6</b>	<b>EXTERNAL PROVIDERS OF PRODUCTS AND SERVICES SUPPLIERS .....</b>	<b>6</b>
<b>7</b>	<b>REVISION HISTORY .....</b>	<b>6</b>

## Management of Examination Resources and Services

### 1 SCOPE

- A. These procedures apply to personnel who use and/or maintain equipment, chemicals, supplies, and services that have an effect on the reliability of friction ridge print forensic casework.
- B. Additional information on testing chemical reagents can be found in the *Processing Overview* document (FRD-300).

#### 1.1 Responsibilities

- A. The FBI Laboratory Friction Ridge Discipline Unit Chiefs will ensure that all activities associated with the FBI Laboratory Friction Ridge Discipline equipment, chemicals, supplies and services in their respective units are conducted according to the practices stated in the *FBI Laboratory Quality Assurance Manual* (LAB-100) and *FBI Laboratory Operations Manual* (LAB-200) in addition to the procedures described in this document, to include the retention of records.
- B. With the exception of equipment and chemicals used by Latent Print Operations photography personnel, the Laboratory Manager is responsible for Friction Ridge Discipline Laboratory equipment calibration and maintenance, as well as procurement, reception, and storage of laboratory chemicals and supplies, and coordinating appropriate services, specifically for the Friction Ridge Discipline.
- C. A Supervisory Photographer will act in the Laboratory Manager role for all equipment and chemicals under the Latent Print Operations Unit photography team's control.

#### 1.2 Software

- A. Software used by the FBI Laboratory Friction Ridge Discipline that meets the requirements listed below will be considered equipment and will abide by the same requirements.
  - o Software that may significantly and adversely affect the integrity of friction ridge print images or supporting data (e.g., digital history),
  - o Software that produces reportable statistical conclusions based on friction ridge print information, or
  - o Software that is validated by the FBI Laboratory Friction Ridge Discipline.
- B. Software in general use that does not fall under the conditions listed above is not considered equipment and does not fall under Laboratory or discipline requirements.

### 2 CALIBRATION

- A. None of the equipment used in the FBI Laboratory Friction Ridge Discipline requires calibration.
- B. While equipment needs to operate within the parameters appropriate to the type and purpose, calibration does not have a significant effect on the quality of the examinations conducted.

### **3 PREVENTIVE AND CORRECTIVE MAINTENANCE**

- A. Only FBI Laboratory Friction Ridge Discipline software and equipment operating within reasonable expectations according to manufacturer's specifications will be utilized in Friction Ridge Discipline casework.
- B. All maintenance can be performed by internal personnel or by an outside vendor, as appropriate.
- C. Any FBI Laboratory Friction Ridge Discipline equipment or software found to be functioning in a way that affects the reliability of examinations will be removed from service and will have an indication that it cannot be used for casework.
  - 1. A successful equipment or software check is required before the equipment can be placed back into service.

#### **3.1 Cyanoacrylate Fuming Chambers**

Each FBI Laboratory Friction Ridge Discipline mechanized cyanoacrylate fuming chamber (superglue chamber) will be serviced as needed and appropriate records will be retained.

#### **3.2 Microscopes and Macroscopes**

Each FBI Laboratory Friction Ridge Discipline microscope/macroscope used to examine evidence will be serviced as needed and appropriate records will be retained.

#### **3.3 Humidity Chambers and Ovens**

The humidity chambers and ovens are checked annually to ensure that they are functioning within the appropriate parameters and a record of the service will be retained.

#### **3.4 Forensic Light Sources**

- A. Each Forensic Light Source is checked prior to being placed in service, either initially or after repair and a record of the check will be retained
- B. Thereafter, Forensic Light Sources are inherently checked for performance with every use.
- C. If any forensic light source fails to operate, the equipment is taken out of service until it is repaired or replaced.

#### **3.5 Digital Imaging Equipment**

##### **3.5.1 Maintenance**

- A. Each FBI Laboratory Friction Ridge Discipline owned digital capture device or hardcopy export device (e.g., camera, scanner, printer) will be serviced according to maintenance agreements and/or as needed and a record of the service retained.
- B. Equipment owned by external bodies will be serviced by them according to their requirements (e.g., Criminal Justice Information Services Division directs maintenance for Next Generation Identification System equipment).

### 3.5.2 Security and Access

- A. Access to all appropriate digital imaging applications used by the FBI Laboratory Friction Ridge Discipline is controlled by the respective owners (e.g., Next Generation Identification System access is controlled by the Criminal Justice Information Services Division).
- B. Access to applications is controlled and requires usernames, passwords, and other security access requirements.

### 3.5.3 Data Back-Up

Data within all appropriate digital imaging applications used by the FBI Laboratory Friction Ridge Discipline is protected according to requirements set forth by the system owners.

### 3.6 **Site to Site Transfer of Equipment and Chemicals**

- A. Equipment and chemicals will be packaged appropriately for the method of transport to prevent breakage and will be handled per vendor guidance (if applicable) and Bureau policies.
- B. Any equipment and/or chemicals that have a hazardous component(s) will be packaged and transported according to vendor guidance (if applicable) and Bureau policies for the particular component(s).

### 3.7 **Checks for Equipment and Reagents in Non-FBI Laboratory Controlled Space**

- A. All equipment used for processing examinations or image capture at a non-FBI laboratory-controlled space must be checked prior to use.
- B. A successful check for any non-light source equipment must be recorded in the FBI Laboratory file at least once in each 24-hour period of use.
- C. See the *Processing Overview* document for checks of working solutions at non-FBI Laboratory sites.

## 4 **MAINTENANCE RECORDS**

- A. The Latent Print Operations Unit Chief will ensure all records for FBI Laboratory Friction Ridge Discipline's laboratory equipment maintenance are retained.
- B. The Latent Print Support Unit Chief and the Latent Print Operations Unit Chief will ensure maintenance records for digital imaging equipment overseen by their unit are retained.

## 5 **PROCEDURES FOR PROCUREMENT, RECEPTION, AND STORAGE OF CHEMICALS**

### 5.1 **Procurement of Chemicals**

A Laboratory Manager will ensure all purchase requests for all FBI Laboratory Friction Ridge Discipline chemicals are prepared according to FBI and/or Laboratory Division procurement regulations.

## 5.2 Record of Receipt

- A. The receipt of all purchased FBI Laboratory Friction Ridge Discipline chemicals will be appropriately recorded per FBI purchasing requirements.
- B. The following steps will occur:
  - 1. Chemicals are received in the Laboratory.
  - 2. Inventory is conducted to ensure all ordered chemicals were received and comply with any specifications defined in the associated technical procedure(s).
  - 3. If required, chemicals receive a barcode from appropriate Safety Manager/Specialist(s).

## 5.3 Storage of Chemicals

- A. All chemicals in FBI Laboratory Friction Ridge Discipline will be stored in the appropriate storage locations.
- B. Storage conditions, as defined by the manufacturer of the chemical, will be met.

## 5.4 Commercial FBI Laboratory Friction Ridge Discipline Chemicals

### 5.4.1 Barcoded Quantico Chemicals

- A. All chemicals barcoded by the Safety Manager/Specialist(s) are either taken directly to Latent Print Operations Unit laboratory space or stored in room 1354 or room 1351 until needed.
- B. When Latent Print Operations Unit personnel remove chemicals from Room 1354 or room 1351, a Chemical Transfer Log is completed, which notifies Safety Manager/Specialist(s) of the new storage area for the chemical(s).
- C. After a chemical container is empty, Latent Print Operations Unit personnel provide the barcode(s) information from the container to Safety Manager/Specialist(s).

### 5.4.2 Barcoded Huntsville Chemicals

- A. Latent Print Operations Unit personnel provide the Safety Manager/Specialist(s) with an inventory of received chemicals.
- B. The Safety Manager/Specialist(s) provide barcodes for the chemical containers.
- C. After a chemical container is empty, Latent Print Operations Unit personnel provide the barcode(s) information from the container to the Safety Manager/Specialist(s).

## 5.5 Retention, Storage, Checks, and Disposal of Chemicals

- A. The chemical solutions retained within the FBI Laboratory Friction Ridge Discipline will be stored according to the applicable processing document(s) and the FBI Laboratory Safety Manual.
- B. Reagents or other chemicals requiring a check are tested per the applicable processing document(s).
  - 1. Records of the checks are maintained within the appropriate technical records.

- C. FBI Laboratory Friction Ridge Discipline chemicals, including their containers, are disposed of according to the FBI Laboratory Safety Manual.

## **6 EXTERNAL PROVIDERS OF PRODUCTS AND SERVICES SUPPLIERS**

- A. All suppliers of products and services that affect the FBI Laboratory Friction Ridge Discipline laboratory activities are notified of expectations through purchase requests.
- B. Products and services are reviewed at the time of receipt to ensure all expectations are met and provided product or service met any applicable procedure requirements.
- C. Any products, services, or vendors that do not meet expectations are noted for consideration in future purchases.

## **7 REVISION HISTORY**

Revision	Issued	Changes
06	08/01/2024	Mentions of Scientific and Biometrics Analysis Unit modified. Section 3-A – clarified. Section 3.5.1 – example added Section 5.2 – removed “discipline”
07	02/03/2025	Section 1.1 – Added Laboratory Manager duties from FRD-100 (Organization and Roles) and delegated Supervisory Photographer duties. Section 3.5.3 – Removed duplication of record requirement. Section 3.6 – clarified vendor involvement Section 3.7 – added image capture Section 4 – modified for transfer of photography personnel Section 5.2 – changed record of receipt of chemicals to align with FBI policy.