

Washington State Patrol
Crime Laboratory Division

LIMSRef

Drug Reference Material Management
System

Operations Manual

June 2016

1.	LIMSRef Overview	4
1.1.	“Case Info” Tab	4
1.2.	“Agency” Tab.....	4
1.3.	“Type” Tab	5
1.4.	“Individuals” Tab.....	5
1.5.	“Evidence” Tab.....	5
1.6.	“Requests” Tab.....	7
1.7	“Local Data” Tab.....	8
2.	Entering a New Reference	9
2.1.	Introduction	9
2.2.	Checking for Existing References in the Database.....	9
2.3.	“Case Info”	9
2.4.	“Agency”	10
2.5.	“Type”	10
2.6.	"Evidence"	10
2.7.	"Requests"	12
2.8.	“Local Data”	13
2.9.	Assigning Reference Numbers	13
2.10.	Entering Reference Data	13
3.	Entering Material Usage	14
3.1.	Entering Usage	14
3.2	View Usage in Report.....	14
4.	Itemizing Reference Materials.....	15
5.	Transferring Reference Material.....	16
5.1.	Chain of Custody	16
5.2.	Secure Transactions	16
5.3.	Secure Transport Carriers	16
5.4.	Using “VIA” and “Note”	16
5.5.	Removal from Storage Locations.....	16
5.6.	Transferring Reference Materials to Other Crime Laboratories.....	17
5.7.	Receiving Reference Materials from Other Crime Laboratories.....	18

6.	Consumption and Destruction of Reference Materials	19
6.1.	Consumption.....	19
6.2.	Destruction.....	19
6.3.	Closing the Request	19
7.	DEA Exempt.....	20
7.1.	Reference Numbers	20
7.2.	Adding Evidence for Exempt Solutions	20
7.3.	Verification Documentation.....	20
7.4.	Material Usage Tracking	20
7.5.	Consumption.....	20
8.	Add, Change, and Delete/Inactive Operations	22
8.1.	Changes to Reference Records	22
8.1.1.	Deleting Reference Materials	22
8.1.2.	Chain of Custody Edits	22
8.1.3.	Deleting Material Usage Tracking Requests	22
8.2.	Work Order Handling and Format	22
9.	Reports.....	25
9.1.	Default Report.....	25
9.2.	Configurable Report.....	26
9.3.	Specialized Report.....	26
9.4.	Custom Report	26
10.	Document Storage	30
11.	Auditing.....	31
11.1.	Manual Audit with Weight Recording.....	31
11.2.	Audit with Recon Tool.....	31
	Appendix A – Terminology and Definitions	32
	Appendix B - User Roles.....	34
	Appendix C - Barcode Label Information	35

1. LIMSRef Overview

Seven tabs (sections) comprise the case view in LIMSRef:

- Case Info
- Agency
- Type
- Individuals
- Evidence
- Requests
- Local Data

The following are the Document Conventions:

Area	Appearance and Example
Defined Terminology and Definition	Reference Material
Placeholder text	<lab>
Report Name	"Case COC Report"
Report Template	"Case COC.rpt"
LIMS-plus Window	"Material #R0-0001" window
LIMS-plus Dialog Box	"Duplicate ACN Found" dialog box
LIMS-plus Tab Window	"Case Info" tab window
LIMS-plus Menu	"Add Related Case"
LIMS-plus Option List Item	"Storage Location"
LIMS-plus Tab	"Case Info"
LIMS-plus Field Name	<u>Category</u>
LIMS-plus Button	"No Barcode", [Close], 

1.1. "Case Info" Tab

The **Synopsis** field is used to record miscellaneous reference material information as well as other notes regarding comments, chain of custody edits, deletions, etc.

The **Related Laboratory Cases** field is used to document relationships between Reference Material items. This may include transfers of Reference Material items between laboratories or the manufacture of a controlled substance from another Reference Material item.

Laboratory staff can also print the chain of custody report (*Case COC Report*) for the Reference Material from this location.

1.2. "Agency" Tab

The "**Agency**" tab is the Reference Material Source.

LIMSRef Drug Reference Material Management Operations Manual	Page 4 of 35	Revision June 24, 2016
Approved by CLD Manager	All Printed Copied Uncontrolled	Original

The **Source Lot #** is the manufacturer’s lot number associated with Reference Material or agency case number if the Reference Material is a secondary or training material type obtained from a law enforcement agency.

If the Reference Material is manufactured in-house or has no unique identifier, a lot number will be assigned by the scientist manufacturing the Reference Material and will be used as the **Source Lot #**.

Assigned lot numbers should consist of the scientist’s initials and date and may contain additional characters to distinguish lot numbers created on the same day (e.g., SLJ052716, SLJ052716A).

Reference Material Sources which are not already in the database can be added by creating a Work Order request (see 8.2) with ITD by sending an email to ITDHelp@wsp.wa.gov.

1.3. “Type” Tab

The **Type** field is used to designate the Reference Type. Options that are populated in the dropdown include:

- 000 Document
- 001 Training Aid
- 002 Proficiency
- 003 Secondary
- 004 Primary
- 005 Certified Reference Material
- 006 Dilute Solution
- 099 Other

The expiration date of Certified Reference Materials is documented in the **Date** field.

1.4. “Individuals” Tab

The “**Individuals**” tab is not used in LIMSRef.

1.5. “Evidence” Tab

The “**Evidence**” tab is used to track the specific information about the Reference Material. Use of each field is listed in the same order of the application window as follows:

Field (on Left)	Description	
Agency	It is a dropdown of the names of the Reference Material Sources.	
Badge	not used	
Rep	It is a dropdown of Reference Material Source representatives. A generic representative option for the Reference Material Source will be included which will be	
LIMSRef Drug Reference Material Management System Operations Manual	Page 5 of 35	Revision June 24, 2016
Approved by CLD Manager	All Printed Copied Uncontrolled	Original

	<p>used for most Reference Materials. If the specific name of the Reference Material Source representative for law enforcement agencies is known, it can be selected from the dropdown. The generic representative option for the Reference Material Source will be used when the specific representative name is unknown.</p> <p>Reference Material Source representatives can be added by selecting "Administration" from the top menu and selecting "<u>Add Agency/Representative</u>".</p> <p>Scroll down to the desired name and click the  button. Select the  button and fill out the info in "New Rep for <name>" window.</p>
Source	not used
Inherit	It is used for creating a sub-item of the Reference Material.
Container	It is used for creating a sub-item of the Reference Material.
Item No	It is a pre-assigned number designating the unique number assigned to a Reference Material. Sub-items created will use the primary inventory number with "-01", "-02", etc. to uniquely identify the material.
Intended Disp	It is used when substances are consumed, destroyed or returned to the agency.
Prod. #	It is a field which can be populated with the agency product number, if available.
Origin	not used

Field (on Right)	Description
Kit	<p>It is the dropdown of Reference Definitions and has the following attributes: (1) name, (2) synonyms, (3) CAS number and (4) molecular formula.</p> <p>Reference Definitions which are not listed in the database can be added by creating a Work Order with ITD.</p>
Description	It contains the Reference Definition detail which includes the name, synonyms, CAS number and molecular formula. The synonyms, CAS number and molecular formula are connected with the substance name and are pre-populated in a dropdown.
Category	It is a dropdown of the Reference Material control status (Schedule 1-5). Other choices include analog, chemical, DEA exempt, legend drug, paraphernalia, and watched.
NCIC Evid LBI	not used
Notes	It is an optional field that can be used for describing additional information about the Reference material.
Extraction type	not used
Submit for Analysis	not used

Field (Other)	Description
Location	<p>It is the specific location in which the Reference Material will be stored. These storage locations are available in a dropdown.</p> <p>Storage locations not listed in the database can be added by creating a Work Order with ITD.</p>

	<p>When selected, this button will bring up the data extension form for this Reference Material which contains the following fields:</p> <p>Ref. Material Info:</p> <ul style="list-style-type: none"> • <u>Labelled Weight</u> It is a numerical value • <u>Unit</u> It is a dropdown containing possible units of measurement. The unit can also be typed in if it is not available in the dropdown. • <u>Date Opened</u> It can be left blank if the information is unknown. • <u>Opened by First Name</u> It can be left blank if the information is unknown. • <u>Opened by Last Name</u> It can be left blank if the information is unknown. <p>Verified:</p> <ul style="list-style-type: none"> • <u>Verified Date</u> It is the date the verification was completed. • <u>Verified By First Name</u> It is the first name of the person performing the verification. • <u>Verified By Last Name</u> It is the last name of the person performing the verification. • <u>Verified Using</u> It is a dropdown of which instrumental method was used to verify the Reference Material. <p>Verification Source:</p> <ul style="list-style-type: none"> • <u>Source</u> It is a dropdown of sources used to verify a Reference Material. • <u>Comments</u> It is a notes field in which the specific source used to verify Reference Material can be described if “z-other” was selected in the “Source” dropdown.
	<p>It is used to generate a barcode label which will be affixed to the Reference Material.</p>
	<p>This will bring up a “Hazardous Material – Special Handling Instructions” dialog box which allows the user to create warning flags for DEA Form Requirements and for Verification Requirements.</p>

1.6. “Requests” Tab

The “**Request**” tab is used for tracking the usage of the Reference Material. Use of each field is as follows:

Group	Field	Description
Requesting Party Information	<u>Agency</u>	This is the Reference Material Source.
	<u>Request Date</u>	This is the date the Material Usage Tracking request is initiated.
	<u>Badge</u>	not used
	<u>Rep</u>	This is the generic Reference Material Source representative or, if known, the specific Reference Material Source representative.
Request Information	<u>Lab</u>	It is a dropdown from which the specific crime laboratory in which the Reference Material resides should be selected.

	<u>Analyst</u>	This is a dropdown of users associated with the specific crime laboratory.
	<u>Department</u>	A dropdown which when used will always be set to "Reference Material Management".
	<u>Due Date</u>	not used
	<u>Service</u>	A dropdown which when used will always be set "Material Usage Tracking".
	<u>Reason</u>	not used
	<u>Requests</u>	not used
	<u>Complexity</u>	not used
		not used
Notes	"Notes" contains optional note fields which are not routinely used.	

1.7 "Local Data" Tab

The "**Local Data**" tab contains additional information about the Reference Material. Use of each field is as follows:

Field	Description
<u>Other Control No</u>	This is a field to be used to enter historic control numbers associated with the Reference Material.
<u>SDS Flag</u>	It can be checked if the SDS for the substance is on file. This is an optional field.
<u>SDS URL</u>	It can be used to document the location of the SDS websites or electronic record locations. This is an optional field.

2. Entering a New Reference

2.1. Introduction

The steps outlined below are the general sequence for entering new References. Depending on the material an alternate sequence of the steps may be necessary. See section 7 for entering Dilute Solutions and/or Certified Reference Materials.

When a new Reference is entered into the database a Reference Number will be assigned. If there is an existing Reference with the same Source Lot Number (i.e., there already exists a Sigma Lot# 45F1234 for methamphetamine hydrochloride), a new Reference shall be created with a new Reference Number.

2.2. Checking for Existing References in the Database

The “New Case” function is selected which will bring up the “**Agency Source Lot Search**” dialog box. Select a Reference Material Source from the dropdown. If the Reference Material Source is not located in the dropdown a Work Order must be initiated to add the Reference Material Source. Reference entry can only proceed if the Reference Material Source is located in the dropdown.

When the Reference Material Source is selected in the dropdown, enter the **Source Lot #** (or case number for secondary references) of the Reference Material and click [OK]. It will start to search the database. A dialog box will pop up indicating if there is an existing Reference Number matching the **Source Lot #** in the database or if this does not exist in the database.

If this is a new Reference, a “**Case Not Found**” dialog box will pop up. Select [New Case] button and proceed with entering the information as described starting in Section 2.3.

When a matching Reference is found in the database a “**Duplicate ACN Found**” dialog box will pop up. Since the same source lot number will be allowed for multiple References, the [New Case] button shall be selected to create the new Reference and entry will proceed with Section 2.3.

2.3. “Case Info”

If the Reference is related to another Reference from any WSP Crime Laboratory the **Related Laboratory Cases** field will be used to document the association. Right click on the field and select “*Add Related Case*” from the menu. Document the Reference Number and enter the Reference Material Number along with other pertinent information in the **Notes** field.

LIMSRef Drug Reference Material Management System Operations Manual	Page 9 of 35	Revision June 24, 2016
Approved by CLD Manager	All Printed Copied Uncontrolled	Original

Example:

Scenario	Reference #	Notes
Inter lab transfer	R2-0001	Cocaine HCl received from SPO R2-0001-01-03, 0.2 mg on 1/11/2016 by John Doe

2.4. "Agency"

No additional data entry should be needed on the "**Agency**" tab.

2.5. "Type"

When the "**Type**" tab is selected right click and bring up a menu. Select "Add Type" and a "**New Type for Lab Case #**" dialog box will appear. In the **Type** dropdown select the type of Reference Material and click [OK].

If the Reference Material is a Certified Reference Material, the expiration date should be entered into the **Date** field. See Section 7 for additional details.

2.6. "Evidence"

After selecting the "**Evidence**" tab which is Reference Material in LIMSRef, right click to bring up a menu.

- A. Select "Add Evidence" and the "**New Item Submission for Source Lot ...**" window will show up
- B. Select the Reference Material name from the dropdown in the **Kit** field first. The following sequence will be used to populate the "**New Item Submission For Source Lot #**" window:

1. **Agency** Verify the name is the desired Reference Material Source.
2. **Rep** Select the generic rep name or a specific rep name, if known, in the dropdown.
3. **Prod. #** Enter the product number of the Reference Material, if available.
4. **Kit** Select the name of the Reference Definition from the dropdown. You may scroll down the list or start typing the name of the substance to more quickly move down the list. If the name of the Reference Material is not in the list, data entry must cease until ITD, via a work order, adds the substance to the dropdown. A default service request "Material Usage Tracking" is automatically created when a kit is selected.
5. **Description** It will populate based on the substance selected in **Kit**.
6. **Category** It will default to the appropriate schedule for the substance selected. Some substances fall into multiple schedules or categories and the correct option will be selected from the dropdown for the Reference Material being entered.

LIMSRef Drug Reference Material Management System Operations Manual	Page 10 of 35	Revision June 24, 2016
Approved by CLD Manager	All Printed Copied Uncontrolled	Original

7.  Select this button to bring up the “**Additional Data for Item No <Item Number>**” window. Fill in the available information in the fields.
- The “Opened” information is not required for existing database samples in which this information is not available.
 - The “Verified” information will be completed when the Reference Material has been verified.
 - For “Verification Source”, if the “z-other” is selected from the **Source** dropdown describe the source of the verification in the **Comments** field.

8.  Select this button to flag reminders for certain Reference Materials. The “DEA Form Required” shall be selected for Schedule 1 or 2 Reference Materials which were acquired with a DEA Form 222. The “Verification Required” shall be selected for Reference Materials which are entered into the database but have not been verified.

9. **Initial Transfer** For existing Reference Material, if the original receiving information is unknown, use the name of the scientist creating the entry and the current date. For new Reference Materials or existing Reference Materials in which the initial transfer information is known, the scientist receiving the Reference Material and the date in which the Reference Material was received will be entered in the Initial Transfer section.

- Highlight the **From** field and select the “No Barcode” button . Select the “Lab Staff Member” or “Agency Representative” option to select where the Reference Material was initially obtained. A bar code can also be scanned to select the **From**. When a lab staff member’s bar code is scanned, the secure PIN will need to be entered.
 - This will generally be the agency that was selected in the **Agency** field above. For samples that were transferred from another laboratory, select the appropriate WSP laboratory from the Agency Representative menu.
- Fill in the date in which the Reference Material was originally obtained in the first **Time** field. If the date entered is longer than 30 days from today’s date a warning window will pop up. Select **[Yes]**.
- Select the laboratory staff member who originally received the Reference Material in the **To** field. The no bar code option can be used to select the lab staff member or the bar code of the lab staff member may be scanned which will require the entry of the secure PIN.
- Fill in the date in which the Reference Material was transferred to the storage location in the second **Time** field. This may be the same as the original receipt date, if known, or the date the Reference Material was entered into LIMSRef.
- Select the storage location in the **Then To** field by scanning the storage location barcode or by selecting the “No Barcode” button  and selecting the appropriate location from the menu.

LIMSRef Drug Reference Material Management System Operations Manual	Page 11 of 35	Revision June 24, 2016
Approved by CLD Manager	All Printed Copied Uncontrolled	Original

- C. When all information has been entered into the required fields select **[Apply]**.
- A warning dialog box will pop up if the Reference Material Source does not match. Verify and select the correct Reference Material Source.
- D. Printing a bar code:
- Select the “**Evidence**” tab.
 - Select the “Barcode” button  on the lower right corner of the window.
 - Select “**Generate**” and a “**Specify the Number of Labels**” dialog box will pop up.
 - The **Label Definition** should default to “LIMSRef Inventory Barcode”.
 - The **Select Printer** field should default to the appropriate barcode printer but if it does not, select the appropriate barcode printer from the dropdown menu.
 - Select **[OK]**.
 - The barcode will print after the Reference Number has been assigned.
 - Place the barcode on the Reference Material container in a manner in which the label will stay flat. If the label is wrapped around the container it will be difficult to scan the label with a barcode scanner. The barcode label may need to be backed with a blank label and adhered in a flag-like manner for small vials.
- E. Select **[Close]** when all entry information on the “**Evidence**” tab is complete.

2.7. "Requests"

LIMSRef is set up to automatically create a “Material Usage Tracking” request when a Reference Definition is selected. This request does not default to an assigned “analyst”. Right click and select “Edit Request”. Select “*LIMSRef, <lab> User” from the dropdown list.

If there is no associated request, right click to bring up the menu and select “Add Request”, do the following to enter a new request:

- In the “**New Request for Analysis**” window populate the following fields:

Field	Description
Agency	It should be defaulted to the appropriate agency.
Request Date	Use the current date.
Rep	Select the default representative from the dropdown list.
Lab	It should default to the lab in which the Reference Material will reside.
Department	Select “Reference Material Management” from the dropdown list.
Service	Select “Material Usage Tracking” from the dropdown list.
Analyst	Select “*LIMSRef, <lab> User” from the dropdown list.

- Select **[OK]**.

- A menu will appear. Transfer the case from the **Available Item** field to the **Related Item** field and select **[OK]**.
- Another menu will appear. Transfer the type from the **Available Types** field to the **Related Types** field and select **[OK]**.

2.8. “Local Data”

- Enter historic Reference Collection Numbers associated with the Reference Material in the **Other Control No** field.
- The **SDS Flag** box may be selected if SDS tracking is used.
- The **SDS URL** field may be populated.

2.9. Assigning Reference Numbers

When all of the required information has been populated select **[OK]**. A “**Lab Source Lot #**” dialog box will pop up with **System Generated** option selected by default. Select **[OK]**. A “**New Case Added**” dialog box will pop up stating the assigned Reference Number and asking if you want to log in another case. Select **[No]**. If a barcode label was generated during “**Evidence**” tab population it will print as soon as the system generates a Reference Number.

2.10. Entering Reference Data

Reference Data must be entered after the Reference Number has been assigned.

- Scan the Reference Data and save to a retrievable location.
- Click the “Camera” button  on the bottom of the “**Material # R...**” window.
- Select “Case Images” from the directory.
- Select the “Add New Image” button  and an “**Open File**” window will appear. Select the file containing the verification data for the Reference Material and select **[Open]**.
- An “**Add New Images**” dialog box will pop up. Click the field that has the phrase “NewImage” highlighted. Add a title for the file such as “Verification Data” or “Certificate of Analysis”. Click **[OK]**.
- Close the “**LIMS- Imaging**” window by selecting the **[X]** in the upper right corner.

LIMSRef Drug Reference Material Management System Operations Manual	Page 13 of 35	Revision June 24, 2016
Approved by CLD Manager	All Printed Copied Uncontrolled	Original

3. Entering Material Usage

Whenever a portion of a controlled substance or legend drug is used or removed, the usage shall be documented. LIMSRef records the current date, time and whoever logs into the workstation (the domain account) as the usage person. To properly capture the usage information the analyst entering the usage must be the one logged into the workstation and into LIMSRef and may not be logged in under another user otherwise the information may not be recorded correctly.

3.1. Entering Usage

The following steps will be followed to enter usage of a Reference Material:

- While in the “**Request**” tab right click and select “*Edit Findings*”.
- Click on the name of the Reference Material to highlight this line.
- Right click and select “*Add Result*”.
- Select the reason the Reference Material is being used from the **Result** dropdown.
- When entering a reason for use, if the “z-Other” option is selected the reason for usage must be documented in the **Result Notes** edit box. Examples of this type of usage may be method validation, training, etc.

3.2 View Usage in Report

The usage information can be verified through the usage report (*RefMaterial_Usage.rpt*) by right clicking the “Material Usage Tracking” and click “*Print Final Report*” option. The usages are listed under “Material Usage Tracking”. The “modified date” is the entering date and “modified by” is the analyst who entered the usage.

LIMSRef Drug Reference Material Management System Operations Manual	Page 14 of 35	Revision June 24, 2016
Approved by CLD Manager	All Printed Copied Uncontrolled	Original

4. Itemizing Reference Materials

Itemizing Reference Materials may occur when a portion of a Reference Material is going to be transferred to another lab or the Reference Material is to be divided into multiple portions which will either be maintained in the Reference Collection or destroyed. This is considered a parent/child Reference Material creation.

The child Reference Material must contain a description of the contents. Custody information is inherited from the parent Reference Material. Child Reference Material Number will be system generated to reflect the relationship with the parent Reference Material. A barcode label will be generated for child Reference Materials.

Open a Reference and select the “**Evidence**” tab. Right click on the Reference Material to bring up a menu.

- Select “*Itemize Evidence*”. It will show default **Inherit** and **Container** information.
- Select **Kit** first. It will auto populate the **Description** field and clear out the **Inherit** and **Container** information.
- In the **Inherit** field, reselect the parent Item Number and leave the **Container** field blank.
- Highlight the “Material Usage Tracking” under the **Requested Service** and select the “Delete” button  to delete the Material Usage Tracking Request. A “**Delete Confirmation**” dialog box will appear and **[Yes]** should be selected.
- Follow the section 2.6 Evidence for other details.

LIMSRef Drug Reference Material Management System Operations Manual	Page 15 of 35	Revision June 24, 2016
Approved by CLD Manager	All Printed Copied Uncontrolled	Original

5. Transferring Reference Material

5.1. Chain of Custody

As Reference Materials are received, transferred, consumed, or destroyed in a laboratory, its travels are captured as chain of custody transactions.

Chain of custody for Reference Material begins when the Reference Material is received in the laboratory and does not end until the Reference Material is consumed or destroyed.

5.2. Secure Transactions

Secure transactions are mandatory whenever a laboratory staff member is involved in the Reference Material transfer. Exceptions to this rule are rare and must be approved by local laboratory management and documented in the **Notes** filed of the chain of custody. A transaction is considered “Secure” when a lab staff bar code is scanned and the lab staff member enters his/her PIN.

5.3. Secure Transport Carriers

Ensure you are using a secure means of transport. If in doubt ask your Lab Manager.

5.4. Using “VIA” and “Note”

It is mandatory to use **VIA** field in transfer transactions to indicate the method of receipt and release of Reference Materials when a secure transport carrier is involved in the transfer of Reference Materials between crime laboratories. **VIA** will also be used to indicate “Witness” when Reference Materials are transferred to consumed or destroyed status. Otherwise, the use of **VIA** field is optional.

It is mandatory to use **Note** field for transfer transactions to capture secure transport carrier shipping or tracking numbers whenever a secure transport carrier is involved in the transaction. Otherwise, the use of **Note** field is optional. For example, **Note** may also be used to capture other transfer related comments, as appropriate.

5.5. Removal from Storage Locations

The Evidence Transfer function allows the documentation of the movement of the Reference Materials. When the **From** field is left blank when creating a transfer, LIMS will automatically pull this information when processing the transfer. Lab staff will use secure transactions when transferring Reference Materials.

LIMSRef Drug Reference Material Management System Operations Manual	Page 16 of 35	Revision June 24, 2016
Approved by CLD Manager	All Printed Copied Uncontrolled	Original

5.6. Transferring Reference Materials to Other Crime Laboratories

A portion of a Reference Material may be sent to another Crime Laboratory for their use in the identification of a case samples, training, method validation, etc. A child item will be created (see Section 4) and is transferred to the requesting laboratory in person or by a Secure Transport Carrier. Once the child Reference Material has been transferred to the receiving lab location it will no longer appear on the releasing lab’s active inventory.

To transfer the Reference Material select the “Transfer” menu and “Evidence Transfer” or click the “transfer” button . The “**Item Transfer**” window will appear and transfers will proceed based on the current location of the child Reference Material.

(A) from a storage location:

- In the **From** field Scan the barcode representing the **From** location or select the storage location from the “No Barcode” button .
- In the **To** field Scan the barcode of the person performing the transfer in the **To** field and enter the PIN to make this a secure transaction.
- In the **Then To** field The receiving lab will be designated in the **Then To** field by selecting the “No Barcode” button  and “Agency Representative” from the menu. In the “**Select Agency & Representative**” window, the appropriate WSP Crime Lab will be selected for the **Agency** field and the generic “WSP – Crime Lab <lab>” for the associated lab will be selected for the **Rep** field.
- In **Material to Transfer** field Highlight the “Material to Transfer” field. Scan the barcode on the Reference Material. Select Apply.

Select **[Apply]**.

(B) which is currently located in a user’s custody:

- In the **From** field Scan the barcode of the person performing the transfer in the **From** field and enter the PIN to make this a secure transaction.
- In the **To** field The receiving lab will be designated in the **To** field by selecting the “No Barcode” button  and “Agency Representative” from the menu. . In the “**Select Agency & Representative**” dialog box, the appropriate WSP Crime Lab will be selected for the **Agency** field and the generic “WSP – Crime Lab <lab>” for the associated lab will be selected for the **Rep** field.
- In **Material to Transfer** field Highlight the **Material to Transfer** field. Scan the barcode on the Reference Material.

Select **[Apply]**.

The releasing lab will generate an “*Outbound Evidence Receipt*” and the releasing user will sign this document. The document will be forwarded to the receiving lab along with the Reference Material.

An “**Evidence Receipt**” window will automatically display after the evidence transfer has been applied. The Reference Material that was transferred should be checked by default and the report can be printed by selecting [**Print**]. If the Reference Material that was transferred is not automatically checked or if additional items are checked, ensure only the relevant item is checked and select [**Print**].

The “*Outbound Evidence Receipt*” can also be printed from the “Crystal Reports” button . Select “<lab>_Receipt” in the **Report category**, then select the “<lab>_Outbound Receipt (OnDemand)” report and enter the Reference Material Number (i.e., R2-0001-01-01) to generate the report.

If the Reference Material being transferred is a Schedule 1 or 2 substance obtained with a DEA Form 222, the DEA must be notified of such transfers by use of the Form 222. See the Materials Analysis Technical Procedure (MATP) for specific details on the use of DEA Form 222.

5.7. Receiving Reference Materials from Other Crime Laboratories

Reference Materials received from another crime laboratory will be entered into the receiving lab’s Reference Collection as a new Reference Material. The source information shall be recorded in the following three places.

- (1) The releasing crime laboratory will be selected as the **Agency Name** and the **Source Lot #** will be left blank.
- (2) From the “**Case Info**” tab window area, right click and select “*Add Related Case*”. Fill in the complete Reference Number from the releasing lab using the full Reference Number (e.g., R2-0298). In the notes field describe the Reference Material Number (e.g., R2-0298-01-01) and the date in which this transaction was performed. The releasing laboratory Reference information will be available on the “*Outbound Evidence Receipt*” which will be sent along with the Reference Material. To populate the **From** field in the “Initial Transfer” section of the “**New Item Submission for Source Lot #XXXXX**” window, select the “No Barcode” button . Select “*Agency Representative*”. In the “**Select Agency & Representative**” dialog box select the appropriate “WSP - Crime Lab from <lab>” which the transfer was received and the generic **Rep** field associated with the transfer laboratory. Continue populating the new Reference Material as described in Section 2.
- (3) The receiving individual will sign the “*Outbound Evidence Receipt*” and will scan this document. Once the new Reference Material has been assigned a Reference Number the scanned version of the “*Outbound Evidence Receipt*” shall be saved in the imaging module as described for Entering Reference Data in Section 2.

LIMSRef Drug Reference Material Management System Operations Manual	Page 18 of 35	Revision June 24, 2016
Approved by CLD Manager	All Printed Copied Uncontrolled	Original

6. Consumption and Destruction of Reference Materials

6.1. Consumption

Reference Materials that have been completely depleted are considered to be consumed. These items must be transferred to a consumed status to be removed from the active inventory. Such transactions will involve a witness to verify the Reference Material was legitimately depleted. Witness will be indicated in the **VIA** dropdown list when the transfer to the witnessing analyst is made. The analyst responsible for depleting the sample will perform an evidence transfer by secure transaction to the witness. The witnessing analyst will then perform a secure transaction transfer of the Reference Material to the “Consumed” storage location.

6.2. Destruction

Reference Materials which are no longer needed, have expired, or whose quality has deteriorated will be destroyed following the procedure outlined in the Materials Analysis Technical Procedures. An analyst will transfer the Reference Material via secure transaction to another scientist to act as the witness. The witnessing analyst will then perform a secure transaction transfer of the material to the “Destroyed” storage location. Witness will be indicated in the **VIA** dropdown list when the transfer to the witnessing analyst is made.

Any paperwork specifically associated with the destruction of the Reference Material will be scanned and imported into the “Case Images” directory as described for the Entering Verification Data in section 2. If multiple Reference Materials are destroyed at the same time, the documents of such destruction will be scanned and imported in the “Document” storage area of the database.

6.3. Closing the Request

Once a Reference Material is consumed or destroyed the “Material Usage Tracking Request” must be “Admin Reviewed” to finalize the request and to prevent additional usage entries.

LIMSRef Drug Reference Material Management System Operations Manual	Page 19 of 35	Revision June 24, 2016
Approved by CLD Manager	All Printed Copied Uncontrolled	Original

7. DEA Exempt

Dilute solutions are DEA Exempt and will be handled differently than other Reference Materials.

7.1. Reference Numbers

The same Reference Number will be used for all DEA Exempt solutions from the same Reference Material Source and the same lot number.

7.2. Adding Evidence for Exempt Solutions

The **Rep** field must be filled in from the dropdown. A product number can be populated in the **Prod. #** field. The appropriate Reference Definition will be selected from the dropdown. The **Category** is set to a default for the Reference Definition and must be switched to “DEA Exempt”.

Example: The Category Reference Definition for delta-9-tetrahydrocannabinol is “Schedule 1” but the Category for a Certified Reference Material in solution is “DEA Exempt”. A “Material Usage Tracking Request” is automatically generated when a Reference Definition is selected. The “Material Usage Tracking Request” will be deleted for dilute solutions of Certified Reference Materials by highlighting “Material Usage Tracking” under the **Requested Service** field and selecting the  button to delete. Complete the “Initial Transfer” information and select **[Apply]**. Each ampoule or container will be assigned a system-generated Reference Material Number following entry of the information on the “**Evidence**” tab and a corresponding barcode label will be affixed to the ampoule or container.

7.3. Verification Documentation

Certificates of Analysis for the manufacturer’s lot will be scanned and stored in the Case Images directory associated with the Reference Number. DEA Exempt solutions will be verified as they are used and this documentation will be stored with the case record or as described in the Technical Procedures.

7.4. Material Usage Tracking

DEA Exempt solutions do not require Material Usage Tracking and will not have an associated “Request”.

7.5. Consumption

Dilute solutions are intended to be one time use and any remaining solution once the ampoule or container has been opened would be considered a working solution which is no longer part of the

LIMSRef Drug Reference Material Management System Operations Manual	Page 20 of 35	Revision June 24, 2016
Approved by CLD Manager	All Printed Copied Uncontrolled	Original

Reference Collection. The scientist removing an ampoule or container of DEA Exempt solution from the Reference Collection will transfer the Reference Material from the storage location to themselves via secure transaction and then to the “Consumed” storage location. This must be a secure transaction and a witness is not required.

LIMSRef Drug Reference Material Management System Operations Manual	Page 21 of 35	Revision June 24, 2016
Approved by CLD Manager	All Printed Copied Uncontrolled	Original

8. Add, Change, and Delete/Inactive Operations

Any additions to dropdowns or menus, changes to reference records or inactivating records or dropdown options will be done by the FLSB representative at ITD. All such requests will be submitted via work order (WO) addressed to ITD Help ITDHelp@wsp.wa.gov.

8.1. Changes to Reference Records

8.1.1. Deleting Reference Materials

In LIMSRef, Reference Material links to other fields such as requests, results, chains of custody, and other Reference Materials. Deleting Reference Materials can have serious repercussions. For example, if you delete a parent, the child, both chains of custody and any related results will also be deleted. For this reason, deleting Reference Materials can only be performed by LIMS Support.

Requests for deletions are sent to LIMS Support via the work order system. The employee requesting the deletion will include their immediate supervisor in the communication chain. If the deletion is due to an expungement, the request for deletion is preserved with the expungement order. The requestor will enter a note in the **Synopsis** field of the “**Case Info**” Tab to indicate that a deletion was requested. When the deletion occurs, another note in the **Synopsis** field will be entered by the person performing the deletion (e.g. LIMS Support, etc.) to indicate that the deletion occurred.

8.1.2. Chain of Custody Edits

Chain of custody edits for a given Reference Material will be performed by LIMS Support only. Requests for edits must be submitted via the work order system. The initiator will include their immediate supervisor in the communication chain. The initiator will enter a note in the **Synopsis** field of the “**Case Info**” Tab to indicate that an edit was requested. A note in the **Synopsis** field of the “**Case Info**” Tab will be recorded by the editor (i.e. LIMS Support, etc.) to indicate that a chain of custody edit occurred and that the work order is now complete. The initiator will also be notified via email.

8.1.3. Deleting Material Usage Tracking Requests

Material Usage Tracking requests recorded in the Request tab are not typically deleted unless special circumstances arise. A deletion removes all results entered for that request. Deletions are performed by the Program Admin or designee. A note is entered in the **Synopsis** field of the “**Case Info**” Tab to indicate that a deletion was done. The note must indicate the following: the date of deletion, the person performing the deletion and a brief explanation for the deletion.

8.2. Work Order Handling and Format

A work order can be submitted by both Scientists and/or Program Admin for the following:

LIMSRef Drug Reference Material Management System Operations Manual	Page 22 of 35	Revision June 24, 2016
Approved by CLD Manager	All Printed Copied Uncontrolled	Original

- Delete Reference Material
- Add/Change/Delete Chain of custody

A work order shall be created by the Program Admin for the following functions:

- Add/Change/Inactivate Reference Definition
- Add/Change/Inactivate Reference Material Source
- Delete Reference Material
- Add/Change/Delete Report
- Add/Change/Delete Storage Locations
- Other administration function requests

Work Orders (WO) will be addressed to ITD Help ITDHelp@wsp.wa.gov.

Functionalities	Permission	Work Order Submitter	Examples
Add/Change/Inactivate Reference Definition	System Admin	Program Admin	This WO is for LIMSRef. Please assign to [ITD staff name] Please add the following new Reference Definition. Name: SYN: CAS#: Formula: Inventory Category:
Add/Change/Inactivate Reference Material Source	System Admin	Program Admin	This WO is for LIMSRef. Please assign to [ITD staff name] Example as: Please add the following new Source Manufacture. Name: Applied Science Labs, Inc. Type: Vendor
Add/Change/Delete Source Representative	Program Admin		
Delete Reference	System Admin	Program Admin	This WO is for LIMSRef. Please assign to [ITD staff name] Please delete Reference RX-XXXX
Delete Reference Image	Program Admin		
Delete Material Usage Tracking	Program Admin		
Delete Reference Material	System Admin	Program Admin & Scientist	This WO is for LIMSRef. Please assign to [ITD staff name] Please delete Reference Material RX-XXXX-XX

Add/Change/Delete Chain of custody	System Admin	Program Admin & Scientist	This WO is for LIMSRef. Please assign to [ITD staff name] Example as: Please change the 9/1/2015 10:59:02 AM COC location from E09 to 3S-E09 for RX-XXXX-01
Add/Change/Delete Report	System Admin	Program Admin	
Add/Change/Delete Storage Location	System Admin	Program Admin	This WO is for LIMSRef. Please assign to [ITD Staff name] Example as: Please add the following storage location. Location: Layer 1: Layer 2: Layer 3: Loc_Description:

9. Reports

Numerous reports are available in LIMSRef. The reports are grouped into the following four types:

No.	Report Type	Description
1	Default Report	The report has a default name and location. The default report name, will be called by LIMSRef, cannot be changed. The default report location is specified through LIMSRef Administration System Default function
2	Configurable Report	The report name and location are specified through LIMSRef Administration Department Service function.
3	Specialized Report	The report has a default name and location but also has to be specified through LIMSRef Crystal Reports Configurable Reports function. The default report name, will be called by LIMSRef, cannot be changed.
4	Custom Report	The report name and location are set through LIMSRef Crystal Reports Configurable Reports function.

The following describes the report and its functionality.

9.1. Default Report

Report Name	Description
<i>Case Info Report</i>	<p>A summary report of the general information about the Reference including Reference Material Source information, verification information, usage tracking (except for Certified Reference Materials) and Reference Material list (for Certified Reference Materials).</p> <p>This report can be accessed by right clicking at the “Case Info” tab on a Reference and selecting “<i>Case Info Report</i>” or by the “Case” tab on the upper menu and selecting “<i>Case Info Report</i>”.</p>
<i>Case COC Report</i>	<p>A summary report of the entire chain of custody of all the Reference Materials from receipt to destruction/consumption status.</p> <p>This report can be accessed by right clicking at the “Case Info” tab and select the “<i>Case COC Report</i>” or by the “Case” tab on the upper menu and selecting “<i>Case COC Report</i>”.</p>
<i>Evidence Report</i>	<p>A report of the Reference Material basic, extended, and COC info. This report can be accessed by right clicking at the “Evidence” tab and select the “<i>Evidence Report</i>” on the “Evidence Menu”.</p>
<i>Evidence Receipt</i>	<p>It is the receipt and contains the transfer out information for the Reference Material. This report can be accessed through the Transfer function.</p>
<i>1st/2nd Transfer Receipt</i>	<p>It is the 1st and 2nd receipt for the transfer of the Reference Material. This report can be accessed through the Transfer function.</p>

9.2. Configurable Report

Report Name	Description
<i>Material Usage Tracking Report</i>	This report will list the usage information recorded in the “Material Usage Tracking” request and can be accessed by using the “Print Final Report” from the “Requests” tab.

9.3. Specialized Report

Report Name	Description
<i>Outbound Evidence Receipt</i>	It is the receipt and contains the transfer out information for the Reference Material. This report can be accessed through the Transfer function.

9.4. Custom Report

For local accessibility and speed, LIMSRef and report templates reside on the local server of each crime lab. A report is added into LIMSRef with a report name and an associated report template for Custom Reports. The name of a Custom Report was added with lab prefix (i.e., SPO, KEN, etc.) and associated report template on its local server.

For example, the report template for “Reference Material Finder” is *REF_MATERIAL_FINDER.RPT*. It will be added into the database for each lab with lab prefix and point to the local server as listed in the following table.

Lab	Report Name	Report Template Path
Kennewick	<i>KEN_Reference Material Finder</i>	\\WSPAPKENLIMSX\...\REF_MATERIAL_FINDER.RPT
Marysville	<i>MAR_Reference Material Finder</i>	\\WSPAPMARLIMSX\...\REF_MATERIAL_FINDER.RPT
Tacoma	<i>TAC_Reference Material Finder</i>	\\WSPAPTAACLIMSX\...\REF_MATERIAL_FINDER.RPT
Seattle	<i>SEA_Reference Material Finder</i>	\\WSPAPSEALIMSX\...\REF_MATERIAL_FINDER.RPT
Spokane	<i>SPO_Reference Material Finder</i>	\\WSPAPSPOLIMSX\...\REF_MATERIAL_FINDER.RPT
Vancouver	<i>VAN_Reference Material Finder</i>	\\WSPAPVANLIMSX\...\REF_MATERIAL_FINDER.RPT

The following is a list of custom reports:

Report Category	Report Name	Description
Analysis	<i>Reference Definition Setting</i>	List all Reference Definitions and their Reference Material Category for a selected lab.
	<i>Reference Material</i>	A Reference name is selected from the list to create a report.

LIMSRef Drug Reference Material Management System Operations Manual	Page 26 of 35	Revision June 24, 2016
Approved by CLD Manager	All Printed Copied Uncontrolled	Original

	<i>Finder</i>	It lists which labs contain the Reference Material information in their inventory.
Evidence Receipt	<i>Outbound Receipt (On Demand)</i>	A receipt contains who released Reference Material from one lab and who received the Reference Material in another lab. The Reference Material Number must be entered to generate the report.
	<i>Transfer Receipt</i>	The user must entire the Reference Number including place holding zeros to generate a report which lists all the transfers for its Reference Materials. From this report a link can be selected to print a detailed report for each Reference Material transfer transaction. The generated report has an area for signatures of the releasing and receiving individuals if hard copies of transfer documentation with signatures are needed.
Management	<i>View Document (smart)</i>	Generates a report for the local lab of all the documents stored in the DOC Reference Number (e.g. R2-DOC for Spokane Lab). A specific time frame can be selected or for a report showing all stored documents with no specific time range select “No Lower Value” for the “Start of Range” and select today’s date for the “End of Range”.
	<i>View Material</i>	The lab is selected and one of the following options is selected to generate a report of all Reference Materials in the inventory sorted by the selected option: <ul style="list-style-type: none"> ▪ Category ▪ ID ▪ Location ▪ Location (for auditing) – report has a column for documenting the weight of the Reference Material in the Reference Collection at the time of the audit ▪ Name ▪ Consumed ▪ Destroyed A specific time frame can be selected or for a report showing all Reference Materials with no specific time range select “No Lower Value” for the “Start of Range” and select today’s date for the “End of Range”.
	<i>View Material by Location (smart)</i>	The local lab is defaulted in this report. A specific storage location or “ALL” for the entire collection is selected and For Auditing is set to “Yes” or “No”. “Yes” will generate a report with a column for manually entering audit weights for each Reference Material. “No” will generate a report that includes the category, type, date opened and expiration date.
	<i>View Reference</i>	The lab is selected and the user may generate a report sorted by the following options: <ul style="list-style-type: none"> ▪ Category ▪ Expiration Date

		<ul style="list-style-type: none"> ▪ ID ▪ Name ▪ Source ▪ Type <p>A specific time frame can be selected or for a report showing all References with no specific time range select “No Lower Value” for the “Start of Range” and select today’s date for the “End of Range”.</p>
	<i>View Reference (smart)</i>	<p>This is defaulted to the local lab and allows the user to generate a report sorted by the following options:</p> <ul style="list-style-type: none"> ▪ Category ▪ Expiration Date ▪ ID ▪ Name ▪ Source ▪ Type
	<i>View Reference by Type (smart)</i>	<p>This is defaulted to the local lab and allows the user to generate a report sorted by the following options:</p> <ul style="list-style-type: none"> ▪ Document ▪ Training Aid ▪ Proficiency ▪ Secondary ▪ Primary ▪ Certified Reference Material ▪ Dilute Solution ▪ Other
	<i>View Reference with Expiration Date (smart)</i>	<p>Generates a report for the local lab of all Reference with an expiration date. “No upper value” should be selected for the “End of Range”.</p>
Program Admin	<i>LIMSREF Report List</i>	A summary of all reports available under each “Report Category”
	<i>LIMSRef Users and Roles</i>	Allows the user to select ALL or a specific lab to create a report of users and their LIMSRef roles.
	<i>REF_Barcode_Storage</i>	Generates a report of all LIMSRef storage locations in a selected lab.
	<i>REF_Barcode_Storage (smart)</i>	Defaulted to the local lab and allows the user to generate a page of barcode labels with variable levels of storage locations.
	<i>REF_Barcode_Storage_Avery</i>	Generates a report which can be printed on standard three-column Avery labels of all LIMSRef storage locations in a selected lab.
	<i>REF_Barcode_User</i>	Generates a report for all LIMSRef users in a selected lab.
	<i>REF_Barcode_User_Avery</i>	Generates a report which can be printed on standard three-column Avery labels of all LIMSRef users in a selected lab.
	<i>Reference Material</i>	Generates three different reports about the Reference

	<i>Source Info</i>	Material Sources <ul style="list-style-type: none"> ▪ Source List ▪ Active Source Type Setting Report ▪ Active Source Setting Detail Report
	<i>Storage Location Settings</i>	Lists the storage location setting for a selected lab.
System Admin	<i>Lab Option Settings</i>	A Summary report of the “Lab Option Settings” for all labs
	<i>Ref Definition Setting All Labs</i>	A Summary report of the Reference Definitions for all labs

10. Document Storage

The “DOC” Reference Number is a specialized place to record general Reference Collection documents for the lab. These documents include manual audit reports, reports from audits with the Recon Tool, licenses, etc. “DOC” Reference Numbers will be designated as R<num>-DOC. For example Spokane Lab documents would be R2-DOC.

Documents that are not directly associated with a specific Reference Material but are related to the Reference Collection as a whole shall be stored in “DOC” Reference Number.

The Case Images directory will be used for storage of these documents and folders should be organized by years for recurring documents such as Audit Reports. Individual documents in folders should be clearly labeled to indicate their content. No evidence or requests will be created for “DOC” Reference Number.

LIMSRef Drug Reference Material Management System Operations Manual	Page 30 of 35	Revision June 24, 2016
Approved by CLD Manager	All Printed Copied Uncontrolled	Original

11. Auditing

Auditing the Reference Collection can be performed manually with a report generated from Crystal Reports to document the weights of the Reference Material or by use of a bar code scanner and the Recon Tool for auditing without weighing of the Reference Material. The Recon Tool is an Excel based workbook used to reconcile scanned Reference Material barcodes with the documented storage locations in the LIMSRef database.

11.1. Manual Audit with Weight Recording

The “*View Material by Location (smart)*” report will be used for auditing. Highlight the report and select **[Print]**. Select “ALL” for the “Location” and “Yes” for the “For Auditing” to print the auditing report with a column for documenting the weight of the Reference Material.

When the audit is complete the signed Audit Report and IOC documenting the audit will be scanned and saved in the imaging module under the lab’s specific “DOC” Reference Number.

11.2. Audit with Recon Tool

Open the recon tool “REFRecon Workbook”. The current date will be pre-populated. Select the laboratory to be audited and the laboratory representative. The “Check Storage” or “Check Possession” option must be selected. If “Check Storage” is selected a location must be selected from the “Storage” dropdown list and a sub-location may be selected from the “Location” dropdown list. If “Check Possession” is selected a staff member must be selected from the “Staff” dropdown list.

Scan the barcode labels from each Reference Material for the selected storage location. The report will indicate which References Materials are correct and which are missing from the selected storage location. This process will be repeated for each storage location. The reports for each location will be printed. These reports and the IOC documenting the audit will be scanned and saved in the imaging module under the lab’s specific “DOC” Reference Number.

LIMSRef Drug Reference Material Management System Operations Manual	Page 31 of 35	Revision June 24, 2016
Approved by CLD Manager	All Printed Copied Uncontrolled	Original

Appendix A – Terminology and Definitions

LIMSRef	LIMS-plus	Definition
ACN	ACN	ACN is “Agency Case Number” in LIMS-plus. It is used as Reference Material Source Lot Number in LIMSRef.
CAS		A CAS Registry Number , also referred to as CASRN or CAS Number , is a unique numerical identifier assigned by Chemical Abstracts Service (CAS) to every chemical substance described in the open scientific literature
COC	COC	It is the Chain of Custody for a Reference Material item
Certificate of Analysis		It is a document issued by Quality Assurance that confirms that a regulated product meets its product specification. They commonly contain the actual results obtained from testing performed as part of quality control of an individual batch of a product.
Certified Reference Material		Reference material characterized by a metrologically valid procedure for one or more specified properties, accompanied by a certificate that provides the value of the specified property, its associated uncertainty, and a statement of metrological traceability.
DEA Exempt		Exempt chemical preparations contain either a narcotic or nonnarcotic controlled substance and one or more adulterating or denaturing agents in such a manner, combination, quantity, proportion or concentration, that the preparation or mixture does not present any potential for abuse.
Item Number	Inventory No	The unique ID within the Reference Example: “01” in R2-0123-01
IOC		Interoffice Communication (IOC) is a form of correspondence that is used as an exchange of written messages within an organization.
Reference	Case	It includes controlled substances, legend drugs or marijuana products which are intended to be used for quality assurance and quality controlled purposes in the Materials Analysis Section. It may be used as primary reference material, secondary reference material, training material, and paraphernalia. The information with its properties of name, vendor, Source Lot#, date received, etc. is entered into LIMSRef with a unique identifier. Each Reference has its own Reference Number. References with the same name and source lot # shall be entered as a separate Reference.
Reference Collection		References retained by the Controlled Substances Sections in WSP Crime Laboratory. Refers to all the References entered in LIMSRef for the lab.

Reference Data		Any documentation related to the verification of Reference Material to include Certificates of Analysis, laboratory generated data, published spectra, etc.
Reference Definition	Evidence Kit	It refers to the attributes (name, synonyms, CAS number and molecular formula) for a Reference.
Reference Material	Evidence	It refers to the physical substance, which has been entered as an item for LIMSRef Reference, with weight or quantity. It also has classification information and disclosed chemical substance information properties. A subdivided Reference Material item can be added as a child item from the parent Reference Material item in the Reference.
Reference Material Category	Evidence Type	It is the classification of the controlled substance. Currently defined Reference Material Category includes: <ul style="list-style-type: none"> • Analog • Chemical • Legend Drug • Non-Controlled • Paraphernalia • Watched • Schedule 1-5 • DEA Exempt
Reference Material Number	Evid. Number	It is the unique number to identify the Reference Material Example: R2-0123-01
Reference Material Source	Agency	Refers to the manufacture, company, institute, lab, or another law enforcement agency who provides the Reference Material.
Reference Number	Case Number	It is the unique number to identify the Reference in LIMSRef. Example: R2-0123
Reference Material Usage Tracking	Request	It is the usage tracking records for the Reference Material.
Reference Type	Offense	Currently defined Reference Type includes: <ul style="list-style-type: none"> • Document • Training Aids • Proficiency • Secondary • Primary • Dilute Solution • Certified Reference Material • Other
SDS		Safety Data Sheets (SDS) include information such as the properties of each chemical; the physical, health, and environmental health hazards; protective measures; and safety precautions for handling, storing, and transporting the chemical.
Source Lot #		An identification number assigned to a particular quantity or lot of information from a single manufacturer.
Verification Data		Reviewable molecular structural data generated by in-house instruments used to authenticate the chemical identity of the Reference Material.

Appendix B - User Roles

There are five security roles types defined in LIMSRef as:

- 1) Scientist
- 2) Program Admin
- 3) System Admin
- 4) Guest
- 5) Auditor

Each security role has a set of defined permissions to LIMSRef functionalities. The Materials Analysis Chemistry Technical Lead and one other designee will be assigned as Program Admin to do the following:

- a. Add/Change/Inactivate Source Representative
- b. Delete Reference Image
- c. Delete Material Usage Tracking – LIMSRef Scientists may delete “Material Usage Tracking” for DEA Exempt Reference Materials and itemized Reference Materials for transfer between crime laboratories. Any other “Material Usage Tracking” will only be deleted or altered by a Program or System Admin.
- d. Other administration requests

The following table lists the defined access rights for each security role type.

Functional Area	Guest	Scientist	Program Admin	Auditor	System Admin
Reference Definition (Evidence Kit)	View	View	View	View	Add/Change/Inactivate
Source Manufacture (Agency)	View	View	View	View	Add/Change/Inactivate
Source Representative (Agency Rep)	View	View	Add/Change/Inactivate	View	Add/Change/Inactivate
Reference Material (Case)	View	Add/Change	Add/Change	View	Add/Change/Delete
Reference Image (Case Image)	View	Add/Change	Add/Change/Delete	View	Add/Change/Delete
Material Usage Tracking (Request)	View	Add/Change	Add/Change/Delete	View	Add/Change/Delete
Inventory Item (Evidence)	View	Add/Change	Add/Change	View	Add/Change/Delete
Chain Of Custody (COC)	View	View	View	View	Add/Change/Delete
Report	View	View	View	View	Add/Change/Delete

Appendix C - Barcode Label Information

LIMSRef uses 1.25" x 0.375" (with edge 1" x ½") custom label, product # y1110483, from The Brady Companies. There are 1000 labels per roll and the label price is based on the quantity ordered. Please contact the Toxicology Lab for a consolidated reorder.

LIMSRef Drug Reference Material Management System Operations Manual	Page 35 of 35	Revision June 24, 2016
Approved by CLD Manager	All Printed Copied Uncontrolled	Original