

STATE OF MONTANA  
DEPARTMENT OF JUSTICE  
FORENSIC SCIENCE DIVISION

2679 Palmer Street  
Missoula, MT 59808



1516 4<sup>th</sup> Avenue North, Ste 1  
Billings, MT 59101

Date: February 22, 2022

To: Montana Law Enforcement  
Montana County Attorneys  
Municipal Court Attorneys  
Office of the Public Defender

Re: Simplified Reports

The analysis and calibration reports issued by the Forensic Science Division are now required by accreditation standards found in ISO/IEC 17025:2017 to contain specific content. When agreed upon with the customer, accreditation requirements allow for the issuance of simplified reports. These simplified reports will not result in the reduction of information but will provide the same information that is on our current reports. The laboratory submission form is considered the contract between the agency and the laboratory and provides the agreement to the simplified reporting format. Please utilize the current submission form revision found on the DOJ FSD website. Also, by submitting an Intoxilyzer for calibration to the Montana Forensic Science Division, your agency agrees to this simplified reporting format.

Please see the attached document (also found on DOJ FSD website) that shows what information is found within each discipline's report and what information can be provided through a supplemental report upon request.

Please contact me if you have any questions.

A handwritten signature in blue ink that reads "Travis Spinder".

Travis Spinder  
Administrator  
Forensic Science Division and State Medical Examiner's Office  
406-329-1127  
[tspinder@mt.gov](mailto:tspinder@mt.gov)

ISO/IEC 17025: 2017 Reporting Criteria and Montana Forensic Science Division simplified reporting response:

A = available upon request, N/A = not applicable, X = provided in report:

ISO/IEC 17025:2017: 7.8.2.1	Biology	Breath Alcohol	Chemistry	Firearms	Latent Prints	Toxicology
a) title	X	X	X	X	X	X
b) laboratory name and address	X	X	X	X	X	X
c) location of laboratory activities if performed outside of the laboratory	N/A	N/A	N/A	N/A	N/A	N/A
d) unique identification that all its components are recognized as a portion of a complete report and clear identification of end (e.g., page numbering and FSD laboratory #)	X	X	X	X	X	X
e) customer name and contact information	X	X	X	X	X	X
f) identification of method used	A	X	X	X	A	X
g) description, unambiguous identification, and when necessary, the condition of the item	X	X	X	X	X	X
h) date of receipt of test or calibration item(s), and the date of sampling, where this is critical to the validity and application or the results	A	X	X	A	A	X
i) date(s) of performance of the laboratory activity	A	A	A	A	A	A
j) date of issue of report	X	X	X	X	X	X
k) Sampling plan or sampling method reference	N/A	N/A	X (GSR N/A)	N/A	N/A	N/A
l) statement that results relate only to items tested, calibrated, or sampled	X	X	X	X	X	X
m) the results with, where appropriate, units of measurement	X	X	X	X	X	X
n) additions to, deviations, or exclusions from the method	A	A	A	A	A	A
o) identification of person(s) authorizing the report (e.g., signature)	X	X	X	X	X	X
p) clear identification when results are from external providers	X	X	X	X	X	X

ISO 17025:2017: 7.8.3.1	Biology	Breath Alcohol	Chemistry	Firearms	Latent Prints	Toxicology
a) information on specific test conditions (e.g., environmental)	A	A	A	A	A	A
b) statement of conformity, where relevant	N/A	A	N/A	N/A	N/A	N/A
c) measurement of uncertainty in same unit as the measurand, where applicable when relevant to validity or application of test results; customer's instruction; affects conformity to specification limit	N/A	A	A	A	N/A	A
d) opinions and interpretations, where appropriate	X	X	X	X	X	X
e) additional information required by specific methods, authorities, customers	A	A	A	A	A	A

ISO 17025:2017: 7.8.4.1 (Specific to calibration certificates)	Breath Alcohol
a) measurement of uncertainty of measurement result presented in the same unit as that of the measurand or in a term relative to measurand (e.g., percent)	X
b) conditions (e.g., environmental) under which calibrations were made that have an influence on the measurement results	X
c) statement identifying how the measurements are metrologically traceable	X
d) results before and after any adjustment or repair, if available	A
e) statement of conformity with requirements or specifications, where relevant	X
f) where appropriate, opinions and interpretations	X