



Wayne Stenehjem
ATTORNEY GENERAL

STATE OF NORTH DAKOTA
OFFICE OF ATTORNEY GENERAL

STATE CAPITOL
600 E BOULEVARD AVE DEPT 125
BISMARCK, ND 58505-0040
(701) 328-2210 FAX (701) 328-2226
www.ag.nd.gov

CRIME LABORATORY DIVISION
2641 EAST MAIN AVE., BOX 937
BISMARCK, ND 58502-0937
TEL. 701-328-6159
TOLL-FREE TEL. 800-296-2054
FAX 701-328-6185

TO: All Agencies Receiving Toxicology Reports
FROM: Charles E. Eder, State Toxicologist *CEE*
DATE: November 18th, 2014
RE: Revised - Toxicology Reports – Certification Update

Effective January 1, 2015, the certification of Toxicology Alcohol/Volatiles and Drug Screening Analytical Reports will be changing. The reports will be electronically posted pursuant to authority provided in North Dakota Century Code Chapters 20.1-13.1, 20.1-15, 39-06.2, 39-20 and 39-24.1.

Currently, a paper copy certification page signed by an analyst and notary is supplied with the submission form (104 or 104-U), analytical report and report addendums for an Alcohol/Volatiles or Drug Screening Analytical Report. This certified report packet is mailed to the submitting officer who then submits it to the DOT or court system.

Many agencies are able to download reports from the Crime Lab's FA Web portal for other laboratory sections (ex. DNA, Drugs). Toxicology reports have also been available for download but could not be used for DOT hearing or court cases without certification. Agencies had to wait for Toxicology reports to arrive in the mail with certification.

Ending December 31, 2014, the Crime Lab will no longer be mailing out certified Toxicology Analytical Reports.

Starting January 1, 2015, a certification statement will be added to the analytical report. This new certification process will allow Toxicology Analytical Reports to be downloaded and printed from the Crime Lab's FA Web portal and submitted to the DOT or court system. The new report packet will be delivered electronically as a Standard Forensic Advantage Discovery Packet containing the Toxicology Analytical Report and submission form.

The submitting officer or agency will receive an email stating the report is ready to be downloaded. To obtain reports, individuals **or an agency** will need access to CJIS and an ~~nd.gov~~ **valid** email account for the ability to download Toxicology Analytical Reports via the FA web portal. You may need to contact the Crime Laboratory to have your ~~nd.gov~~ email account **and CJIS User ID** added or updated in our Laboratory Information Management System. If your agency is not able to receive reports electronically, please notify the Crime Laboratory to make other arrangements.