1 Overview

The Biology Standard Operating Procedure (SOP) manual specifies procedures for routine examinations and analyses of biological evidence for human identification. It is approved for use in the Biology section of the laboratory. Within the scope of that purpose, it is intended to ensure effective and efficient use of the laboratory facilities for the benefit of all user agencies. It incorporates the quality assurance elements necessary to ensure the reliability and uniformity of analyses and reported conclusions.

Each approved revision of this manual will be version-controlled and archived for retrieval by date of authority. Only the approved revision in effect at the time of analysis governs the analysis. The official version of this controlled document shall be published on the laboratory's intranet webpage and can be viewed from network computers. Any deviation from accepted protocol requires approval as outlined in the Methods section of the quality manual, and must be documented in the case file.

This SOP is only one part of the policies and procedures that govern all work performed by the Biology section. The Biology section will follow the requirements detailed herein, in addition to the following:

- Houston Police Department General Orders
- Houston Police Department Crime Laboratory Quality Manual
- Houston Police Department Crime Laboratory Safety Manual
- Houston Police Department Crime Laboratory Biology Training Manual