

In accordance with laboratory accreditation requirements, the MN Bureau of Criminal Apprehension Forensic Science Services provides simplified test reports and calibration certificates. By submitting evidence to the laboratory for analysis via Submission Form, eCharging (Kit Sheet), DMT test, or the NamUs project, the customer has agreed to receive simplified test reports and calibration certificates.

### **Simplified Test Reports and Calibration Certificates**

Each MN BCA FSS test report/calibration certificate will include the following information:

- A title;
- The name and address of the laboratory issuing the report/certificate;
- The location where laboratory activities are performed;
- The laboratory case number (test reports only), page number and total pages on each page of the report/certificate;
- The name, address, case number and representative (if provided) of the submitting agency, on the first page of the report (test reports only);
- The assigned laboratory item number(s) and a general description of the evidence type and packaging (test reports only) or calibration item serial number;
- Results related to items tested/calibrated;
- The date of issue of the report/certificate; and
- The name(s) and signature(s) of the individual(s) who issue the report/certificate.

Each MN BCA FSS test report/calibration certificate includes the following information, if applicable:

- Identification of the items that were not examined;
- Sampling plan;
- The results of the examination with, where appropriate, the units of measurement stated for quantitative measures;
- The measurement uncertainty, including the measured quantity value, along with the associated expanded uncertainty, and the coverage probability;
- Measurement uncertainty in the same units as the measurand;
- The statement "I hereby certify that the above report is true and accurate and represents my opinions and interpretations." appears on all reports except toxicology and alcohol reports;
- The statement "I hereby certify that I am trained in the analysis and interpretation of blood and urine tests for alcohol pursuant to MN Rule 7502.0600 and that the above is true and accurate." appears on all toxicology alcohol reports;
- Where appropriate, opinions and interpretations;
- Any additional information required by specific methods, authorities, or customers;
- Information on specific test conditions where necessary for the interpretation of the test results; and
- Details of environmental conditions during sampling that affect the interpretation of results.

The following information may not be included in MN BCA FSS test reports:

- Identification of the method(s) used in the examination, including additions to, deviations, or exclusions from the method;
- The date of receipt of the test item;
- The date(s) and location of the sampling;
- Date(s) of performance of laboratory activities; and
- Information required to evaluate measurement uncertainty for subsequent testing.

## MN BCA Forensic Science Services Simplified Test Reports and Calibration Certificates

The following information will not be included on MN BCA FSS Breath Alcohol Calibration Laboratory calibration certificates:

- The date of receipt of the calibration items;
- Name and contact information of customer receiving the certified breath alcohol measuring instrument;
- The date(s) of specific calibration activities (the date of certification is included);
- Specific conditions that could influence calibration measurement results; and
- The results of calibrations performed prior to instrument adjustments.

The above information is maintained by the MN BCA FSS, if applicable, and is available upon request.