Maine State Police Crime Laboratory

Purchasing

1. Scope

This document outlines the policies regarding purchasing services and supplies.

2. General Laboratory Supplies

2.1 The laboratory utilizes a Kanban purchasing system which allows the laboratory to determine and maintain a minimum working level of supplies. This working level should be set so that the laboratory does not stock excess or expired supplies nor should the laboratory run out of a supply.

2.2 The stock levels of the general laboratory supplies are maintained in a central storage location within the laboratory. Each laboratory space will also maintain a reasonable level of the necessary supplies for daily work.

2.3 A Forensic Chemist Technician is assigned the duties of maintaining the levels of general laboratory supplies within the laboratory spaces as well as the central storage location.

2.4 Each section is responsible for maintaining Kanban cards relevant to the section and ordering section specific supplies.

2.5 The Kanban card will contain enough pertinent information to ensure that the proper items will be re-ordered.

2.6 When the new general laboratory items are received, the Office Associate will place the Kanban card with the supplies to be restocked.

2.7 The Forensic Chemist Technician will be responsible for restocking the central supply storage location.

2.8 Requests to change general laboratory supplies should be addressed with the requestor's supervisor. The supervisor will address any necessary changes with the Forensic Chemist Technican.

3. Evaluation of Supplies

3.1 If a supply, reagent, or consumable could affect the reliability of the work product of the laboratory or the quality control measures, the supply, reagent, or consumable must first be evaluated prior to being used for forensic casework.

3.2 Each section will define in the relevant method:

3.2.1 If a supply being used for the method should be evaluated prior to use in forensic casework.

3.2.2 How the evaluation should be conducted.

3.2.3 What criteria the supply must meet.

3.2.4 What the remedies are if the supply does not meet the criteria.

3.3 The evaluation could be an acceptance of the manufacturer's specifications, manufacturer's certificate of analysis, or an internal evaluation.

3.4 Each Section Supervisor is responsible for maintaining documentation of these evaluations.

3.5 Kanban cards for section specific supplies will be the responsibility of each Section Supervisor or designee.

3.6 For the purposes of ordering, the Kanban cards must include any required standard specifications to ensure that the proper items are purchased.

3.7 Requests to change the products or quantities ordered should be addressed to the Section Supervisor. If changes are made the Section Supervisor will ensure that the Kanban cards are changed accordingly.

3.8 Each section is responsible for purchasing section-specific supplies. The Section Supervisor or designee will approve purchases of supplies prior to submitting the purchasing documentation to the Director for final approval.

3.9 Upon receipt of supplies, the individual unpacking the supplies must ensure that the items received meet the ordering specifications on the Kanban card. Packing slips will be initialed and dated to indicate that the supplies received are appropriate. If the contents do not meet the specifications on the Kanban card, the Section Supervisor will be consulted for guidance.

4. Critical Supplies

4.1 A consumable, service, instrument, or supply is considered critical if the laboratory has determined through empirical studies or routine practice that the consumable, supply, instrument, or service must be tested or validated with standard or reference material controls before use on forensic casework samples. The relevant policy or method will specify the approved vendor for items that are considered critical. Designation of a particular vendor means that the product has been shown to be satisfactory and the vendor is approved by the laboratory. If alternative vendors are acceptable, the policy will note the alternative vendor.

4.2 Whenever possible, the laboratory will use an accredited vendor for critical services or supplies and the laboratory will maintain a copy of the accreditation certificate of the vendor.

4.3 If an accredited supplier is not available, the laboratory will evaluate the supplier to ensure that product meets the needs of the laboratory. The Section Supervisor will retain a record of the evaluation.

4.4 Critical reagents prepared in-house must include the identity and amount of each of the starting materials, the date of preparation, the name of the person preparing the reagents, and whatever tests were prepared to demonstrate the efficacy of the reagent.

5. Sub-contracting

5.1 In the event the laboratory needs to sub-contract work, including analysis of database samples, the laboratory will select a laboratory that is in compliance with ISO 17025 and the Quality Assurance Standards for DNA Laboratories, when relevant. If available, the sub-contracting laboratory will be accredited by an accrediting body that is signatory to the ILAC Mutual Recognition Arrangement with a scope of accreditation that covers the services being sub-contracted.

5.2 Any requests to approve a vendor for sub-contracting must be approved by the relevant Section Supervisor, Quality Manager, and Laboratory Director. Once a vendor is approved they will be included in a register of approved contractors. This register will be located in Paradigm.

5.3 The laboratory will comply with all state purchasing requirements when selecting contractors.

5.4 Prior to awarding any contract, the potential vendor must, if requested, permit laboratory staff to inspect their facilities and perform a suitable audit to verify the facility's

capability to meet the scope of work as outlined in the contract. Additionally, the potential vendors may be required to demonstrate their ability to perform analyses as specified in the contract.

5.5 The potential vendor must participate in a proficiency testing program using a ANAB approved test provider. Each examiner employed by the contractor to work on the contract will participate in the proficiency testing program as required by ANAB.

5.6 The laboratory will conduct quality assurance checks on the work performed by the contractor. The laboratory will do one or both of the following:

5.6.1 Re-analyze a minimum of 5% of the samples analyzed by the contractor to compare results.

5.6.2 Submit quality assurance samples for analysis.

5.6.3 Any discrepancies will be corrected to the satisfaction of the laboratory at no cost to the laboratory.

5.7 The laboratory is responsible to the customer for the sub-contractor's work, except in the case where the customer or a regulatory authority specifies which sub-contractor is to be used.

5.8 The contract laboratory will report results directly to this laboratory. The laboratory will then forward the report to the customer.

6. Agency Purchase Orders

6.1 Agency Purchase Orders may be used for amounts totaling less than $5,000.00. Once the necessary information requested is filled out on the form, the Laboratory Director or designee must sign the purchase order.

6.2 The form can then be mailed or faxed to the appropriate vendor and filed in the reception area.

7. Contract Release Purchase Orders

7.1 Contract Release Purchase Orders are used for items under contract with the state and are completed electronically in Advantage-ME. The Laboratory Director and Support Services Major must approve contract release purchase orders.

8. Purchase Requisitions

8.1 Purchase Requisitions are used for amounts totaling over $5000 to purchase items not under contract. Purchase Requisitions are performed online via Advantage-ME. The Laboratory Director and Support Services Major must approve purchase requisitions.