



**Office of the Medical Examiner
Division of Forensic Services**

Public Safety Center

1194 Prospect Avenue • Westbury, NY 11590 • 516-571-9700

<https://www.nassaucountyny.gov/1687/Division-of-Forensic-Services>

TO: Laboratory User Agencies

FROM: Office of the Medical Examiner, Division of Forensic Services

DATE: 11/30/22

RE: Simplified Reports

The reports issued by the Division of Forensic Services are required by accreditation standards found in ISO/IEC 17025:2017 to contain specific content. When agreed with the customer, accreditation requirements allow for the issuance of simplified reports. To maintain the format of the Laboratory Report(s), the applicable requirements and the laboratory’s proposals in the table below will be the terms of this agreement. By utilizing the laboratory’s services, you acknowledge and agree to the following in relation to the format of the laboratory report.

General Report Requirements	
Requirement	Proposal (Current Practice)
ISO 17025:2017 - 7.8.2.1 e)	The name of the submitting agency (precinct, command, etc.) will be listed on the laboratory report. Since laboratory reports are distributed electronically, the address of the submitting agency will not be listed.
ISO 17025:2017 - 7.8.2.1 i)	The date(s) of testing will be captured in the case record.
ISO 17025:2017 - 7.8.2.1 l)	A statement to the effect that results in the laboratory reports relate only to (or are based on) the actual items tested or sampled will be included when relevant.
ISO 17025:2017 - 7.8.2.1 n)	By submitting evidence, the customer agrees to any additions, deviations, or exclusions from laboratory methods. If these occur, they will be documented in the case record.
Sampling Reports	
Requirement	Proposal (Current Practice)
ISO 17025:2017 7.8.5 a)	The date(s) of sampling will be captured in the case record.
ISO 17025:2017 and ANAB 3125 - 7.8.5 d) (.1)	The statistical sampling plan and sampling method is referenced as “statistical sampling” in the laboratory report with the inclusion of a single/overall confidence level for the corresponding inference(s). Details regarding the sampling plan

	and method, such as the type of probability distribution, will be recorded in the case record.
Reporting Opinions and Interpretations	
Requirement	Proposal (Current Practice)
ISO 17025:2017 - 7.8.7.1	The basis upon which the opinions and interpretations have been made will be documented in the case record.
ISO 17025:2017 -7.8.7.3	Opinions and interpretations that are directly communicated by dialogue with the customer will be recorded in the case record (case contacts).

REFERENCES

ISO/IEC 17025 General Requirements for the Competence of Testing and Calibration Laboratories, Third edition, 2017-11.

ANAB ISO/IEC 17025:2017 – Forensic Science Testing and Calibration Laboratories Accreditation Requirements, AR 3125, 2019-04-29.