

**FORENSIC TOXICOLOGY LABORATORY
OFFICE OF CHIEF MEDICAL EXAMINER
CITY OF NEW YORK**

STANDARD OPERATING PROCEDURES MANUAL

The Standard Operating Procedures manual (SOP) describes all routinely used administrative and analytical procedures. The SOP manual also serves as a training document.

The unique nature of forensic work necessitates occasional deviations from the standard operating procedures or modifications of the same, in order to accommodate an unusual sample type or condition, multiple or unusual analytes, small sample volume, etc. The Forensic Toxicology Laboratory Director may authorize such deviations. All such instances must be annotated on worksheets or reported via separate document to the case file. In the absence of the Laboratory Director, Assistant Directors may provide authorization using same type of documentation.

All modifications of the Standard Operating Procedures Manual must be approved, dated and initialed by the Laboratory Director. In the absence of the Laboratory Director, Assistant Directors may approve temporary modifications, subject to final approval by the Laboratory Director.

All outdated copies of standard operating procedures must be maintained so that the laboratory, in case of legal challenge, has an accurate record of the analytical procedures and protocols that were in effect when particular results were generated.