



OFFICE OF THE SHERIFF

YORK COUNTY, SOUTH CAROLINA

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Kevin R. Tolson, Sheriff



November 26, 2019

The York County Sheriff's Office Forensic Biology Laboratory provides Forensic Biology and DNA analysis services to agencies within York County and, on a limited basis, to other counties in South Carolina. The laboratory is *requesting your approval* to implement simplified reporting procedures that are now permissible under the updated publication of ISO/IEC 17025:2017 standards (Section 7.8). Simplified reporting will not result in major changes to the current reporting format of the YCSO Forensic Biology Laboratory.

Information to be included in simplified reports:

- Title
- Name and address of the laboratory
- Location of the performance of laboratory activities if not at the permanent address of the laboratory
- Unique identification that recognizes the complete report including a clear identification of the end.
- The name and agency of the submitting officer
- Identification of the methods used
- A description and unambiguous identification of the item(s) submitted and condition of the item(s) if necessary
- The date of the receipt of item(s) to the laboratory
- The date of report issue/release
- A statement to the effect that the results relate only to the item(s) tested
- The results/interpretations/opinions relating to the case (conclusions)
- Identification of the person authorizing the report

Information available upon request:

- The contact information of the submitting officer
- The date(s) of performance of laboratory activities
- Additions to, deviations, or exclusions from the methods

Please direct questions and/or concerns to Emily Campbell-Smith, DNA Technical Leader (803-620-2187 or emily.smith@yorkcountygov.com)

Regards,

Captain Neely, Laboratory Director

Your information below indicates that your agency agrees to the above listed information.

(Your Name, Title, Signature, Agency)