Ideally, these files should be located in the laboratory. However, they may be kept in the personnel office or health clinic if the laboratory has ready access to them (ie, easily available to the inspector).

Please consult the Laboratory General Checklist for additional details relating to personnel that are not covered in this FDT Checklist.

LABORATORY DIRECTOR

Inspector Instructions:

READ	• Records of laboratory director education and experience
OBSERVE	• Interaction of laboratory director with laboratory supervisory personnel and laboratory staff
ASK	• How does your laboratory choose the individual(s) who perform certifying scientist responsibilities?

FDT.26830   **Laboratory Director Qualifications**   **Phase II**

The laboratory director meets at least one of the following qualifications.

1. **MD certified in clinical and/or forensic pathology with at least two years' experience in analytic toxicology**
2. **PhD in a chemical and/or biological discipline with at least two years' experience in analytic toxicology**
3. **Scientific director of a CAP FDT accredited laboratory on January 1, 1997 or before**

NOTE: The experience requirement is deemed to be satisfied if the individual is board certified by the American Board of Forensic Toxicology or the American Board of Clinical Chemistry in Toxicological Chemistry.

Evidence of Compliance:
✓ Records of qualifications including degree or transcript, certification/registration, current license (if required) and work history in related field

FDT.27030   **Laboratory Director Experience**   **Phase II**

The laboratory director has appropriate experience in forensic applications of analytical toxicology, such as in-court testimony, attendance at relevant continuing education programs, research, and publications in analytical toxicology.

Evidence of Compliance:
✓ Records of qualifications including degree or transcript, certification/registration, current license (if required) and work history in related field