DRUGS WORKING GROUP

Minimum Reporting Requirements For The Analysis Of Controlled Drugs

DOCUMENT TYPE :	REF. CODE:	ISSUE NO:	ISSUE DATE:
Guidance	DWG-BPM-001	001	25th September 2013

1 Qualitative Analysis

The reports issued by laboratories to the police or the courts shall be objective, accurate and clearly written, meeting the requirements of the jurisdictions served.

The following are the minimum requirements that should be included in the report:

- the title of report
- the identity of the laboratory carrying out the analysis
- a unique case number (on each page)
- the submitting agency, request identification code, and date of request
- the date of receipt of evidence
- the date of report
- the pages of the report should be numbered (e.g. 1/3)
- a description of the submitted evidence
- a brief description of the method and analytical techniques used; in the case of an accredited method, the report should include at least the SOP code, providing the SOP is available for examination should the occasion arise[1]
- details of sampling procedure; if the sampling procedure is part of the SOP or a sampling protocol is in place, then it is not necessary to give sampling details in the report[1]
- the results including the quantity of the exhibits (weight, volume, number of tablets, plants etc.); this can be in a tabulated form

[1] If there has been deviation from the standard procedure for either the method or the sampling of an accredited method, the method/sampling code must be marked as non accredited and the deviations shall be documented either in the report or case file.

- the conclusions to include a statement regarding the identified controlled drug(s) and its/their classification according to the law
- additional information on the drug form (base or salt) and cutting agents is optional and can provide information for intelligence purposes
- literature references may be added where relevant
- information about storage/disposal of evidence may be given
- the identity and signature (or electronic equivalent) of the analyst or reporting officer

It is accepted that some laboratories give reports with a differing degree of detail, depending on their client.

2 Quantitative Analysis

The reports issued by laboratories to the police or the courts should include all the elements listed for the qualitative analysis of controlled drugs but the procedures will be different for quantitative analysis. The report should also include the following:

- quantitative results stated numerically with a meaningful number of decimal points
- the form of the drug (base or salt) on which the calculation is based
- additional information of the equivalent quantity of pure drug (100%) may be given if it is required by the judicial system
- the uncertainty of the measurement may be stated (e.g. cocaine hydrochloride 31.7% ± $7.3\%_{relative}$, k=2) or a statement given that there is an uncertainty associated with the method. For accredited methods, this information must be available as part of the method validation. The measurement uncertainty can also be given for the equivalent quantity of pure drug (e.g. the powder (net weight 50.0g) contains 15.9g ± 1.2g cocaine hydrochloride, k=2). The measurement uncertainty is most critical in cases where the purity result is close to a legal limit.

3 Comparison Analysis

The reports issued by laboratories to the police or the courts should include all the elements listed for the qualitative and quantitative analysis of controlled drugs where applicable but the procedures will be different for the comparison analysis. The report should also include the following:

- a short explanation of the basis of the comparison method may be given
- the comparison results/conclusions should be given in a statement e.g.

- within the method limits, the analysis has shown no differences between sample A and sample B
- within the method limits, the analysis has shown that A has no more difference from B than the difference between two samples taken from A or two samples taken from B

- some laboratories which have data bases may list samples which have indistinguishable or similar profiles with the analysed sample for intelligence purposes
- probability scales or linkage characteristics (very strong, strong, weak link etc.) may be used