



Maine State Police Crime Laboratory

Facilities

1. **Scope**

The laboratory will maintain facilities that will be safe and will not adversely affect the quality of the tests performed. Environmental conditions which can influence the quality of results will be addressed in section policies or methods. BGS (Bureau of General Services) maintenance staff addresses maintenance and repair of facility functions such as lighting, heating, cooling, etc.

2. **Building Criteria**

- 2.1 Employees will have workspace appropriate for the job to be performed.
- 2.2 Space will be provided near work areas and instrumentation to allow for storage of supplies, accessories, equipment, and tools.
- 2.3 The laboratory will allocate space for long and short-term storage of records, and for reference works and other literature.
- 2.4 Laboratory areas will be designed and maintained to encourage efficient work flow.
- 2.5 Laboratory spaces will have air flow to maintain a safe working environment and to minimize or prevent cross contamination.
- 2.6 Effective separation will be provided between neighboring areas in which there are incompatible activities.
- 2.7 Exhaust hoods and biological safety cabinets will be provided and will have sufficient airflow to provide a safe environment and to minimize or prevent cross contamination. Minimally, the exhaust hoods and biological safety cabinets will be tested annually.
- 2.8 Work areas will have lighting sufficient to allow for effective evidence examinations. If additional lighting is needed for evidence examinations, portable lighting is available.
- 2.9 Adequate plumbing and wiring will be available and accessible for all tasks.
- 2.10 Heating, cooling, humidity control and general ventilation should be maintained at a generally accepted level of comfort.
- 2.11 A fire detection system must be in place.
- 2.12 Measures shall be taken to ensure good housekeeping. Special procedures shall be prepared where necessary and addressed in section policies or methods.

3. **Maintenance Requests**



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- 3.1 Maintenance requests will be addressed through the laboratory receptionist or the Laboratory Sergeant and will be logged into the BGS online system.
 - 3.1.1 Any after-hours or emergency maintenance requests can be addressed by calling the BGS phone number.
- 3.2 Any maintenance requests that will result in a fee charged to the laboratory will be approved by the Laboratory Director.
- 4. **Lean**
 - 4.1 The laboratory strives to maintain a Lean working environment.
 - 4.2 The laboratory will schedule Lean 5S events of physical and virtual spaces as needed.
 - 4.3 Items that have been earmarked for surplus or disposal may be placed in laboratory's fourth garage bay. The Laboratory Sergeant should be notified of items placed in the garage. Alternatively, smaller items may be brought directly to the Laboratory Sergeant.
 - 4.4 Electronic equipment requires special disposal and may not be discarded directly into garbage bins.