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November 4, 2025



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To: Submitting Agencies

From: Kristen L. Sullivan, Director/Chief Science Officer

Subject: Crime Laboratory Reporting Agreement for Clandestine Laboratory Response and Off-Site Processing of Drug Case Evidence

Please be advised that if your agency is requesting Massachusetts State Police Crime Laboratory (MSPCL) personnel to provide clandestine laboratory response or off-site processing of drug case evidence, you are agreeing to receive test reports as follows:

MSP Crime Laboratory Clandestine Laboratory Response Reports and Drug Unit Case Processing Reports will contain the following information, where applicable:

- Report Title
- Name and address of the laboratory
- Location of performance of the laboratory activities
- Unique identification that all report components are recognized as a portion of a complete report
- A clear identification of the end of the report
- The name and contact information of the customer
- The date(s) of performance of the laboratory activity
- The date of issue of the report
- A statement to the effect that the results relate only to the items tested or sampled
- Identification of the person authorizing the report
- Clear identification when results are from external providers

All MSP Crime Laboratory Clandestine Laboratory Response Reports and Drug Unit Case Processing Reports will include all information necessary for the interpretation of the results, but in some (if not all) cases **will not** include the following:

- Identification of the method(s) used
- A description, unambiguous identification, and, when necessary, the condition of the item
- The date of receipt of the test item, and the date of sampling, where this is critical to the validity and application of the results
- 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
- The results with, where appropriate, units of measurement
- Additions to, deviations, or exclusions from the method
- Identification of data provided by a customer, and a disclaimer when the information is supplied by the customer and can affect the validity of results

- Where the laboratory has not been responsible for the sampling stage (e.g., the sample has been provided by the customer), a statement in the report that the results apply to the sample as received
- Where necessary for the interpretation of the test results:
 - Information on specific test conditions, such as environmental conditions
 - Where relevant, a statement of conformity with requirements or specifications
 - Where applicable, the measurement uncertainty, 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
 - Where appropriate, opinions and interpretations
 - Additional information that may be required by specific methods, authorities, customers, or groups of customers
- Where the laboratory is responsible for the sampling activity and where necessary for the interpretation of results:
 - The date of sampling
 - Unique identification of the item or material sampled
 - The location of sampling, including any diagrams, sketches or photographs
 - A reference to the sampling plan and sampling method
 - Details of any environmental conditions during sampling that affect the interpretation of the results
 - Information required to evaluate measurement uncertainty for subsequent testing
- When reporting a statement of conformity, an identification of the results to which the statement applies, which specifications, standards or parts thereof are met or not met, and the decision rule applied (unless it is inherent in the requested specification or standard).

As is our current practice, the above information, if applicable to the associated case, will be maintained in the case record, available upon request, and provided in our standard discovery packet.

If you have any questions regarding this agreement, please contact the MSP Crime Laboratory Quality Assurance Manager, Laura Bryant, at (978) 451-3418 or call the Quality Assurance Unit main number, (978) 451-3316. Questions may also be emailed to MSP.CrimeLab@mass.gov.