



# State of New Hampshire

DEPARTMENT OF SAFETY  
OFFICE OF THE COMMISSIONER  
33 HAZEN DR. CONCORD, NH 03305  
603/271-2791

JOHN J. BARTHELMES  
COMMISSIONER

February 14, 2018

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

*Retroactive*

### Requested Action

Authorize the Department of Safety, Division of State Police, to **retroactively** pay the ANSI-ASQ National Accreditation Board, LLC (ANAB) (VC#273092,R001), Milwaukee, WI in the amount of \$5,280.00 for the annual fee to continue the Forensic Laboratory's accreditation certificate program for the period of January 1, 2018, through December 31, 2018. Effective upon Governor and Council approval. Funding source: 100% Agency Income.

Funding is available in the following accounts:

02-23-23-234010-31310000	Dept. of Safety Div. of State Police Coverdell NFSIA Grant	<u>SFY 2018</u>
020-500239	Current Expense – Laboratory Services	\$5,280.00

### Explanation

This item is **retroactive** because the vendor's invoice, while prepared on December 18, 2017, relies upon grant funding, which was not available to the Division of State Police until February 12, 2018; therefore, it was not possible to submit to the Governor and Council any earlier.

This request is to continue the Department of Safety Division of State Police Forensic Laboratory's accreditation certificate program. ANAB provides an external review for laboratory protocols and procedures, and all accredited laboratories pay an annual shared cost to support the administrative and compliance monitoring operations of ANAB. Failure to pay this invoice would result in the loss of the State Police Forensic Laboratory's national certification and create an enormous setback for the entire criminal justice system in the State of New Hampshire.

1. *How long has this organization been in existence and how long has this agency been a member of this organization?* The American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD/LAB) has been in existence since 1982 until its acquisition by ANAB in 2016. The New Hampshire State Police Forensic Laboratory received its accreditation certification in August 2004 and has been part of the ASCLD/LAB and ANAB programs since that time.
2. *Is there any other organization which provides the same or similar benefits which your agency belongs to?* No.
3. *How many other states belong to this organization and is your agency the sole New Hampshire state agency that is a member?* State agency laboratories in forty-six other states belong to this organization. The Department of Safety's New Hampshire State Police Forensic Laboratory is the sole New Hampshire state agency that is part of this organization.
4. *How is the dues structure established? (Standard fee for all states, based on population, based on other criteria, etc)* The annual accreditation fee is based upon the number of proficiency tested scientist positions within the Forensic Laboratory. There are currently 37 proficiency tested scientist positions in the New Hampshire State Police Forensic Laboratory (37 x \$142.70 = \$5,280.00).

5. *What benefit does the state receive from participating in this membership?* There are four main objectives and benefits from participating in this program. They include:

- I. To improve the quality of laboratory services provided to the criminal justice system.
- II. To adopt, develop, and maintain criteria which may be used by a laboratory to assess its level of performance and to strengthen its operation.
- III. To provide an independent, impartial, and objective system by which laboratories can benefit from a total operational review.
- IV. To offer to the general public and to users of laboratory services a means of identifying those laboratories which have demonstrated that they meet established standards.

6. *Are training or educational/research materials included in the membership? If so, is the cost included? Explain in detail.* No training is included; however as a member, the New Hampshire State Police Forensic Laboratory has access to ANAB staff expertise via telephone or email regarding matters of laboratory operations that satisfy the needs of the criminal justice system and for interpretations of forensic accreditation requirements.


7. *Is the membership required to receive any federal grants or required in order to receive or participate in licensing or certification exams? Explain.* Language is included in numerous federal grant solicitations specific to forensic laboratories that award recipients are required to be either seeking or have already obtained national accreditation.

8. *Is there any travel included with this membership fee? Explain in detail any travel to include the number of employees involved, the number of trips, destination if known and purposes of membership supported trips.* No travel is included in this annual fee.

9. *Which state agency employees are directly involved with this organization? (Indicate if they are members, voting members, committee members, and/or officers of the organization)* While the entire New Hampshire State Police Forensic Laboratory is involved with this organization due to their oversight of accreditation standards, Laboratory Director Timothy Pifer and Quality Assurance Manager Lise Swacha are most directly involved with this organization to ensure compliance with administrative and technical documentation.

10. *Explain in detail any negative impact to the State if the Agency did not belong to this organization.* Failure to pay the annual fee to this organization would result in the loss of the New Hampshire State Police Forensic Laboratory's accreditation certificate. This would result in the laboratory's inability to demonstrate that its management, personnel, quality system, operational and technical procedures, equipment, and physical facilities meet established standards. This would create problems in the judicial system for any case that involves forensic evidence (drug cases, sexual assaults, burglaries, homicides, etc.) as the lack of nationally-recognized standards would be grounds for aggressive litigation.

Respectfully submitted,

  
John J. Barthelmes  
Commissioner of Safety



# INVOICE

**Invoice Number:** 2110

**Invoice Date:** 2017-12-18

**Terms:** Net 30 Days

**Bill To:**

New Hampshire State Police - Forensic Laboratory  
Attn: Timothy J. Pifer  
33 Hazen Drive  
Concord, NH 03305  
USA

**Payable To:**

ANSI-ASQ National Accreditation Board  
Attn: ANAB Accountant  
PO Box 582  
Milwaukee, WI 53201-0582 USA

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Proficiency Tested Personnel Fee  
January 1, 2018 through December 31, 2018

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<b>Invoice Total</b>	<b>\$5,280.00</b>
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**Payable in US Dollars**

**Please send one copy of this invoice with your payment. Thank you!**  
**When initiating payment, any and all bank fees are the responsibility of the Customer.**  
**The payment received by our bank must equal the invoiced amount.**