

Section 5 Equipment, Supplies, and Services

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5.0 Equipment, Supplies, and Services

5.1 Equipment

All equipment in the unit is maintained in proper working order, and can achieve the accuracy required for the test methods. General requirements for equipment are contained in the *Quality Manual*. If instruments are new, suspected of being defective, have been repaired, shut down, or have been out of the laboratory's control, consult the *Quality Manual* for required action.

If an instrument or other equipment is not functioning or is performing outside of the required specifications, an "Out of Service" sign shall be placed on the instrument or equipment. The device will not be used until proper function is verified.

For non-NIBIN equipment, refer to the FAU Equipment Verification folder in the FAU P drive for calibration schedules, maintenance schedules, general use instructions, and instructions for handling, transport, and storage. Records of service, cleaning and calibration performed by outside vendors on non-NIBIN equipment and reference standards are maintained in the Equipment Verification Control Record and the Superior Scientific Record, which are stored in a supervisor's office.

5.1.1 Instruments

NIBIN/IBIS Equipment

Type:	Acquisition Unit
Instrument Make/Model:	IBISTRAX HD3D Brasstrax Model FGOOD – 15800-XX
Unique ID/Name	BRTXR0000708
Location	Room 332/332B
Verification Work Instruction	WI FAU-006
Verification Location	NIBIN System Performance Check BRX1 Log Book

Type:	Acquisition Unit
Instrument Make/Model:	IBISTRAX HD3D Brasstrax Model FGOOD – 15800-XX
Unique ID/Name	BRTXR0000757
Location	Room 332/332B
Verification Work Instruction	WI FAU-006
Verification Location	NIBIN System Performance Check BRX2 Log Book

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Type:	Acquisition Unit
Instrument Make/Model:	IBISTRAX HD3D Brasstrax Model FGOOD – 15800-XX
Unique ID/Name	BRTX00000896
Location	Room 332/332B
Verification Work Instruction	WI FAU-006
Verification Location	NIBIN System Performance Check BRX3 Log Book

Type:	Acquisition Unit
Instrument Make/Model:	IBISTRAX HD3D Brasstrax Model FGOOD – 15800-XX
Unique ID/Name	BRTX00000888
Location	77 th Community Police Station Room 121
Verification Work Instruction	WI FAU-006
Verification Location	NIBIN System Performance Check Site 384 BRX1 Log Book

Type:	Acquisition Unit
Instrument Make/Model:	IBISTRAX HD3D Bulletrax Model FGOOD-17800-XX
Unique ID/Name	BULTX2101
Location	Room 332/332B
Verification Work Instruction	WI FAU-006
Verification Location	NIBIN System Performance Check BUX1 Log Book

NIBIN/IBIS Equipment (BRASSTRAX-3D & MATCHPOINT-Plus (+)) workstations are serviced by outside contractors either in-person or remotely. Contact Ultra Electronics Forensic Technology for most current software version, firmware version, specifications, maintenance schedule, maintenance log, calibration interval and calibration criteria.

Equipment information about non-NIBIN/IBIS instruments is contained in the FAU Equipment Verification folder stored on the FAU P drive.

5.1.2 Reference Standards

Equipment information about reference standards is contained in the Equipment Verification folder stored on the FAU P drive.

5.1.3 Reference Collections

Reference collections are not used in the FAU.

5.1.4 Reference Materials

Reference materials are not used in the FAU.

5.1.5 Reagents

Equipment information about reagents is contained in the FAU Chemical and Reagent Log, stored on the FAU P drive.

Each chemical reagent must be checked with a positive control before initial use on casework. The positive control check is documented on the bottle and in the FAU Chemical and Reagent Log.

When a reagent/chemical is being transferred from a source container, the new storage container must be labeled with the source identifier (i.e. FAU#), initials and serial number of the person performing the transfer, date transferred, expiration date, and hazard label.

5.2 Equipment That Does Not Affect the Validity of the Laboratory's Test Results (i.e. does not alter test results by indirect or intangible means)

5.2.1 Instruments

FAU utilizes instruments that do not affect the validity of the Laboratory's test results. Such instruments include:

- Balances
- Trigger Pull Weights
- Tape Measures
- Calipers
- Micrometers
- Steel Rules
- Stage Scales
- Measuring Projector
- Comparison Microscope
- Stereomicroscope
- IBISTRAX HD3D Matchpoint

Information about these instruments is contained in the FAU Verified Equipment Master list stored on the FAU P drive. Records of service, cleaning and calibration performed by outside vendors on non-NIBIN instruments are maintained in the Equipment Verification Control Record and the Superior Scientific Record, stored in the supervisor's office.

For additional information regarding verification of the measuring instruments see WI FAU-005 Instrument Verification.

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5.2.2 Reagents

FAU utilizes reagents that do not affect the validity of the Laboratory's test results. Information about these reagents is contained in the FAU Chemical and Reagent Log, stored on the FAU P drive.

5.2.3 Research and Training Collections

FAU Firearms Collection

The FAU Firearms Collection is a compilation of firearms used primarily for training; however, they may also be accessed by experienced examiners for research purposes. The FAU Firearms Collection is located in room 329, which is secured by card access door lock. Each firearm in the FAU Firearms Collection is assigned a unique barcode number and described in a database maintained in the Gun Collection folder in the FAU P drive. Firearms borrowed from the FAU Firearms Collection for use by FAU personnel are documented on the FAU Firearms Collection Sign In/Out Record, which is stored in room 329. Firearms borrowed from the FAU Firearms Collection by non-FAU staff members are recorded in the Firearms Sign In/Out Record for non-FAU Personnel, which is stored in a supervisor's office.

FAU Library Collection

The FAU Library Collection is a compilation of various publications: firearms trade publications, firearm examiner and criminalist trade publications, firearm user manuals, firearm manufacturer catalogs, and ammunition collection publications. The FAU Library Collection is located in room 329, which is secured by card access door lock. Each publication is cataloged and described in a database maintained in the Library folder in the FAU P drive. Publications borrowed from the FAU Library Collection are documented on the FAU Library Collection Sign In/Out Record, which is stored in room 329.

FAU Ammunition Collection

The FAU Ammunition Collection is a compilation of various brands of manufactured ammunition used primarily for training; however, they may also be accessed by experienced examiners for research purposes. The FAU Ammunition Collection is located in room 329, which is secured by card access door lock. Each cartridge in the FAU Ammunition Collection is given a identification number and described in a database maintained in the FAU Ammunition Collection folder in the FAU P drive.

Ammunition borrowed from the FAU Ammunition Collection are documented on the FAU Ammunition Collection Sign In/Out Record, which is stored in room 329.

5.2.4 Ammunition Component Recovery Systems

Bullet Traps

The firing range (room 335A) has several bullet trapping mechanisms. The backstop of the range has a built-in Range Systems Inc. bullet trapping system comprised of a wall of Encapsulator™ blocks. These blocks are replaced as needed and are the responsibility of the Los Angeles Sheriff's Department Facilities Services Bureau.

A portable Encapsulator™ block trap is used for routine test firing by the FAU staff. These blocks are replaced as needed using proper safety precautions for hazardous material. These blocks are packaged for disposal and picked up by a hazardous materials disposal vendor.

A portable Ballistic Box trap is used for long gun test firing by the FAU staff. The cotton sheets used as stopping media are replaced as needed using proper safety precautions for hazardous material. These blocks are packaged for disposal and picked up by a hazardous materials disposal vendor.

Water Recovery Tanks

Water recovery tanks are located in rooms 337 and 339. Water tank maintenance is performed as per the recommendations made by the manufacturer (Cyber National). The water will be checked at least once per calendar month using water test strips that test for: hardness, pH, and alkalinity. Each result and corrective action will be recorded in the Water Test Log stored with the appropriate recovery tank. The acceptable ranges and corrective measures are listed on the Bullet Recovery System Water Treatment Plan located in the Operating Guides in rooms 337 and 339. After any adjustments are made, the water pump must circulate the water for at least two hours before retesting.

5.3 Externally Provided Products, Services, and Outsourcing

The unit ensures that externally provided products and services that affect the unit laboratory activities are suitable. When an external laboratory is used for work that is normally performed by the unit, the unit shall advise the customer of the arrangement in writing. Detailed work instructions regarding external products and services are found in WI QA-014 Externally Provided Products and Services.

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