



The Commonwealth of Massachusetts
Department of State Police



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To: Submitting Agencies
From: Kristen L. Sullivan, Director/Chief Science Officer
Subject: Crime Laboratory Reporting Agreement

Please be advised that if your agency is submitting evidence to the Massachusetts State Police Crime Laboratory (MSPCL) or requesting MSPCL personnel to provide crime scene response, you are agreeing to receive test reports as follows:

MSP Crime Laboratory reports will contain the following information, where applicable:

- Report Title
- Name and address of the laboratory
- 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
- A description, unambiguous identification, and, when necessary, the condition of the item
- The date of issue of the report
- 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
- A statement to the effect that the results relate only to the items tested or sampled
- The results with, where appropriate, units of measurement
- Identification of the person authorizing the report
- Clear identification when results are from external providers
- 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:
 - Unique identification of the item or material sampled
 - A reference to the sampling plan and sampling method

All MSP Crime Laboratory reports will include all information necessary for the interpretation of the results, but in some (if not all) cases ***will not*** include the following:

- Location of performance of the laboratory activities
- Identification of the method(s) used
- 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
- The date(s) of performance of the laboratory activity
- 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 the laboratory is responsible for the sampling activity and where necessary for the interpretation of results:
 - The date of sampling
 - The location of sampling, including any diagrams, sketches or photographs
 - 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.