Wyoming State Crime Laboratory
Statement of Services
(ISO 17025:2017/AR 3125 reference: 5.3, 7.8.1.2.2, 7.8.1.3, 7.8.1.3.1)

Introduction

The Wyoming State Crime Laboratory's (hereafter referred to as Laboratory) management, through thoughtful consideration of the needs of the User Agencies it serves, the value placed on effective communication and cooperation, the resources available to the Laboratory and accreditation requirements has established this Statement of Services regarding evidence submission and testing.

Laboratory Service

Scope of Practice

Discipline: Biology		
Component/Parameter	**Item**	**Key Equipment/Technology**
DNA Profile Determination	Short Tandem Repeat (STR) Y-Short Tandem Repeat (Y-STR)	Capillary Electrophoresis
Individual Characteristic Database	DNA Profile	National DNA Index System (NDIS)
Physical Comparison	DNA Profile	Software Program
Qualitative Determination	Body Fluid	Chemical General Microscopy

Discipline: Firearms and Toolmarks		
Component/Parameter	**Item**	**Key Equipment/Technology**
Distance Determination	Firearm Physical Item	Chemical General Microscopy Measuring Equipment
Function Evaluation	Firearm	Measuring Equipment Visual
Individual Characteristic Database	Ammunition	Wyoming State Crime Laboratory Database
Physical Comparison	Ammunition Toolmark	General Microscopy Software Program Visual
Product (Make/Model) Determination	Ammunition Firearm	General Microscopy Measuring Equipment Reference Collection
Serial Number Restoration	Physical Item	Chemical General Microscopy Magnetic Visual

Discipline: Friction Ridge		
Component/Parameter	**Item**	**Key Equipment/Technology**
Enhancement	Ridge Detail	Chemical Physical
Physical Comparison	Ridge Detail	Software Program Visual
Individual Characteristic Database	Ridge Detail	Next Generation Identification System (NGI) Western Identification Network (WIN)

Discipline: Seized Drugs		
Component/Parameter	**Item**	**Key Equipment/Technology**
Qualitative Determination	Botanical Liquid Solid	Chemical Gas Chromatography Energy Dispersive Spectroscopy Infrared Spectroscopy Mass Spectrometry Scanning Electron Microscopy Visual
Quantitative Measurement	Solid	Gas Chromatography

Discipline: Toxicology		
Component/Parameter	**Item**	**Key Equipment/Technology**
Qualitative Determination	Ante-Mortem Biological Item Post-Mortem Biological Item	Immunoassay Liquid Chromatography Mass Spectrometry
Qualitative Determination (Volatiles)	Biological Item	Gas Chromatography
Quantitative Measurement	Ante-Mortem Biological Item Post-Mortem Biological Item	Immunoassay Liquid Chromatography Mass Spectrometry
Quantitative Measurement (Volatiles)	Biological Item	Gas Chromatography

1. Who the Laboratory Serves

1.1. The Laboratory provides services to User Agencies which typically comprise: state, local, and federal law enforcement agencies; the State Public Defender's Office; prosecuting and appointed defending attorneys.

1.2. Submitting Agencies are a subset of law enforcement User Agencies distinguished by their submission of evidence.

2. The Service Agreement

2.1. For a specific work request, receipt of either hard copy or Pre-Log submission records serves as a proposed service agreement between a Submitting Agency and/or their representative and the Laboratory.

2.2. A verbal or written work request from an entity other than the Submitting Agency or their representative shall serve as a proposed service agreement with the Laboratory when the following conditions are met:

- The requesting entity is a Laboratory User Agency, and
- the User Agency is an officially appointed opposing counsel for a given Laboratory case, and
- there is recorded approval of the User Agency's work order by the case prosecutor to ensure compliance with Wyo. Statute § 7-6-110(a), or
- by court order.

2.3. This Statement of Services lists the service policy by which all service agreements entered into by the Laboratory and its User Agencies are subject.

3. Evidence Submission

3.1. The Laboratory shall contact Submitting Agencies: 1) to clarify discrepancies with evidence or submission records, or 2) to inform them that testing cannot proceed because the work requested falls outside the Laboratory's expertise.

3.2. The following records listed below must accompany evidence intended to be submitted to the Laboratory. These records may either be provided: 1) as hard copy, preferably using form LPPM-8A (available at the Laboratory's website, or 2) through electronic means using the Laboratory's Pre-Log feature.

- Submitting Agency name and case number
- Case type
- List and description of items for submission
- Jurisdiction
- Offense type
- Suspect and victim list (if known)
- Submitting officer
- Submitted by (if different)
- Court date (if established)
- Analysis requested
- Cross reference to other Laboratory or User Agency case numbers (when applicable)

3.3. Laboratory personnel will evaluate received evidence, the work request, and the case history (when provided or upon request) to ensure that the needs of the User Agency can be met by the Laboratory.

3.4. The User Agency will be informed if the Laboratory is unable to meet their needs or if other services offered by the Laboratory would be beneficial.

4. Commencement of Testing

4.1. Confusion regarding a testing component of a work request must be resolved before testing can commence. In these situations, the Laboratory will contact the User Agency for clarification.

4.2. If the Laboratory's Technical Staff believes that any item of evidence is insufficient in quantity or quality to provide useful results the Laboratory has the discretion to not proceed with testing.

4.3. Communication between the Laboratory and the User Agency may result from Technical Staff Member questions regarding testing deemed to be of limited or no value to the forensic needs of the User Agency. If the User Agency can provide good reason for testing, then the Laboratory may proceed.

5. Testing Methods

5.1. The User Agency permits the Laboratory's Technical Staff to choose the appropriate testing method(s) to fulfill the service agreement.

5.2. The Laboratory will use only testing methods which are reliable and are recognized by the forensic community.

5.3. The User Agency will not necessarily be informed prior to testing of the specific method(s) used. However, the Laboratory's testing method(s) are available for review by the User Agency upon request.

6. Testing

6.1. During the course of testing, where there is a large number of a particular item submitted as one exhibit (e.g. pills, a large quantity of a drug), it may be necessary for the Analyst or Technician to use a sampling procedure. Only Laboratory established sampling procedures will be used to ensure the reported results are representative of the whole exhibit. The User Agency will not necessarily be informed that a sampling procedure was utilized; however, the documentation of the sampling procedure used is available for review by the User Agency upon request.

6.2. Occasionally, a submitting agency may submit a large quantity of items of which only up to a threshold (e.g. felony weight) needs to be analyzed. The submitting agency may request to have a total weight provided. When this occurs, the laboratory will analyze up to the threshold needed, and then provide a bulk weight in a Laboratory Memorandum.

6.3. Occasionally, it may be necessary to subdivide an item of evidence for analysis or to collect a sample from the item in order to properly preserve or test the evidence (e.g. cuttings, tapings, extractions, and segregation of samples). These derivative items may be retained by the Laboratory for possible future testing. When subdivision occurs, the Laboratory will maintain chain of custody of the derivative items within the Laboratory's system.

6.4. Occasionally, it may be necessary to consume an entire sample in an attempt to generate a forensic conclusion. The Laboratory will not proceed with testing under these circumstances without first obtaining written permission from the Submitting Agency and/or their representative, or by court order to proceed.

6.5. At a time convenient to all parties, User Agencies may meet or discuss with the Laboratory's Technical Staff: further potential testing, viewing of evidence, or to go over results and conclusions.

6.6. The Laboratory performs testing for a large number of User Agencies. In order to preserve the confidentiality of cases and maintain a secure working environment, User Agencies are not routinely permitted to be present during testing. Any requests to do so will be referred to the Director of the Laboratory.

7. Subcontracting

7.1. The Laboratory may choose subcontractors to perform work without prior notification to the User Agency; when deemed appropriate, the User Agency will be informed.

7.2. The Laboratory will subcontract for such reasons as: workload, need for further expertise, temporary incapacity, or on continuing bases through a permanent subcontracting agreement.

7.3. The Laboratory is responsible for ensuring the competence of subcontractors it selects. However, this responsibility is negated when the User Agency or other authority specifies which subcontractor is to be used. User Agencies upon request may review relevant Laboratory approved subcontractor's records demonstrating competence.

8. Completion of Work

8.1. The Laboratory prioritizes the order in which cases are worked following the guideline of first in first out (FIFO). However, special circumstances such as: court dates, need for investigative information, data management and testing efficiency requirements may cause deviation from this guideline.

8.2. The Laboratory understands that at times User Agencies need to request special services or expedited testing. It is the responsibility of the User Agency to effectively communicate those needs to the Laboratory. User Agencies should understand that requests of this type negatively impact the Laboratory's overall turnaround time; and consequently, should take reasonable steps to reduce their number and insure that those made are necessary.

8.3. If the Laboratory receives a request to complete testing of evidence in a certain time-frame and the Laboratory cannot meet the requested time requirements, the User Agency will be notified. Delays in routine casework will usually not result in communication with the User Agency. Should a significant delay occur, Laboratory management may contact the affected User Agencies.

9. Evidence Disposition

9.1. Upon completion of work, the laboratory will return all submitted items of evidence to the submitting agency unless otherwise specified in the report.

9.2. For Chemistry Unit submissions, if a solvent control is created during analysis, it will be retained with the case for potential future testing. If the solvent control or extract vials appear empty, the vials can still be tested.

10. Reporting of Results

To further assure the high quality of its services the Wyoming State Crime Laboratory adheres to the new version of the International Standard ISO/IEC 17025 "General requirements for the competence of testing and calibration laboratories" and the ANAB – Forensic Science Testing and Calibration Laboratories Accreditation Requirements AR 3125.

Section 7.8 in both of the above-mentioned Standards defines requirements for reporting test results. Subsection (ISO) 7.8.1.3 states: "When agreed with the customer, the results may be reported in a simplified way" and subsection (AR) 7.8.1.3.1 further requires that specific information not included in the report shall be identified for and communicated to the customer and shall be readily available.

Please find below a summary of information included in test reports for each forensic discipline.

Any information that is not currently included in the reports is readily available at the Wyoming State Crime Laboratory and will be presented upon request.

Note: Items created by the laboratory, to facilitate workflow, and for which results may be reported in association with a Submitting Agency Item Number, will not be individually referenced in the report.

Laboratory-wide Test Report Formats				
WSCL Acceptable Test Report Formats; defined in LQAM 5.10.1.5	**Laboratory Examination Report**	**Laboratory Amended Report**	**Laboratory Examination Memorandum**	**Laboratory Amended Memorandum**
Note: A summary of individual laboratory unit's simplified reporting outlines are listed below				

Forensic Biology/DNA Unit		
Requirements of 7.8.2 of ISO/IEC 17025:2017	**Serology/DNA**	**CODIS**
Title	Yes	Yes
Name and address of the Laboratory	Yes	Yes
Location of performance of the laboratory activities, including when performed at a Customer facility or at sites away from the Laboratory's permanent facilities, or in associated temporary or mobile facilities	No	No
Unique identification that all components of the report are recognized as a portion of a complete report and a clear identification of the end	Yes	Yes
Name and contact information of the customer	Yes	Yes
Identification of the method used	No	N/A
Description, unambiguous identification, and, when necessary, the condition of the item	Yes	Yes
Date of receipt of the test item(s), and the date of sampling, where this is critical to the validity and application of the results	No	No
Date(s) of performance of the laboratory activity (date(s) may be reflected as a range of dates or the date of each test)	No	No
Date of issue of the report	Yes	Yes
Reference to the sampling plan and sampling method used by the Laboratory or other bodies where these are relevant to the validity or application of the results	N/A	N/A
Statement to the effect that the results relate only to the items tested	Yes	N/A
Results with, where appropriate, the units of measurement	Yes	Yes
Additions to, deviations, or exclusions from the method	N/A	N/A
Name(s), function(s), signature(s) or equivalent identification of person(s) authorizing the report	Yes	Yes

Forensic Biology/DNA Unit		
Requirements of 7.8.2 of ISO/IEC 17025:2017	**Serology/DNA**	**CODIS**
Clear identification when results are from external providers (the Laboratory does not routinely use subcontractors. If a test report contains results of tests performed by subcontractors these results shall be clearly identified. The subcontractor shall report the results in writing or electronically	Yes	N/A
Unique laboratory case number	Yes	Yes

Forensic Biology/DNA Unit		
Requirements of 7.8.3 of ISO/IEC 17025:2017	**Serology/DNA**	**CODIS**
Information on specific test conditions, such as environmental conditions	No	No
Where relevant, a statement of conformity with requirements or specifications.	N/A	N/A
Where applicable, the measurement uncertainty presented in the same unit as that of the measurand or in a term relative to the measurand (e.g. percent) when: it is relevant to the validity or application of the test results; a Customer's instruction so requires, or the measurement uncertainty affects conformity to a specification limit	N/A	N/A
Where appropriate, opinions and interpretations	Yes	No
Additional information that may be required by specific methods, authorities, customers or groups of customers	Yes	No

Chemistry Unit		
Requirements of 7.8.2 of ISO/IEC 17025:2017	**CH1**	**CH2**
Title	Yes	Yes
Name and address of the Laboratory	Yes	Yes
Location of performance of the laboratory activities, including when performed at a Customer facility or at sites away from the Laboratory's permanent facilities, or in associated temporary or mobile facilities	Yes	Yes
Unique identification that all components of the report are recognized as a portion of a complete report and a clear identification of the end	Yes	Yes

Chemistry Unit		
Requirements of 7.8.2 of ISO/IEC 17025:2017	**CH1**	**CH2**
Name and contact information of the customer	Yes (name and address)	Yes (name and address)
Identification of the method used	No	No
Description, unambiguous identification, and, when necessary, the condition of the item	Yes	Yes
Date of receipt of the test item(s), and the date of sampling, where this is critical to the validity and application of the results	Yes (date of receipt only)	Yes (date of receipt only)
Date(s) of performance of the laboratory activity (date(s) may be reflected as a range of dates or the date of each test)	No	No
Date of issue of the report	Yes	Yes
Reference to the sampling plan and sampling method used by the Laboratory or other bodies where these are relevant to the validity or application of the results	Yes	Yes
Statement to the effect that the results relate only to the items tested	Yes	Yes
Results with, where appropriate, the units of measurement	Yes	Yes
Additions to, deviations, or exclusions from the method	No	No
Name(s), function(s), signature(s) or equivalent identification of person(s) authorizing the report	Yes	Yes
Clear identification when results are from external providers (the Laboratory does not routinely use subcontractors. If a test report contains results of tests performed by subcontractors these results shall be clearly identified. The subcontractor shall report the results in writing or electronically	N/A	N/A
Unique laboratory case number	Yes	Yes

Chemistry Unit

Requirements of 7.8.3 of ISO/IEC 17025:2017	**CH1**	**CH2**
Information on specific test conditions, such as environmental conditions	No	No
Where relevant, a statement of conformity with requirements or specifications.	No	No
Where applicable, the measurement uncertainty presented in the same unit as that of the measurand or in a term relative to the measurand (e.g. percent) when: it is relevant to the validity or application of the test results; a Customer's instruction so requires, or the measurement uncertainty affects conformity to a specification limit	Yes	Yes
Where appropriate, opinions and interpretations	Yes	Yes
Additional information that may be required by specific methods, authorities, customers or groups of customers	No	No

Firearms & Toolmarks Unit			
Requirements of 7.8.2 of ISO/IEC 17025:2017	**Firearms (to include functionality, comparisons, serial number restorations, and distance determinations) and Toolmark Lab Reports**	**Firearms NIBIN Entry Memo**	**Firearms NIBIN Lead Letter**
Title	Yes	Yes	Yes
Name and address of the Laboratory	Yes	Yes	Yes
Location of performance of the laboratory activities, including when performed at a Customer facility or at sites away from the Laboratory's permanent facilities, or in associated temporary or mobile facilities	Yes	Yes	No
Unique identification that all components of the report are recognized as a portion of a complete report and a clear identification of the end	Yes	No	No
Name and contact information of the customer	Yes (name and address)	Yes (name and address only)	Yes (name only)
Identification of the method used	No	No	No
Description, unambiguous identification, and, when necessary, the condition of the item	Yes	Yes	Yes

Firearms & Toolmarks Unit			
Requirements of 7.8.2 of ISO/IEC 17025:2017	**Firearms (to include functionality, comparisons, serial number restorations, and distance determinations) and Toolmark Lab Reports**	**Firearms NIBIN Entry Memo**	**Firearms NIBIN Lead Letter**
Date of receipt of the test item(s), and the date of sampling, where this is critical to the validity and application of the results	No	No	No
Date(s) of performance of the laboratory activity (date(s) may be reflected as a range of dates or the date of each test)	No	No	No
Date of issue of the report/memo/letter	Yes	Yes	Yes
Reference to the sampling plan and sampling method used by the Laboratory or other bodies where these are relevant to the validity or application of the results	N/A	N/A	N/A
Statement to the effect that the results relate only to the items tested	Yes	Yes	Yes
Results with, where appropriate, the units of measurement	Yes	Yes	Yes
Additions to, deviations, or exclusions from the method	No	No	No
Name(s), function(s), signature(s) or equivalent identification of person(s) authorizing the report	Yes	Yes	Yes
Clear identification when results are from external providers (the Laboratory does not routinely use subcontractors. If a test report contains results of tests performed by subcontractors these results shall be clearly identified. The subcontractor shall report the results in writing or electronically	N/A	N/A	No
Unique laboratory case number	Yes	Yes	Yes

Latent Print Unit

Requirements of 7.8.2 of ISO/IEC 17025:2017	**Latent Print Lab Reports**
Title	Yes
Name and address of the Laboratory	Yes
Location of performance of the laboratory activities, including when performed at a Customer facility or at sites away from the Laboratory's permanent facilities, or in associated temporary or mobile facilities	No
Unique identification that all components of the report are recognized as a portion of a complete report and a clear identification of the end	Yes
Name and contact information of the customer	Yes
Identification of the method used	No
Description, unambiguous identification, and, when necessary, the condition of the item	Yes
Date of receipt of the test item(s), and the date of sampling, where this is critical to the validity and application of the results	No
Date(s) of performance of the laboratory activity (date(s) may be reflected as a range of dates or the date of each test)?????	No
Date of issue of the report	Yes
Reference to the sampling plan and sampling method used by the Laboratory or other bodies where these are relevant to the validity or application of the results	No
Statement to the effect that the results relate only to the items tested	Yes
Results with, where appropriate, the units of measurement	No
Additions to, deviations, or exclusions from the method	No
Name(s), function(s), signature(s) or equivalent identification of person(s) authorizing the report	Yes

Latent Print Unit	
Requirements of 7.8.2 of ISO/IEC 17025:2017	**Latent Print Lab Reports**
Clear identification when results are from external providers (the Laboratory does not routinely use subcontractors. If a test report contains results of tests performed by subcontractors these results shall be clearly identified. The subcontractor shall report the results in writing or electronically????	N/A
Unique laboratory case number	Yes
Disposition of evidence (this informs the recipient of the report of where the evidence is maintained: “PMS”, “Laboratory DNA storage”, “Forensic Imaging storage”, “Latent Print Unit storage”	No

Latent Print Unit	
Requirements of 7.8.3 of ISO/IEC 17025:2017	**Latent Print Lab Reports**
Information on specific test conditions, such as environmental conditions	No
Where relevant, a statement of conformity with requirements or specifications.	No
Where applicable, the measurement uncertainty presented in the same unit as that of the measure and or in a term relative to the measure and (e.g. percent) when: it is relevant to the validity or application of the test results; a Customer's instruction so requires, or the measurement uncertainty affects conformity to a specification limit	No
Where appropriate, opinions and interpretations	Yes
Additional information that may be required by specific methods, authorities, customers or groups of customers	No

Toxicology Unit

Requirements of 7.8.2 of ISO/IEC 17025:2017	**Blood Alcohol Analysis**	**Drug Analysis**
Title	Yes	Yes
Name and address of the Laboratory	Yes	Yes
Location of performance of the laboratory activities, including when performed at a Customer facility or at sites away from the Laboratory's permanent facilities, or in associated temporary or mobile facilities	Yes	Yes
Unique identification that all components of the report are recognized as a portion of a complete report and a clear identification of the end	Yes	Yes
Name and contact information of the customer	Yes	Yes
Identification of the method used	No	Yes
Description, unambiguous identification, and, when necessary, the condition of the item	Yes	Yes
Date of receipt of the test item(s), and the date of sampling, where this is critical to the validity and application of the results	Yes	Yes
Date(s) of performance of the laboratory activity (date(s) may be reflected as a range of dates or the date of each test)	No	No
Date of issue of the report	Yes	Yes
Reference to the sampling plan and sampling method used by the Laboratory or other bodies where these are relevant to the validity or application of the results	Yes	Yes
Statement to the effect that the results relate only to the items tested	Yes	Yes
Results with, where appropriate, the units of measurement	Yes	Yes
Additions to, deviations, or exclusions from the method	No	No
Name(s), function(s), signature(s) or equivalent identification of person(s) authorizing the report	Yes	Yes

Toxicology Unit		
Requirements of 7.8.2 of ISO/IEC 17025:2017	**Blood Alcohol Analysis**	**Drug Analysis**
Clear identification when results are from external providers (the Laboratory does not routinely use subcontractors. If a test report contains results of tests performed by subcontractors these results shall be clearly identified. The subcontractor shall report the results in writing or electronically	N/A	N/A
Unique laboratory case number	Yes	Yes

Toxicology Unit		
Requirements of 7.8.3 of ISO/IEC 17025:2017	**Blood Alcohol Analysis**	**Drug Analysis**
Information on specific test conditions, such as environmental conditions	No	No
Where relevant, a statement of conformity with requirements or specifications.	No	No
Where applicable, the measurement uncertainty presented in the same unit as that of the measurand or in a term relative to the measurand (e.g. percent) when: it is relevant to the validity or application of the test results; a Customer's instruction so requires, or the measurement uncertainty affects conformity to a specification limit	Yes	Yes
Where appropriate, opinions and interpretations	Yes	Yes
Additional information that may be required by specific methods, authorities, customers or groups of customers	No	No

Concluding Statements

Please feel free to contact the Laboratory if you have any questions regarding the Laboratory's Statement of Services. The Laboratory may be contacted at (307) 777-7607.

Suggestions or comments for improvements to the Laboratory are encouraged and can be submitted by completion of the User Agency Survey form (LQAM-4.7B) located on the Laboratory's website.