



MICHAEL J. SATZ
STATE ATTORNEY
SEVENTEENTH JUDICIAL CIRCUIT OF FLORIDA
BROWARD COUNTY COURTHOUSE
201 S.E. SIXTH STREET
FORT LAUDERDALE, FLORIDA 33301-3360

PHONE (954) 831-6955

September 03, 2009

Dr. Edward T. Blake
Forensic Science Associates
3053 Research Drive
Richmond, CA 94806

Re: Florida v. Anthony Caravella
Case No. 84-339CF10A
FSA File No.: 08-323

Dear Dr. Blake:

Regarding your August 27, 2009 DNA report in the above style case (Florida v. Anthony Caravella) please provide Diane Cuddihy and myself the following information as soon as possible:

SPECIFIC ITEMS

1. Laboratory Quality Policies and Manual (however named)
2. Laboratory Protocol (e.g., prescribed minimum testing)
3. Laboratory Technical Procedures to include interpretational guidelines (otherwise known as Standard Operating Procedures).
4. Laboratory Quality Procedures (however named: implementing procedures for the quality program. e.g., internal audit procedures, training and qualification procedures, contamination control procedures, document control procedures, etc).

5. Relevant memos or instructions to lab personnel regarding practices for contamination control, training and audits.
6. Documentation of internal audit scope and schedule.
7. Copies of internal audit reports generated during the year, or external audit reports received for the relevant period with corrective actions.
8. Inventory of laboratory capital equipment (make/ model/ acquisition date)
9. Most recent ASCLD-LAB application for accreditation
10. Most recent Accreditation Review Report.
11. Final accreditation report.
12. Field records related to evidence collection and ambient environmental conditions.
13. Copies of training records for evidence collection personnel.
14. Diagrams or photographs of evidence at all stages of collection and testing.
15. Case intake and evidence control records. (Field to lab custody transfers, intra-and inter-laboratory chain of custody, evidence receipt log, assignment of laboratory identifiers, controlled storage temperature records).
16. Statement of qualifications for key personnel and for each responsible analyst. (e.g., curriculum vitae)
17. Internal and external proficiency results (actual and reported results, and all relevant records, data, and correspondence for each analyst and method used in this case.)
18. Interim and final reports issued by the laboratory including amended reports and records of verbal reports if appropriate.
19. Copies of bench notes, log books, communications logs, and any other records pertaining to case samples or instruments: records describing the conditions of the evidence.
20. Instrument or equipment run logs for the instruments used in case samples on the day case samples were tested including identification of all unknown samples and controls.
21. Instrument tuning and calibration records (e.g. as prepared, and as determined values for initial and continuing calibration applicable to case samples: as prepared and as determined values for second source calibration check samples.)
22. Source, preparation and usage records demonstrating traceability and shelf life for standard materials and solutions used for calibration and quality control including unique

- identifications, origins, dates of preparation and use, composition and concentration or prepared materials, supplier certificates, shelf lives and storage conditions.
23. Instrument maintenance and repair records for the weeks surrounding case testing.
 24. Source, preparation, and usage records for reagents and materials used during testing.
 25. Control charts used to monitor instrument or method performance during period in which case samples were processed.
 26. Raw and processed electronic data for case and associated QC samples including data excluded by analyst.
 27. For quantitative analysis: verification of calibration criteria for volumetric and gravimetric equipment.
 28. Copies of non-conformance reports for issues with the potential to impact case samples or results.
 29. Records of internal independent reviews of case results and reports.
 30. Results of environmental monitoring for parameters relevant to test methods.
 31. Results of contamination control surveys for species relevant to test methods.

Although I am sending this correspondence to you via e-mail and electronic facsimile, I will also follow up with a hard copy. Thank you in advance for your cooperation and assistance in this most important matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Carolyn McCann". The signature is fluid and cursive, with the first name "Carolyn" written in a larger, more prominent script than the last name "McCann".

Carolyn McCann
Assistant State Attorney

cc: Diane Cuddihy
Assistant Public Defender



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FORT LAUDERDALE, FL 33301-3360

FAX

To:	Forensic Science Associates	From:	Carolyn V. McCann
Attn:	Dr. Edward Blake	Phone:	Special Administrative Projects
Phone:		Fax:	954-831-7228.
Fax:	510-222-8887	Date:	9-3-09
			4 Page(s). (Including cover)

Re: Anthony Caravella
84-339CF/0A.