

Procedure for Reporting Results

1.0 Purpose – To define the process for preparing and issuing Laboratory Reports.

2.0 Scope – This procedure applies to all employees who issue Laboratory Reports.

3.0 Definitions

- **Amended Report** – A Laboratory Report which has been revised, corrected, or remediated after the original Laboratory Report has been issued.
- **Original Report** – The Laboratory Report resulting from the initial forensic analysis conducted on evidence.
- **Laboratory Report** – The Laboratory Report is the Case Record (full) packet that is generated when a case record is finalized. This packet is provided to the customer through the Forensic Advantage Web Portal.
- **Laboratory Report Summary** – A portion of the Laboratory Report that provides the results of the analysis to the customer in a simplified way.

4.0 Procedure

4.1 General Information

4.1.1 Forensic Advantage (FA) shall be used to generate all Laboratory Reports.

4.1.2 The Laboratory Report, Case Record (full) packet, is the official document used to report the analysis of evidence. The Laboratory Report includes the Laboratory Report Summary.

4.1.3 The inclusive date range of analysis/examination shall be included in the Laboratory Report.

4.1.4 As provided by statute, the format of DWI case reports shall be regulated by the NC Department of Health and Human Services.

4.1.5 The Laboratory is responsible for all information provided in the report except when the information is provided by the customer.

4.1.6 Any deviation from, addition to, or exclusion from the test method shall be included in the Laboratory Report.

4.1.7 When multiple laboratory locations are involved in the testing of items, each location shall be included in the Laboratory Report.

4.1.8 The Laboratory Report shall include the test methods used.

4.2 The Laboratory Report Summary is used to report results of analysis of evidence in a simplified way and shall include the following information, as applicable:

4.2.1 Header Information

4.2.1.1 Title: “Laboratory Report Summary”

4.2.1.2 State Crime Laboratory location reporting on the laboratory activities.

4.2.1.3 Unique identification of the report by:

4.2.1.3.1 The unique Laboratory Number assigned to the evidence analyzed in the case, and

4.2.1.3.2 The Case Record Number.

4.2.1.4 Identification on each page

4.2.1.4.1 Laboratory Case Number

4.2.1.4.2 Page number

4.2.1.5 Name and address of the submitting agency.

4.2.1.5.1 Additional information supplied by the submitting agency shall be included as appropriate (county, type of case, agency file number, date of offense, and subject).

4.2.1.6 Cross reference case numbers.

4.2.1.7 Date of issue of the report.

4.2.2 Body Information

4.2.2.1 Type of analysis requested.

4.2.2.2 Description of the items received / analyzed and any items sub-divided (except sub-items created during Toxicology examinations) during analysis.

4.2.2.2.1 Items submitted by the submitting agency shall be listed under the Items Submitted subheading. The item description is typically provided by the customer unless the Forensic Scientist enters a custom description.

4.2.2.2.2 Sub-items and containers (e.g., containers, slides, extracts) created in the Laboratory shall be listed under the Items Created/Separated in the Laboratory subheading.

4.2.2.2.3 If additional pieces of evidence requiring examination, other than those described on the submission form, are noted upon opening the evidence packaging, the analyst shall describe the additional evidence that was analyzed.

4.2.2.2.4 When two or more Forensic Scientists analyze evidence from a submission, each Forensic Scientist shall list only those items analyzed, used for comparison, or received into his/her custody.

- 4.2.2.3 Date of receipt of the items analyzed and method of submission.
- 4.2.2.4 Sampling plan used (See 4.5).
- 4.2.2.5 Results, opinions, interpretations and /or conclusions for all items examined, including unit of measure, where applicable.
 - 4.2.2.5.1 Forensic Scientists shall ensure that the results of analysis are reported accurately, clearly, unambiguously, and objectively in accordance with the analysis methods used.
 - 4.2.2.5.2 The wording of the results and conclusions shall be consistent with that approved by the Forensic Scientist Manager or Section Supervisor.
 - 4.2.2.5.3 All opinions and interpretations shall be clearly marked as such in the Laboratory Report Summary. The basis for any opinions and/or interpretations shall be documented in the analysis Case Record.
 - 4.2.2.5.4 The significance of an association shall be clearly communicated and qualified. This may be accomplished by including information in the Laboratory Report. If the information is included elsewhere in the Laboratory Report, a reference to the information shall be included in the Laboratory Report Summary.
 - 4.2.2.5.5 **Negative Results or Eliminations** - All eliminations shall be communicated clearly in the Laboratory Report Summary.
 - 4.2.2.5.6 **Inconclusive Results** - When a definitive conclusion cannot be reached, the reason shall be stated clearly in the Laboratory Report Summary.
 - 4.2.2.5.7 The results shall include initial database entry of evidence items.
 - 4.2.2.5.8 If any items are not examined, the Forensic Scientist or Laboratory employee shall state that they were not. This requirement does not apply to outer packaging when the contents are completely subdivided into sub-items for examination (e.g., sexual assault evidence collection kits).
 - 4.2.2.5.9 Work product created during testing does not need to be addressed (e.g., slides, extracts).
- 4.2.2.6 A statement that the results relate only to the items analyzed, when relevant.
- 4.2.2.7 Clear identification when results are from external provider, where applicable.
- 4.2.2.8 A clear indication of the end of the report.
- 4.2.2.9 As applicable, include the following when necessary for the interpretation of the analysis results:

- 4.2.2.9.1 Information on test conditions, such as environmental conditions.
- 4.2.2.9.2 A statement of conformance or non-conformance with requirements and/or specifications.
- 4.2.2.9.3 A statement of the estimated uncertainty of measurement, when applicable (See 4.4).
- 4.2.2.9.4 Additional information that may be required by submitters.

4.2.2.10 The disposition for each item received for analysis and for items created by the Laboratory during testing shall be described. Instructions for special evidence handling and storage may be included.

4.2.3 Footer Information

- 4.2.3.1 Name and signature of the individual authorized to report the results.
- 4.2.3.2 Authorized recipients of Reports (other than the submitting officer).
- 4.2.3.3 The statement: “This Report contains the opinions/interpretations of the examiner(s) who issued the Report. The Laboratory Report with all supporting documentation generated during the examination is available from the State Crime Laboratory's Forensic Advantage Web portal.”
- 4.2.3.4 Except for DWI case reports, the following statement:

I, (name), Attorney General of the State of North Carolina, hereby certify that the form identified as: North Carolina State Crime Laboratory, Department of Justice, Laboratory Report is a form approved by me for the purpose stated in G.S. 90-95(g) and G.S. 8-58.20 and approved by me in compliance with the said statutes.

4.3 Testing Results Obtained from Subcontractors - Subcontractors shall report their results to the Laboratory either in writing or electronically. Data or test results from subcontractors shall be clearly identified as such in a Laboratory Report Summary and included after approval from the subcontractor is obtained. The accreditation symbol of the subcontractor may not be used on the Laboratory Report unless the subcontractor is accredited by ANAB.

4.4 Measurement Uncertainty

- 4.4.1 A quantitative numerical measurement result for barrel length, overall firearm length, drug weight (net only), alcohol/acetone quantitation, and reported drug quantitation shall be included in the Laboratory Report Summary and the uncertainty of measurement (when established) shall be reported clearly.
 - 4.4.1.1 All quantitative results shall be reported to include the measured value, y , along with the associated expanded uncertainty, U , and the coverage probability.

- 4.4.1.2 The quantitative results shall be reported in the format of $y \pm U$ with the units of y and U being consistent.
- 4.4.1.3 If the final quantitative result will be rounded, the expanded measurement uncertainty value may be rounded to at most two significant figures unless there is a documented rationale for reporting additional significant figures. The rounded expanded uncertainty must be reported to the same level of significance as the measurement result.

4.5 Sampling Results - The following supporting information regarding sampling shall be included in the Laboratory Report and noted in the Laboratory Report Summary, where necessary for the interpretation of the test result:

- Identification of any item sampled.
- Date of sampling.
- Reference to the sampling plan and procedures used including confidence levels and corresponding inferences.
- Location of sampling, including any diagrams, sketches or photographs.
- Details of any environmental conditions during sampling that may affect the interpretation of the test.
- Any standard or other specification for the sampling method or procedure, and deviations, additions to or exclusions from the specification concerned.
- Information required to evaluate measurement uncertainty for subsequent testing or calibration.
- Where the Laboratory has not been responsible for the sampling stage, it shall be stated in the report that the results apply to the sample as received.

4.6 Authorization, Approval, Issuance, and Release

- 4.6.1 The individual whose signature appears on the report summary is the one authorizing that report. The presence of the signature documents the review of all information and data contained within the report and associated case record by the authorizer.
- 4.6.2 Once the Laboratory Report Summary and case file have undergone the appropriate reviews, the Laboratory Report may be released. The signature of the Forensic Scientist or Laboratory employee shall be attached to the Laboratory Report Summary. Laboratory Reports shall be released within 20 business days after all reviews have been completed. The Forensic Scientist Manager or Section Supervisor may grant a time extension for the release of reports for extenuating circumstances.
- 4.6.3 Official Laboratory Reports shall be issued to the submitting officer, or published electronically to the officer, District Attorneys or U.S. Attorney, and other authorized officials.
 - 4.6.3.1 If the U.S. Attorney's Office has adopted the case or a special prosecutor has been appointed to the matter, the appointing documents or the federal indictment shall be requested. Once the Lab has received notification of the change in the prosecuting agency, the notification shall be imported into the case file and the District Attorney for the county of submission shall be removed from the electronic publication list.

4.6.3.2 For cases involving the examination of evidence to assist in the identification of unidentified human remains, the District Attorney may be omitted from the electronic publication list.

4.6.4 A duplicate copy of the Laboratory Report may be issued with authorization from the submitting agency, District Attorney, and/or U.S. Attorney. Written documentation of the authorization shall be placed into each Case Record. If written authorization is not available, an entry shall be made in the communication log.

4.7 Stop Work Orders – If the Laboratory receives notification that the evidence no longer needs testing, the Laboratory shall report to the customer that the testing has been terminated as directed in the Procedure for Stop Work Orders.

4.8 Amended Reports

4.8.1 Any amendments to analytical findings after issuance of the Laboratory Report shall be made in the form of an additional document. Amendments shall meet all reporting criteria and be flagged as an Amended Report.

4.8.2 The words ‘**Amended Report**’ in bold type shall appear automatically through the report-writing function in FA. A statement describing the amendment shall be noted by the Forensic Scientist or Laboratory employee after the ‘Disposition of Evidence’ section. This statement shall be written using complete sentences and shall detail the change(s) (e.g. Report is being amended to...).

4.8.3 If a report needs to be amended and the analyst is no longer employed by the North Carolina State Crime Laboratory, the Forensic Scientist Manager (FSM) or Section Supervisor shall prepare a memo detailing the change(s). The memo shall be attached to the original report, scanned into the case record object repository, and mailed to the submitting agency. The case record shall be republished.

4.8.4 Administrative and technical reviews shall be conducted prior to issuing an amended Report in FA.

4.9 Notarized Copies - Cases that may be charged as impaired driving shall be written on revocation report forms which require notarization.

4.10 Technical Field Assistance Reports - Technical Field Assistance (TFA) Reports shall follow the procedures found in **4.2.1** and **4.2.3**. The following categories shall be included:

- Scene examined.
- Date.
- Time.
- Procedure.

Additionally, activities shall be documented.

4.11 CODIS Hit Notification Report - Reports shall follow the procedures found in **4.2.1** and **4.2.3**. The body of the report shall adhere to the Forensic Biology Section Procedure for CODIS.

4.12 SAFIS Hit and Reverse SAFIS Hit Notification Reports – Reports shall be issued in accordance with the Latent Evidence Procedure for Friction Ridge Analysis and Comparison.

4.13 Reporting on Testing of Individual Characteristic Database Samples – Section procedures shall include the process for reporting on the testing of Individual Characteristic Database samples.

5.0 Records

- Laboratory Reports
- Communication logs
- Amended Reports

6.0 Attachments – N/A

Revision history		
Effective Date	Version Number	Reason
06/01/2026	21	3.0 updated definition for Laboratory Report and Laboratory Report Summary to include simplified reporting 4.1.2, 4.1.7 new 4.1.8 moved from old 4.2.2 4.2 removed “the official document”, added “in a simplified way” 4.2.1.2 changed “performing” to “reporting on” 4.2.2.5.4 added ways to qualify significance of an association 4.2.2.6 moved from old 4.2.3.2 4.2.2.10 added “for items created by the Laboratory during testing” 4.2.3.3 added second sentence 4.6 update subitem numbers 4.9.2 added example