

Alaska Scientific Crime Detection Laboratory

DNA Quality Assurance Manual

Issued: 05/31/2011
Effective: 07/01/2011

Version: DNAQAM2011 R0
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Appendix B

ARCHIVED 10/21/2011



State of Alaska Department of Public Safety

Sean Parnell, Governor
Joseph A. Masters, Commissioner

To: Orin Dym 
Forensic Laboratory Manager
Dale Randolph Bivins 
Laboratory Quality Assurance Manager

Cc: Michelle Collins 
Laboratory CODIS Administrator

Date: 11 September 2009

Subject: Technical Manager Contingency Plan
Reference: FBI QAS Audit document and checklist – 01 July 2009 version

In accordance with Standard 4 (organization and management), which requires a documented contingency plan that is approved by laboratory management if the technical leader / manager position is vacated, I am forwarding this memorandum for your information and consideration.

Michelle Collins, our current laboratory CODIS administrator and DNA section supervisor is a qualified DNA casework analyst as well. She satisfies the educational requirements and forensic laboratory experience needed to assume the DNA technical leader / manager responsibilities in the event that I, the current technical manager, should vacate my position.

If neither Michelle nor I can serve in this capacity, and another qualified candidate (minimum education and experience requirements as defined by the FBI QAS audit document) is unavailable to assume this responsibility, the FBI's NDIS Custodian shall be notified of such vacancy and provided with the laboratory's contingency plan with 14 days of the vacancy. This notification shall be done using "Notification Form for Technical Leader Contingency Plan" – Appendix B (attached for your reference) of the QAS audit document..

Suggested contingency plan:
A senior level casework analyst may be appointed to serve in this capacity for a period of up to eight months. If a suitable technical manager is not identified within this timeframe, the laboratory management shall notify the FBI's NDIS Custodian of the situation and request an extension of the acting technical manager's tenure.

Please let me know if we need to discuss this matter before finalizing a formal plan for QA / audit purposes.
Thank you.


Abirami Chidambaram
Technical Manager – DNA section

Alaska Scientific Crime Detection Laboratory
5500 E. Tudor Road - Anchorage, AK 99507 - Voice (907) 269-5740 - Fax (907) 338-6614
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APPENDIX B – Notification Form for Technical Leader Contingency Plan

To be completed by the laboratory only in the event of a vacancy in the technical leader position when there is no qualified individual available to serve as the technical leader.

This form shall be used to document various actions relating to a vacancy in the technical leader position in the event that the laboratory does not have an individual qualified to serve as technical leader of the laboratory. Under those circumstances, in accordance with the FBI Quality Assurance Standards, the FBI's NDIS Custodian shall be notified of such vacancy and provided with the laboratory's contingency plan within 14 days of the vacancy.

Date technical leader position vacated	Date FBI contacted	Name of FBI personnel contacted	Date contingency plan submitted to the FBI (must be within 14 days of the vacancy)	Date FBI approval received

Contingency plan attached:

FBI conditions for approval attached, if applicable:

Date new database analysis started:

Laboratory: _____

Signed by: _____
(Name and Signature of Person Completing Form)

Date: _____