



## South Carolina Law Enforcement Division

*Henry D. McMaster, Governor*

*Mark A. Keel, Chief*

P.O. Box 21398  
Columbia, South Carolina  
29221-1398

*Tel: (803) 737-9000*

### FORENSIC SERVICES LABORATORY CUSTOMER AGREEMENT

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Due to accreditation requirements, the SLED Forensic Services Laboratory must notify customers of certain laboratory policies and procedures. By submitting evidence to the Laboratory for analysis, the customer agrees with the policies and procedure as outlined in this notification and enters into a contract with the Laboratory.

#### **Review of Requests for Analysis**

Each request for forensic analysis is reviewed by laboratory personnel. The Laboratory will review each request to ensure that the customer's needs are understood and that the laboratory can meet those needs. Based on the type of evidence, information provided and the request received, the Laboratory will select the appropriate analysis.

#### **Changes to Contracts**

The Laboratory may select the item(s) most appropriate for analysis and/or elect to not analyze all items submitted based on the needs and circumstances of the case. The Laboratory does not consider this a change to the contract and this may be done without additional notice to the customer.

#### **Selection of Methods**

The Laboratory utilizes analytical methods that are generally accepted in the forensic science community and that have been validated by laboratory personnel and documented in written procedures. The Laboratory will determine the most appropriate method(s) for analysis based on information and input provided by the customer. By submitting items for testing, the customer authorizes the Laboratory to select methods it deems appropriate.

#### **Deviations from Analytical Procedures**

The Laboratory maintains a policy to allow for modifications to procedures, when necessary. These modifications are reviewed by laboratory management. These deviations are not routinely communicated to customers, but are documented according to laboratory policy and will be discussed with customers upon request.



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### **Simplified Reports**

The SLED Forensic Services Laboratory reports in a simplified format. By submitting evidence to the Laboratory for analysis, the customer agrees to this reporting format. The following information may not be listed directly on the report:

- The analytical method used
- Date of receipt of the item(s) tested
- Date(s) of sampling, reference to the sampling plan and sampling method used
- Date(s) of testing
- The condition of the item(s) tested
- Additions to, deviations, or exclusions from the method

In any case in which a report does not include this information, the Laboratory will provide the information upon request.



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