

STATE OF MONTANA
DEPARTMENT OF JUSTICE
FORENSIC SCIENCE DIVISION

Tim Fox
Attorney General

2679 Palmer Street
Missoula, MT 59808



Date: September 17, 2020

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

Re: Simplified Reports and Revised Submission Forms

The analysis reports issued by the Forensic Science Division are required by ANAB 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. The laboratory submission form is considered the contract between the agency and laboratory and provides the agreement to the simplified reporting format. Our submission forms have been updated to clearly state the agreement between the laboratory and the customer. Please utilize the most recent revision of submission forms found on the DOJ FSD website.

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.

Scott Larson
Administrator
Forensic Science Division and State Medical Examiner's Office
406-329-1179
slarson@mt.gov

All Montana DOJ Forensic Science Division Customers,

The analysis 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.

Toxicology (updated May 30, 2019)	
Report includes the following:	Information available in case file
Title of report	Any deviations, additions to or exclusions from the method
Name and address of the laboratory	
Each page of the report will be numbered and contain the FSD case number	
Submitting agency name, address, investigating officer, victim and suspect name(s)	
Identification of the methods used	
Identification of the items tested	
Date of receipt of the evidence	
Date(s) of performance of the test (range includes receipt of evidence to the report issue date)	
The date of issue of the report	
Clarification of results relating only to the items tested	
Results/conclusions with appropriate units of measurement units of measurement and uncertainty of measurement (when applicable)	
Name and signature (or secure electronic equivalent) of the author(s) responsible for the conclusions and opinions expressed in the report	
Clear identification when reports and calibrations are issued by a subcontractor	

Chemistry (updated May 30, 2019)	
Report includes the following	Information available in case file
Title of report	Any deviations, additions to or exclusions from the method
Name and address of the laboratory	
Each page of the report will be numbered and contain the FSD case number	
Submitting agency name, address, investigating officer, agency case number (if given), victim and suspect name(s) (if given).	
Identification of the methods used	
Identification of the items tested	
Date of receipt of the evidence	
Date(s) of performance of the test (range includes receipt of evidence to the report issue date)	
The date of issue of the report	
Clarification of results relating only to the items tested	
Reference to sampling plan used	

Results/conclusions with appropriate units of measurement units of measurement and uncertainty of measurement (when applicable)	
Name and signature (or secure electronic equivalent) of the author(s) responsible for the conclusions and opinions expressed in the report	
Clear identification when reports are issued by a subcontractor	

Biology (updated August 31, 2020)	
Report includes the following	Information available in case file
Title of report	Date of receipt of the evidence
Name and address of the laboratory	Date(s) of performance of the test
Each page of the report will be numbered and contain the FSD case number	Identification of the methods used
The submitting agency name, address, investigating officer, victim and suspect name(s)	Any deviations, additions to or exclusions from the method
Identification of the items tested	
The date of issue of the report	
Clarification of results relating only to the items tested	
Name and signature (or secure electronic equivalent) of the author(s) responsible for the conclusions and opinions expressed in the report	
Clear identification when reports are issued by a subcontractor	

Firearms and Toolmarks (updated May 30, 2019)	
Report includes the following	Information available in case file
Title of report	Date of receipt of the evidence and the date of sampling
Name and address of the laboratory	Date(s) of performance of the test
Each page of the report will be numbered and contain the FSD case number	Any deviations, additions to or exclusions from the method.
submitting agency name, address, investigating officer, victim and suspect name(s)	
Identification of the methods used	
description of the condition of and unambiguous identification of the items tested	
Clarification of results relating only to the items tested	
Test and calibration results with, where appropriate, the units of measurement	
Signature block which contains the name and signature (or secure electronic equivalent) of the author(s) responsible for the conclusions and opinions expressed in the report or certificate	
Clear identification when reports and calibrations are issued by a subcontractor	

Latent Prints (updated May 30, 2019)	
Report includes the following	Information available in case file
Title of report and where necessary, type of report	Identification of the methods used
Name and address of the laboratory	A description of the condition of and unambiguous identification of the items tested
Each page of the report will be numbered and contain the FSD case number or serial number	Date of receipt of the evidence
The submitting agency name, address, investigating officer, victim and suspect name(s)	Date(s) of performance of the test
Identification of the items tested	Any deviations, additions to or exclusions from the method
The date of issue of the report	
Signature block which contains the name and signature (or secure electronic equivalent) of the author(s) responsible for the conclusions and opinions expressed in the report	
Clear identification when reports and calibrations are issued by a subcontractor	

Breath Alcohol (updated August 8, 2019)	
Report includes the following:	Information available in case file
Title of report	Any deviations, additions to or exclusions from the method
Name and address of the laboratory	The results before and after any adjustment or repair
Each page of the report will be numbered and contain the instrument serial number.	
Submitting agency name and address	
Identification of the methods used	
Identification of the items tested	
Date of receipt of the evidence	
Date(s) of performance of the test (range includes receipt of evidence to the report issue date)	
The date of issue of the report	
Clarification of results relating only to the items tested	
Results/conclusions with appropriate units of measurement and uncertainty of measurement of the measurement result.	
Name and signature (or secure electronic equivalent) of the author(s) responsible for the conclusions and opinions expressed in the report	
Clear identification when reports and calibrations are issued by a subcontractor	
The conditions (e.g. environmental) under which the calibrations were made that may have an influence on the measurement results.	
A statement identifying how the measurements are metrologically traceable.	
A statement of conformity with requirements	