South Carolina
STATE LAW ENFORCEMENT DIVISION

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FORENSIC SERVICES LABORATORY
CUSTOMER AGREEMENT
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In compliance with accreditation standards, the SLED Forensic Services Laboratory must notify customers of certain laboratory policies and procedures. By submitting evidence to the Laboratory for analysis, the customer agrees with the policies and procedures as outlined in this notification and enters into a contract with the Laboratory.

Review of Requests for Analysis
Each request for forensic analysis is reviewed by laboratory personnel. The Laboratory will review each request to ensure that the customers' needs are understood and that the Laboratory can meet those needs. Based on the type of evidence, information provided, and the request received, the Laboratory will select the appropriate analysis.

Changes to Contracts
The Laboratory may select the item(s) most appropriate for analysis and/or elect to not analyze all items submitted based on the needs and circumstances of the case. The Laboratory does not consider this a change to the contract, and this may be done without additional notice to the customer.

Selection of Methods
The Laboratory utilizes analytical methods that are generally accepted in the forensic science community and that have been validated by laboratory personnel and documented in written procedures. The Laboratory will determine the most appropriate method(s) for analysis based on information and input provided by the customer. By submitting items for testing, the customer authorizes the Laboratory to select methods it deems appropriate.

Deviations from Analytical Procedures
The Laboratory maintains a policy to allow for modifications to procedures, when necessary. These modifications are reviewed by laboratory management and may not routinely be communicated to customers but are documented according to laboratory policy and will be discussed with customers upon request.

Release of Information
As SLED employees, Laboratory staff are required to maintain the strict confidentiality of laboratory and case-related activities. However, it is common for the Laboratory to link cases forensically, whether it be through Automated Fingerprint Identification System

(AFIS) hits, COmbined DNA Index System (CODIS) hits, National Integrated Ballistic Information Network (NIBIN) leads or other analyses across multiple law enforcement agencies. It can be extremely beneficial to share forensic findings and case similarities across agencies.

In the interest of enhancing communication and providing investigative leads, the Laboratory retains the right to confidentially share scientific findings (e.g. names, AFIS hits, CODIS hits, NIBIN leads) that pertain to cases in your jurisdiction with other law enforcement agencies. This agreement does not preclude specific, case-by-case requests for complete confidentiality submitted by your agency in writing to the Laboratory.

Information about your case may be released into the public record in accordance with the South Carolina Freedom of Information Act and/or judicial orders.

Evidence Disposition
All evidence submitted to the laboratory is returned to the customer when analysis/examination is complete or the request for analysis/examination is terminated by the customer. SLED evidence will be stored by the Evidence Control Department until further instruction regarding disposition is received.

Simplified Reports
The SLED Forensic Services Laboratory reports in a simplified format. By submitting evidence to the Laboratory for analysis, the customer agrees to this reporting format. The following information may not be listed directly in the report:

- The analytical method used
- Date of receipt of the item(s) tested
- Date(s) of sampling, reference to the sampling plan and sampling method used
- Date(s) of testing
- The physical location of the performance of the laboratory activity
- The condition of the item(s) tested
- Additions, deviations, or exclusions from the method
- Statement to the effect that the results relate only to the items tested or sampled

In any case in which a report does not include this information, the Laboratory will provide the information upon request.

To ensure that parts of the report are not taken out of context, a report shall not be reproduced, except in full, without approval of the Laboratory.

There have been no changes to the way the Laboratory is reporting results. This agreement is to serve as notice of information related to accreditation requirements.